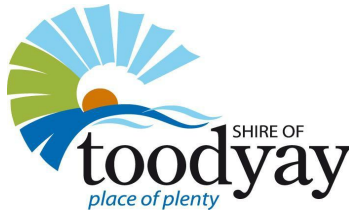


# **Infrastructure Assets and Services General Hand / Grader, Heavy Plant Operator**

## **APPLICATION PACKAGE**





## Infrastructure Assets and Services General Hand / Grader, & Heavy Plant Operator

### About the Shire of Toodyay

We are a value driven organisation proud to create and support a sustainable and liveable community. We are committed to providing exceptional services to our residents and working in partnership with local business and community groups.

As an employee for the Shire of Toodyay, you will have the opportunity to make a real difference in the lives of people who live, work, and play in our community.

We offer a range of diverse opportunities across a number of fields, including but not limited to planning, maintenance, parks and gardens, rangers, governance, finance, and customer services administration.

We are proud of our inclusive workplace and diverse culture and believe in providing ongoing training and support for all our employees to ensure they reach their full potential.

If you're looking for an exciting and rewarding career opportunity, the Shire of Toodyay is the place for you.

### About the role:

As a team member, this role forms part of a team that are responsible for general duties to ensure Shire roads, drainage and other infrastructure assets are maintained in good order.

### The Benefits of working for us:

- **Professional Development:** opportunities for growth and career advancement.
- **Work-Life Balance:** flexible working arrangements considered.
- **Additional Benefits:** a uniform allowance, training and development options.


### What you'll need to succeed:

- Experience in operation of a grader and heavy plant and equipment.
- Knowledge and practical experience in using and maintaining hand and power tools.
- Proven experience in the road and drainage construction or road and drainage maintenance industry.

### Sound like you?

For further information, please visit our website at

<https://www.toodyay.wa.gov.au/employment/> or by contacting the Shire via email at [records@toodyay.wa.gov.au](mailto:records@toodyay.wa.gov.au).



Applications should be marked “CONFIDENTIAL – Infrastructure Assets and Services General Hand / Grader and Heavy Plant Operator” and forwarded to the Executive Manage Infrastructure Assets and Services at the Shire of Toodyay by mail, in person or via email.

Applications close at **4.00pm on Wed 20 August 2025.**

**Please Note:**

- To be considered for this position, please ensure your application letter addresses the selection criteria and is no longer than three pages.
- The Shire is an Equal Opportunity Employer that values and respects diversity in its workplace. Applicants must have the right to live and work in Australia.
- Canvassing of Councillors will disqualify applicants.

Thank you for your interest regarding the position of General Hand/ Grader, Heavy Plant Operator with the Shire of Toodyay.

Please read the attached guidelines carefully and follow all instructions before applying for this position.

Aaron Bowman JP  
**Chief Executive Officer**

## Community Profile

The Shire of Toodyay (Toodyay) as a local government area was founded in 1836. Toodyay is a historic locality boasting magnificent examples of natural and cultural heritage. The Shire of Toodyay has approximately 173 places heritage-listed, of which 16 are on the State Register of Heritage Places.

On the route to and through Toodyay is the Avon Valley National Park and numerous reserves which become a burst of colour with magnificent displays of wildflowers during the spring months.

The Shire is part of the Wheatbelt region of Western Australia, and a significant proportion of the land is used for agricultural activities, particularly sheep, cattle and grain.

Toodyay covers an area of 1,694 square kilometres and has a population of approximately 4,601. Its Council Offices are in Toodyay. The name Toodyay comes from the Noongar word Dudja, meaning “mist.” Foggy mornings are very common during the Makuru season, around June and July.

Historic buildings display fine examples of 19th-century history, with architecture reflecting the early convict era including the Old Courthouse (Shire administrative centre), the Mechanics' Institute (Toodyay Library), Connor's Mill and the Old Gaol. A tourist information bay is located on the main street.

Residents are provided with quality outlets and services, including the Bendigo Bank, ATM's, post office, cafes, food establishments, a library, pharmacy, day-care, hardware stores, a supermarket, garages, a bakery, and a local high school. Sports facilities include the Toodyay Recreation and Aquatic Centre, bowling greens, tennis courts and a skate park, as well as cricket and football ovals.

Extracts Industrial Park is located approximately 5km from Toodyay and currently houses various light industries.

Tourism is a growing industry with significant potential for expansion, with visitors attracted by the spectacular scenery, significant heritage values and country lifestyle. The longest annual white-water race in the world takes place along the Avon River which runs through Toodyay. Residents and visitors can enjoy a peaceful picnic at Duidgee Park, where there are barbecue facilities, children's play areas, public toilets and a miniature railway. Newcastle Park also has children's play areas. The region has many artisans as well as a wide choice of establishments offering quality accommodation. The Toodyay Visitor Centre is the ideal source of information on places of interest.

The Shire continues to experience a migration of people from the Perth metropolitan area seeking an alternative semi-rural lifestyle, resulting in unprecedented demand for property and development.

## Guidelines to applying for an advertised vacancy

The following guidelines are designed to assist you in demonstrating your suitability for the role. The Selection Panel will assess your suitability based on your knowledge, experience and qualifications required to successfully carry out the duties of the position.

### 1. Preparing your application

- (a) The Shire prefers typed applications however neat and legible handwritten applications will be accepted.
- (b) Please provide copies of supporting documentation rather than original documents. Original documents should be presented at the time of interview. This includes a national police clearance, motor vehicle licences and tertiary qualifications where applicable.

### 2. Your application should include the following:

#### (a) Covering Letter and CV to support your application:

- (i) Your covering letter should address your suitability for the role as indicated in the selection criteria contained in the Position Description. (Maximum 3 pages).
- (ii) Consideration for interview is based upon clear demonstration of your ability to meet the selection criteria.
- (iii) Your Curriculum Vitae (CV) and/or Resume will need to be clear and concise (maximum 3 pages).

#### (b) Referees

- (i) Please nominate at least two current contactable employment referees with your application.
  - a. Referees should be able to comment on your recent work experience, skills, and knowledge in relation to the role.
  - b. Please provide names, relationship to you (e.g. Supervisor), and company name, and day-time telephone numbers.

#### (c) Evidence of your right to work/live in Australia

Applicants are required demonstrate their right to work and live in Australia. It is a condition of applying that you will be able to meet this criterion.

### 3. Acknowledgement of your application

The Shire will acknowledge receipt of the application after the closing date.

#### **4. Interview Process**

##### **(a) Short Listing**

- (i) The panel will short list applicants for an interview who meet the selection criteria.
- (ii) This process may take up to two weeks after the closing date. If you are selected for an interview, you will be contacted to arrange and confirm a time to attend during the period in which the Shire is conducting the interviews.

##### **(b) Interview Process**

- (i) The panel will consist of at least people with an Executive Manager being one of them.
- (ii) Interviews will be structured so that each applicant will be assessed in the same manner.
- (iii) During the interview, panel members will take notes and assess your answers to questions. This enables each candidate to be assessed in an equitable and fair manner.
- (iv) If you do not understand a question, it is perfectly acceptable to seek clarification before providing a reply.

##### **(c) Offer and Acceptance**

If you are the successful candidate for the role, you will be contacted for the purpose of a verbal offer and acceptance so a contract of employment can be arranged via the office of the CEO and sent to you. This includes an agreed start date.

Please note that preferred applicants may be asked to undertake other selection tests to assess against the inherent requirements of the role and will also be required to undertake a pre-employment medical to determine the applicant's suitability to carry out the role prior to commencement.

##### **(d) Feedback to applicants**

If requested, feedback to unsuccessful applicants will be provided.

#### **5. Forwarding applications for the position**

- (a) Written applications MUST BE addressed to the Executive Manager Infrastructure Assets and Services at the Shire of Toodyay as follows:

Executive Manager Infrastructure Assets and Services  
Shire of Toodyay  
15 Fiennes Street (PO Box 96)  
TOODYAY WA 6566

- (b) Applications must be marked "CONFIDENTIAL – INFRASTRUCTURE ASSETS AND SERVICES GENERAL HAND / GRADER HEAVY PLANT OPERATOR" You may submit your application in person or by mail/post to the above address. You may also send your application to [records@toodyay.wa.gov.au](mailto:records@toodyay.wa.gov.au).

## 6. Checklist

- (a) Ensure you have the following to make your application:
- ☐ Covering Letter.
  - ☐ Curriculum Vitae(CV) or Resume.
  - ☐ Copies **(not originals)** of supporting documentation.
  - ☐ Full application has been proofread prior to submitting.
  - ☐ The application has been photocopied for personal reference.
- (b) Complete the Applicant Declaration contained in this package and ensure it accompanies the above with your application.

## APPLICANT DECLARATION

I,

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*Full Name of the Applicant*

of,

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*Address of the Applicant*

Declare that:

1. All the information contained in this application is to the best of my knowledge and belief, true, accurate and current in every detail, with no impending issues or claims apparent that may affect consideration of this application or the requirements of any position for which I am applying.
2. I understand that the Shire reserves the right to verify all information on this application and that any false or misleading statements will be considered sufficient cause for the application to be rejected, or for immediate dismissal if appointed. Originals of supporting documents must be made available at interview including National Police Clearance, Motor Vehicle Licences and Tertiary Qualifications where applicable.
3. I understand that the Shire's recruitment and selection procedure involves a pre-employment medical examination for this role. It will be the Shire's approved medical centre, at the Shire's expense, and that original results of this examination are required to be disclosed to the Shire.

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*Signature of the Applicant*

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*Date*



## Position Description

<b>Title:</b>	<b><u>General Hand / Grader and Heavy Plant Operator</u></b>
<b>Portfolio:</b>	Works and Services
<b>Classification:</b>	EBA / Award L4
<b>Purpose of Role:</b>	As a team member, this role forms part of a team that are responsible for general duties to ensure Shire roads, drainage and other infrastructure assets are maintained in good order.
<b>Complexity:</b>	Low to moderate level of complexity with requirements to undertake the role both autonomously and as a team member.
<b>Reports to:</b>	<ul style="list-style-type: none"> <li>• Executive Manager Infrastructure Assets and Services</li> <li>• Coordinator</li> <li>• Supervisor</li> </ul>
<b>Staff Supervised:</b>	None
<b>Delegation of Authority:</b>	Works under general or direct supervision. Is only authorised to work within established guidelines, budgets, procedures and policies of the Shire of Toodyay as well as statutory provisions of the <i>Local Government Act WA 1995</i> and other relevant legislation that apply to the role.

### General Requirements

- Act in a professional and ethical manner and in the best interests of the Shire at all times.
- Maintain confidentiality and work in accordance with all Council policies and procedures as well as all regulatory and legislative requirements applicable to a Local Government Authority.
- Highly developed interpersonal and conflict resolution skills with the ability to communicate with a wide range of people and groups.
- Establish and maintain effective work partnerships to ensure delivery of a high level of customer service.
- Observe all Work Health and Safety and relevant Shire policies and procedures.
- Report all damages immediately or upon return to Depot.

### Work Safety and Health

- Apply understanding of WHS and take responsibility for self and others working safely.

- Ensure you are familiar with control of hazards from resources in your workplace and identify training needs to ensure optimum competency.
- Engage with and embrace monitoring processes as a valuable tool to assist and enhance your perspective of the current status of work health and safety.
- Consult and cooperate with appointed safety personnel to enable them to fulfil the duties of their role.
- Make use of the Health and Safety Committee and Health and Safety Representatives to engage and consult regarding work health and safety matters.

Refer work health and safety issues that are beyond your control to the relevant manager(s) for their attention but ensure that interim action is taken to reduce the risks in a practical way.

### **Responsibilities & Duties**

- This role undertakes a range of duties associated with construction and maintenance which include, but are not limited to, the following;
  - Driving and/or operating vehicles and/or construction equipment in a safe and proper manner.
  - Assist with construction of new roads, repairs and refurbishment to existing roads and associated infrastructure to the required standard.
  - Assist or undertake duties such as application of bituminous surfaces, drainage and culvert works.
  - Carry out tree pruning, clearing and removal of roadside and verge vegetation.
  - Participate in basic Traffic Management and Traffic Control duties.
  - Carry out routine inspection/reporting of plant, tools, and equipment and to ensure they are maintained and in working order.
  - Undertake other duties or activities from time to time that are reasonable and within capacity or training

### **Our Values**

The Shire's values are expected to be applied by staff in all their activities associated with Shire business.

#### **Integrity**

We behave honestly to the highest ethical standard

- Accountability** We are transparent in our actions and accountable to the community
- Inclusiveness** We are responsive to the community, and we encourage involvement by all people
- Commitment** We translate our plans into actions and demonstrate the persistence that will produce results.

### **Skills, Knowledge & Experience**

- Experience in operation of a grader and / or heavy plant and equipment.
- Knowledge and practical experience in using and maintaining hand and power tools.
- Working knowledge of Work Health and Safety requirements for the workplace.
- Proven experience in the road and drainage construction or road and drainage maintenance industry.
- Ability to work independently or as part of a team.
- Good communication skills and time management skills.
- Advanced concrete and/or bitumen and/or pipe laying skills (desirable)
- Basic traffic management skills (desirable)
- Working knowledge of Main Roads Western Australia 'Code of Practice for Traffic Management for Roadworks'. (desirable)

### **Qualifications and or Training**

- St John First Aid (desirable)
- Western Australia White Card
- Traffic Management Certificate (MRWA approved)

### **Licences/Clearances**

- Hold a current "HC" class Motor Driver's Licence (Essential)
- National Police Clearance
- Pre-employment medical
- Hold a current WA manual Motor Driver's License
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### **Internal Liaison**

- Chief Executive Officer Manager Infrastructure and Assets & Services
- Coordinator Infrastructure Assets & Services
- Other staff

### **External Liaison**

- General Public
- Contractors
- Guests & Visitors

### **Performance Criteria**

1.

### **Core Competencies**

## 2. Quality of work

## 3. Values & Behaviours

### Working Relationships

**\* All are essential unless otherwise denoted**

#### ENDORSEMENT

The details contained in this position description are an accurate reflection of the broad duties, responsibilities and other requirements of this role. These may be amended from time to time in line with capabilities and classification.

CHIEF EXECUTIVE OFFICER

NAME: AARON BOWMAN

SIGNATURE: \_\_\_\_\_

As occupant of the role; I have read and understood the duties, responsibilities and other requirements outlined in this position description. I understand that these duties may be amended from time to time in line with requirements and needs of the Shire of Toodyay.

NAME: \_\_\_\_\_

SIGNATURE: \_\_\_\_\_

DATE: \_\_\_\_/\_\_\_\_/\_\_\_\_

DATE OF REVIEW: