Shire of Narrogin
Love the life

Employment Package

Plant Operator / General Hand

Your Career. Our Community. A Shared Future

SHIRE OF NARROGIN | WESTERN AUSTRALIA

Shire of Narrogin

About Narrogin

Located approximately two hours southeast of Perth, the Shire of Narrogin is a vibrant regional community in Western Australia's southern Wheatbelt, surrounded by rolling hills, natural woodlands and rich agricultural landscapes. Situated on the traditional lands of the Noongar people of the Gnaala Karla Booja region, Narrogin is home to approximately 4,500 residents and serves as a key commercial, agricultural and service centre for surrounding communities. Combining country charm with modern conveniences, Narrogin offers an appealing regional lifestyle with easy access to Perth and neighbouring towns.

Narrogin offers excellent healthcare, education, retail and recreational facilities, complemented by a welcoming community and a strong regional economy. As a major service centre, the town provides diverse employment opportunities across local government, healthcare, education, agriculture and business. Working with the Shire of Narrogin offers the opportunity to build a rewarding career, develop professionally and make a meaningful contribution to the community. With its balance of career opportunities, essential services and relaxed country living, Narrogin is an ideal place to live, work and grow.

A thriving regional community

- Great location
- Strong community
- Lifestyle & recreation
- Excellent services
- Growing opportunities

Working with the Shire of Narrogin

Governed by a Council of seven elected members, including a publicly elected Shire President, the Shire of Narrogin is committed to delivering quality services, supporting community wellbeing and promoting sustainable regional development in accordance with the *Local Government Act 1995*.

As an Equal Opportunity Employer, the Shire fosters an inclusive and collaborative workplace guided by five core values: Accountability, Respect, Excellence, Trust and Teamwork. Our employees play a vital role in serving the community while enjoying opportunities for professional growth and work-life balance.

The Shire offers a range of benefits and opportunities, subject to position and employment eligibility, including:

Health and Wellbeing
Health and wellbeing programs, including confidential counselling support.

Rostered Days Off (RDO)
RDO and flexible working arrangements to support work-life balance.

Salary Packaging
Salary packaging options available for eligible employees.

Recreation
Discounted gym and swimming pool memberships at the Narrogin Regional Leisure Centre.

Superannuation
Up to 15% employer superannuation contributions (12% statutory plus up to 3% matching for eligible employees).

Professional Development
Training, professional development and study assistance.

Leave Entitlements
Annual leave loading and long service leave entitlements.

Career Opportunities
Career progression and internal advancement opportunities.

The Opportunity

Position Overview

Position Title:	Plant Operator / General Hand
Department:	Infrastructure Services Urban/Rural
Responsible To:	Manager Infrastructure Services Urban/Rural
Employment Type:	Full-Time
Hours of Work:	76 hours per fortnight
Award Level:	LGIA 2020 – NSI Award Level 4
Location:	Narrogin Works Depot or as directed by the Shire.

About the Role

The Shire of Narrogin is offering an opportunity for a skilled and reliable Plant Operator / General Hand to join its Depot Team.

This full-time position involves operating plant and machinery, undertaking road construction and maintenance activities, and supporting the delivery of the Shire's annual works program. The role is suited to a practical, safety-conscious individual who enjoys hands-on work and contributing to the maintenance of local infrastructure.

KEY RESPONSIBILITIES

- Safely operate and maintain Shire plant, machinery and equipment.
- Assist with road construction, repairs and maintenance activities.
- Undertake bitumen sealing, patching, drainage and kerbing works.
- Transport materials and assist with general labouring duties.
- Complete daily plant inspections and routine maintenance.
- Maintain equipment in a clean, safe and roadworthy condition.
- Complete timesheets and required operational records.
- Follow workplace safety procedures and report potential hazards.
- Support other depot operations and maintenance activities as directed.

QUALIFICATIONS

- Current Construction Safety Awareness Card (White Card).
- Current HR Class Driver's Licence (desirable).
- Previous experience in plant operation, including the safe operation and maintenance of vehicles and machinery.
- Experience in traffic management.
- Practical knowledge of road construction and maintenance.
- Sound understanding of workplace health and safety practices.
- Good communication and teamwork skills.
- Ability to work independently and follow instructions.
- Willingness to undertake relevant training and development.

The Package

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SALARY PACKAGE

Component	$ Minimum (per annum)	$ Maximum (per annum)
Salary*	$51,910	$51,910
Over Award Payment	$9,169	$9,801
Total Salary Payable	**$61,078**	**$61,710**
Superannuation @ 12%	$7,329	$7,405
Matching Superannuation @ 3 %	$1,832	$1,851
Leave Loading 17.5% (not payable to contract or casual employees)	$822	$831

ADDITIONAL BENEFITS

Vehicle Provision**	Housing Allowance	Adverse Conditions Allowance	Uniform Allowance	Gym Membership (full) 50% discount
N/A	N/A	Included	To be Provided	$606

Weekly Rostered Day Off***
Two rostered days off per fortnight (4-day working week)

Notes:
* The package is calculated on a full-time wage of 76 hours per fortnight for a full year. Wages will be paid on actual hours worked.
** Unrestricted Private Use (radius if 250km) from Narrogin Townsite.
*** RDO subject to 76 hours per fortnight, including approved leave to cover any shortfall.

HOW TO APPLY

Application Requirements

- Current résumé.
- Cover letter outlining their interest and suitability for the position.
- Written response addressing the Selection Criteria in the Position Description.
- Contact details of at least two professional referees, preferably current or recent supervisors.
- Applicants must submit all required documents to be considered for the position. Candidates who demonstrate their suitability against the Selection Criteria may be shortlisted for an interview.

Pre-Employment Checks

The preferred applicant may be required to undergo qualification, identity and employment history verification, National Police Clearance, medical assessment and drug and alcohol screening.

Interviews

Applicants must provide a current phone number and email address. Shortlisted candidates may be invited to interview at the Shire Administration Office or the position's designated work location.

Equal Employment Opportunity

The Shire of Narrogin is committed to equal opportunity, inclusion and merit-based recruitment.

Application Submission and Enquiries

Email your application to hrpayrollofficer@narrogin.wa.gov.au. Applications will remain open until a suitable candidate is appointed.

For enquiries, visit www.narrogin.wa.gov.au or contact HR/Payroll Officer on (08) 9890 0900 or via email above.

Position Description

Plant Operator / General Hand

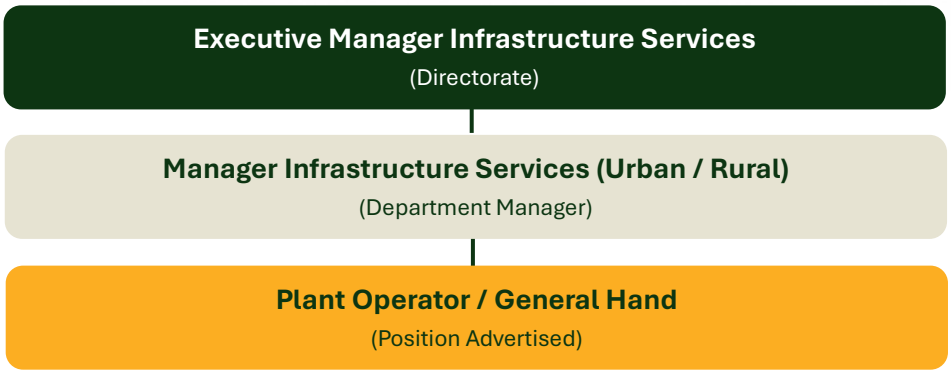
POSITION DETAILS

Position	Plant Operator / General Hand
Directorate:	Infrastructure Services
Department:	Works Depot (Urban / Rural)
Position Classification:	LGIA 2020 – NSI Award Level 4
Employment Type:	Full-Time
Location of Work:	Narrogin Works Depot or as directed by the Shire

ORGANISATIONAL RELATIONSHIPS

Responsible To:	Manager Infrastructure Services (Urban / Rural)
Internal and External Liaison	
Internal:	Executive Manager Infrastructure Services
	Manager Infrastructure Services (Urban / Rural)
	Shire of Narrogin Staff
External:	Ratepayers and Residents
	General Public
	External Contractors

POSITION WITHIN THE ORGANISATION



POSITION OBJECTIVES

- Contribute to the delivery of the Shire's annual works and maintenance programs.
- Undertake construction and maintenance activities as directed by the Manager Infrastructure Services.
- Operate and maintain plant and equipment in accordance with Shire policies and procedures.
- Complete assigned works efficiently, effectively and to the required standards.
- Demonstrate a strong commitment to workplace safety and professional work practices.

KEY DUTIES AND RESPONSIBILITIES

- Safely and competently operate Shire plant, machinery and equipment.
- Assist with road construction and maintenance works, including material transport, bitumen spraying and sealing, patching, drainage, footpaths and kerbing.
- Conduct daily pre-start inspections and routine plant maintenance.
- Maintain plant and equipment in a clean, safe and roadworthy condition.
- Perform assigned duties independently with minimal supervision.
- Complete daily timesheets and maintain accurate operational records.
- Provide professional and courteous service to residents, contractors, colleagues and the general public.
- Undertake required training to maintain and develop operational skills and plant competencies.
- Assist with other operational duties as directed by the Manager Operations, Foreman or Team Leader.
- Undertake overtime and weekend work, potentially at short notice, to meet operational demands or respond to emergencies, including fires and storms.
- Uphold the Shire's values, policies, Executive Instructions and Code of Conduct, demonstrating integrity and professionalism.

SELECTION CRITERIA

Qualifications

- Current HR Class Driver's Licence or willingness to obtain one
- Current Construction Safety Awareness Card (White Card).

Experience

- Previous experience in a similar role involving plant operation.
- Experience in the safe operation and routine maintenance of vehicles and machinery.
- Experience in traffic management.

Skills

- Sound general labouring and plant operation skills.
- Ability to identify workplace hazards, recommend appropriate controls and implement agreed actions.
- Effective written and verbal communication skills.

Knowledge

- Sound knowledge of relevant plant, machinery and equipment.
- Good understanding of Work Health and Safety principles.
- Practical knowledge of road construction and maintenance practices.

EXTENT OF AUTHORITY

- Free to act within established guidelines and may exercise judgment in some circumstances.
- Operates under the general direction of the Manager Infrastructure Services.
- Within established guidelines, procedures and policies of the Shire as well as the statutory provisions of the Local Government Act and other legislation.

WORK HEALTH AND SAFETY REQUIREMENTS

- Follow all Work, Health & Safety guidelines, policies and procedures.
- Take reasonable care for personal health and safety and that of others who may be affected by their work.
- Identify workplace hazards, assess risks and implement appropriate safety controls within the scope of the position.
- Participate in workplace safety inspections, incident investigations and injury management processes as required.
- Operate plant and equipment safely and report any defects or unsafe conditions.
- Promptly report all workplace accidents, incidents, near misses and identified hazards in accordance with Shire procedures.

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