



**POSITION VACANT  
MECHANIC**

An excellent opportunity exists for a qualified, experienced, enthusiastic and reliable Mechanic to join the team at the Shire of Broomehill-Tambellup to carry out maintenance and repairs on Shire plant.

To successfully undertake this role, you will need to be a qualified tradesperson or have relevant mechanical experience, possess a minimum MR license and be experienced in the operation of heavy and light plant.

Commencing salary: Range \$75,000-\$90,000 per annum (dependent on qualifications and experience).

The successful candidate will also be entitled to:

- Up to 15.5% superannuation (Employer super plus up to an additional 5% with matching employee contribution)
- Access to development opportunities
- Uniforms provided
- Rostered Day Off
- Personal Leave Benefit
- Parental Leave Benefit

For more information about this position, please contact Peter Vlahov, Manager of Works, on 0418 955642.

An application package can be downloaded at [www.shirebt.wa.gov.au](http://www.shirebt.wa.gov.au), or alternatively, please contact Pam Hull on 9825 3555 or [projects@shirebt.wa.gov.au](mailto:projects@shirebt.wa.gov.au).

Applications will be accepted until 4.00pm on Wednesday 29 March 2023.

***The Shire of Broomehill-Tambellup is an equal opportunity employer.***

Anthony Middleton  
Chief Executive Officer



## Vacancy Information Package

### About the Shire

The Shire of Broomehill-Tambellup is a progressive rural community located within the Great Southern region of Western Australia, some 328km south east of Perth and 135 km north of Albany. The region is predominantly a sheep and grain producing area with a growing interest in viticulture and horticulture. The Shire has a population of approximately 1,045 and covers an area of 2,813 square kilometres.

The Shire has two towns, being Broomehill Village and Tambellup. Both towns offer the advantage of rural lifestyle with the convenience of most essential services, including recreation and leisure facilities, government, health and education services. Although the towns are small, they offer numerous sites of interest for tourists and travellers. The most well-known is the Holland Track, which starts at Broomehill and ends at Coolgardie.

The Council of the Shire of Broomehill-Tambellup consists of seven elected members, with the workforce consisting of around thirty staff members, across the administration and works areas.

Employees at the Shire of Broomehill-Tambellup make up a multi-skilled workforce that contributes across a diverse range of areas, including road construction and maintenance, management of parks, gardens and reserves, animal control, waste management, maintenance and improvement of the Council's built assets, financial management, customer service, community services and planning.

We take pride in our ability to provide appropriate services and facilities for our community, and this is achieved through effective and efficient management of staff, resources, plant and equipment. Each person's role in the organisation as part of a team is important to being able to achieve our aims.

<b>Community Vision</b>  'A region driven by community spirit'	<b>Community Values</b>  Commitment; Care; Friendship; Inclusion
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## Submitting an application

### Guidelines

These guidelines have been developed to assist you in preparing your application and to ensure all documentation is submitted with your application.

### Preparing your application

Applicants who meet the essential criteria and who from their application appear to be competitive will be short listed for interview. This decision will be based on the information that is relevant to the position that you provide in your application. Your application should include the following information:

<b>Application form</b>	Please complete all sections and sign the declaration. Job applications which do not include a completed application form will not be considered.
<b>Covering letter</b>	State the identifying details of the position together with any relevant information of your availability for an interview. You may wish to summarise your application and emphasis your strongest points and achievements.
<b>Curriculum Vitae (resume)</b>	This is a summary of your work history and should start with the most recent or current position. You should include employment to and from dates, position title and details of duties. Please ensure you include your personal details; name, current address and telephone number. Also include qualifications and training achievements or any study you are currently undertaking and membership of professional bodies.
<b>Addressed selection criteria</b>	<b>It is a requirement of your application that you address the selection criteria for the position you are applying for as outlined in the position description.</b> The selection criteria are the qualifications, experience, knowledge, skills and abilities considered necessary to perform the functions of the position. This should include demonstrated capabilities by providing evidence of how you meet the selection criteria; provide specific details; and where possible, include an indicator of success or a result. An easy way to do this is to use the <b>STAR</b> model - that is: <b>S</b> ituation: provide a brief outline of situation /setting <b>T</b> ask: outline what you did <b>A</b> pproach: outline how you did it <b>R</b> esult: describe what the outcomes were.

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<b>Referees</b>	You should contact your referees for their approval prior to being listed in your curriculum vitae/resume as they may be contacted. It is desirable that one referee be your current or a recent supervisor/manager. Provide names, work addresses and current contact telephone numbers for each referee. Only referees that are able to comment on your work experience (preferably against the selection criteria) should be included.
<b>National Police Clearance / Working with Children Check</b>	Some positions may require preferred applicants to provide a recent National Police Clearance and/or Working with Children Check and these will be at the expense of the applicant. The police clearance should have been obtained within the three months prior to applying for or obtaining the position. The Working with Children Check must be valid at the time of application.
<b>Pre-employment medical / physical assessment</b>	In the course of the application and selection process you will be required to undertake a physical or medical assessment relevant to the duties in your position description to ensure we exercise our duty of care to our current and future workforce. <b>Drug and alcohol testing may be undertaken as part of this assessment.</b>

Please ensure **photocopies** of your qualifications, certificates and the like are attached to your application – please do NOT send originals. If applying for more than one position, separate applications must be submitted – one application for each position.

Applications will not be accepted after the closing date.

**Lodging your application:**

By hand or by post to:                    Chief Executive Officer  
Shire of Broomehill-Tambellup  
46 - 48 Norrish St  
TAMBELLUP WA 6320

By email to [projects@shirebt.wa.gov.au](mailto:projects@shirebt.wa.gov.au) , Attention: Chief Executive Officer.

*We recommend that you contact Pam Hull on 9825 3555 to confirm your emailed application has been received.*

**Applications must be received by one of the above methods, by 4.00pm on 29 March 2023.**

<b>EMPLOYMENT CONDITIONS</b>	
<b>Location</b>	<i>Shire of Broomehill-Tambellup, based at the Tambellup Works Depot</i>
<b>Industrial agreement</b>	<i>Local Government Industry Award 2020 in conjunction with the Shire of Broomehill-Tambellup Operations Employees’ Enterprise Agreement 2019</i>
<b>Salary</b>	<i>Range - \$75,000-\$90,000 per annum (dependent on qualifications and experience)</i>
<b>Tenure</b>	<i>Full time, permanent</i>
<b>Hours of work</b>	<i>Employees work an 80.5 hour, nine day fortnight.</i>
<b>Superannuation</b>	<i>10.5% as per legislation</i>
<b>Annual leave</b>	<i>Twenty (20) days per annum + 17.5% leave loading</i>
<b>Personal/carer’s leave (recognised as Sick leave)</b>	<i>Ten (10) days per annum</i>
<b>Long service leave</b>	<i>In accordance with the Local Government (Long Service Leave) Regulations and the Shire of Broomehill-Tambellup Operations Employees’ Enterprise Agreement 2019 - 13 weeks leave after ten (10) years of service then 13 weeks leave for every seven (7) years continuous service thereafter</i>
<b>Staff benefits</b>	<i>Including Uniforms; additional superannuation (up to 5%) with matching employee contribution; over-award remuneration; Personal Leave benefit; Parental Leave benefit, annual wage increase for the life of the Enterprise Agreement,</i>
<b>Pre-employment medical</b>	<i>Required. Medical assessment may include drug and alcohol testing.</i>
<b>Closing date</b>	<b>4.00pm Wednesday 29 March 2023</b> <b>In the interest of fairness and equity, late applications will not be accepted.</b>
<b><i>The Shire of Broomehill-Tambellup is an equal opportunity employer</i></b>	

## SHIRE OF BROOMEHILL-TAMBELLUP

### POSITION DESCRIPTION

1. TITLE: MECHANIC

2. CONDITIONS OF EMPLOYMENT

Salary	In accordance with the Shire of Broomehill-Tambellup Operations Employees Collective Agreement 2019
Superannuation	As per Legislation and Council Policy
Hours of Work	Employees work 80.5hours in a nine day fortnight.

3. ORGANISATIONAL RESPONSIBILITY

Responsible to:

Direct	Manager of Works
	Works Supervisor
Indirect	Chief Executive Officer

#### DEGREE OF SUPERVISION RECEIVED

Work under limited supervision from the Manager of Works

#### EXTENT OF AUTHORITY

- Authority to proceed with all routine servicing, preventative maintenance, and general repairs to Council vehicles and plant and equipment operating within the mechanical services area
- Authority to proceed with major repairs, following consultation and approval by the Supervisor.
- Authority to halt operation of any item of plant, including light vehicles and minor equipment, considered unsafe by the Mechanic or not complying with Road Traffic Act Regulations
- Authority to conduct vehicle inspections for compliance with Road Traffic Act Regulations within established guidelines

4. WORK LOCATIONS

Locations within the Shire of Broomehill-Tambellup

Locations beyond the Shire of Broomehill-Tambellup on occasion

TEAM BT
<b>Vision:</b>
A region driven by community spirit
<b>Overarching Goal:</b>
To have a peaceful and friendly rural lifestyle with thriving towns.
<b>Values:</b>
<p><b>Respect</b>                      We will value and acknowledge everyone’s contribution by:</p> <ul style="list-style-type: none"> <li>(a) working co-operatively with our colleagues, community and stakeholders; and</li> <li>(b) respecting the individual, and their roles, while working and living in the Shire.</li> </ul> <p><b>Excellence</b>                      We will:</p> <ul style="list-style-type: none"> <li>(a) commit to providing excellent customer service with a ‘can do’ approach. It is our ‘can do’ attitude that is built into our actions and behaviours and allows us to be responsive to our changing environment.</li> </ul> <p><b>Accountability</b>                      We will take responsibility for our actions and behaviour by:</p> <ul style="list-style-type: none"> <li>(a) being ethical and acting with integrity;</li> <li>(b) providing open and transparent decision making; and</li> <li>(c) providing good governance that addresses legislative and organisational compliance.</li> </ul> <p><b>Leadership</b>                      We will provide clear direction and inspire people to reach their full potential by:</p> <ul style="list-style-type: none"> <li>(a) leading by example, with a professional pride in our Shire;</li> <li>(b) setting the Shire’s direction by providing guidance and helping people be the best they can be.</li> </ul>

**5. POSITION OBJECTIVES**

- To provide Fleet and Asset management support, including mechanical services and plant/equipment replacement.
- To ensure maximum utilisation of plant and equipment for the Works and Services division by undertaking the repair and servicing of the plant fleet.
- To coordinate and manage resources to ensure high quality repair and servicing of the Shire’s plant and equipment.

**6. KEY RESPONSIBILITIES**

- Initiate and perform preventative maintenance, servicing, and general repairs to the Shire’s heavy plant, light vehicles, minor plant, and ancillary equipment.
- Maintain and service heavy-duty / light-duty plant and equipment relevant to the Works and Services teams. These duties will include diagnosis and repair of hydraulics, electrics, and diesel/petrol engines.
- Develop a regular programme of maintenance for the Shire’s plant fleet and ancillary equipment and maintain a record of such repairs/servicing in a database.
- Liaise with the Supervisor and other workforce leading hands regarding the scheduling of plant repairs and maintenance.
- Conduct routine and scheduled checking and minor plant maintenance as required on a daily basis.

*Section 1 – please retain for your information*

- Instruct operators in matters of plant operation and maintenance in conjunction with Supervisors / trainers.
- Co-ordinate and manage resources to ensure high quality repair and servicing of the Shire's plant and equipment.
- Ensure workshop is maintained in a clean, tidy, and safe condition as far as practicable at all times.
- Perform all duties and tasks in a safe manner and promote effective teamwork and good public relations.
- Engage outside assistance as necessary for minor and major repairs to ensure prompt correction of faults and a high level of plant availability.
- Prepare and submit annual budget requests for workshop equipment to the Supervisor by the beginning of February each year.
- Perform all duties and tasks in a safe and efficient manner that complies with Work Safe and the Shire's Work Health & Safety policies and guidelines.
- Prepare and submit monthly reports to the Senior Management Team on plant and equipment condition, repairs completed, repairs in progress, and repairs programmed.
- Assist with plant specifications and preparation of heavy fleet replacement programmes when requested.
- Undertake Electrical Tagging and Testing to all Council-owned electrical equipment across the Shire.
- Perform all duties and tasks in a safe and efficient manner to ensure compliance with WorkSafe and Shire Work Health & Safety policies and procedures.
- Comply with the Council's Code of Conduct ensuring probity and ethical behaviour in all dealings.
- Any other duties within the officer's skill group, qualifications, Council policy, or as directed by the Supervisor.

**7. EMPLOYEE'S RESPONSIBILITY**

**Risk Management**

- Comply with the Shire's Risk Management Policy and Procedures
- Actively participate in the Risk Management Program and Organisational Performance review and Evaluation Program
- Actively participate in the Shire's Continuous Improvement Program
- Conform with the duty of care requirements ensuring their own safety and that of others through the prevention of any adverse acts or omissions
- Comply with safety procedures and instructions as directed by nominated or elected health and safety representatives
- Must not wilfully interfere with or misuse items or facilities provided in the interests of safety and health of Council employees
- Must, in accordance with Council procedures in accident and incident reporting, report potential and actual hazards and accidents/incidents to their supervisor and/or safety and health representatives
- Must cooperate with the employer in the carrying out of their obligations (s28 *Work Health and Safety Act 2020*)
- Must comply with the Council Work Injury Management Program.



## 8. WORKPLACE PROTOCOL

- Staff should start no later than the assigned time and arrive some ten (10) minutes prior to start time
- If illness occurs, staff should telephone their Manager preferably half an hour prior to the days shift
- All work areas are to be kept in a clean and tidy manner at all times
- In all instances of overtime, no payment or time in lieu will occur unless authorised by the relevant manager
- All Council employees shall abide by and uphold Council's Code of Conduct and respect the image and ethos of Council, to provide superior services to our clients and community
- Employees are to ensure that all licenses are maintained and that they do not operate plant and equipment for which they are not licensed or competent. The Chief Executive Officer shall be informed within two working days upon loss, suspension or expiry of any work related license.

## 9. TRAINING AND DEVELOPMENT

- To be negotiated upon an annual basis with the Manager of Works.

## 10. KNOWLEDGE, EXPERIENCE AND QUALIFICATION

- Proven ability to work within a team based environment
- Ability to work unsupervised and to follow detailed instructions
- Working knowledge and proven commitment to Workplace Health and Safety
- Full licenses and accreditations with relevant governing bodies for plant operations and specialised tasks
- Working knowledge of Council operations and Quality Assurance principles

## 11. SELECTION CRITERIA

### Essential

- Trade qualification – Plant Mechanic – or demonstrated relevant experience.
- Strong mechanical background.
- An understanding of preventative strategies relating to plant operation.
- Experience in operation of specialist hand tools as per trade qualification.
- Appropriate written and verbal communication skills
- Ability to work within a team environment
- Demonstrated time management and organisational skills
- Sound knowledge of Work Health & Safety requirements.
- Knowledge of operation of heavy and light plant
- Computer literacy
- Knowledge of electrical systems – basic low voltage electrical problem solving
- Fabrication / repair skills using metal arc welding / MIG / oxy cutting and welding.
- Minimum MR driver's licence.

### Desirable

- White Card, First aid, Electrical Tagging and Testing qualifications.
- Experience in operation of plant utilised by Council.
- HR or HC driver's licence

## SHIRE OF BROOMEHILL-TAMBELLUP

### POSITION: MECHANIC Application Form

PERSONAL DETAILS		
Surname		
Given names		
Street address		
Suburb	State	Postcode
Mobile phone	Other (work/home)	
Email address		
Do you have a valid WA driver's licence?                      Yes <input type="checkbox"/> No <input type="checkbox"/>		
Class:	Licence number: Please bring your driver's licence with you if you are invited for an interview.	
<b>Police and other Clearances:</b> <i>This position requires you to have a Police Clearance, please bring your certificates to the interview.</i>		
Are you an Australian Citizen?                      Yes <input type="checkbox"/> No <input type="checkbox"/>		
Are you currently on a working visa?                      Yes <input type="checkbox"/> No <input type="checkbox"/>		
If "yes" please provide details .....		
EDUCATION AND QUALIFICATIONS		
Institute	Qualification	Completion Date
<b>OTHER RELEVANT SKILLS AND CERTIFICATIONS (e.g. First Aid)</b>		

EMPLOYMENT HISTORY	
<b>Most recent employer/Company Name:</b>	
Position held:	
Start date:	End date:
Description of duties:	
Reasons for leaving:	
<b>Previous employer/Company Name:</b>	
Position held:	
Start date:	End date:
Description of duties:	
Reasons for leaving:	
<b>Previous employer/Company Name:</b>	
Position held:	
Start date:	End date:
Description of duties:	
Reasons for leaving:	
<b>HEALTH QUESTIONNAIRE</b>	
Do you suffer form any injury, illness or disability that may impact on the tasks required to fulfil this position?	
Yes, please complete below <input type="checkbox"/> No <input type="checkbox"/>	
Please note, disclosure of any illness, injury or disability will not exclude an applicant from employment. The Shire of Broomehill-Tambellup has a Duty of Care to all employees and disclosure of a pre-existing condition may require adjustments to the workplace to ensure the reduction of potential harm.	

Section 2 – please complete and return

Have you ever had a workers' compensation claim?

Yes, please complete below  No

Reference is made to Div.8 Section 79 of the *Worker Compensation and Injury Management Act 1981*

Description of injury, illness or disability (nature, date occurred, duration, employer)

**PROFESSIONAL REFEREES**

Name	Company	Position	Contact Phone

**HOW DID YOU LEARN ABOUT THIS OPPORTUNITY**

<input type="checkbox"/> West Australian	<input type="checkbox"/> Seek	<input type="checkbox"/> Other online recruitment agency	<input type="checkbox"/> Shire Website	<input type="checkbox"/> Professional Association/Institute
<input type="checkbox"/> Referral	<input type="checkbox"/> LG Net	<input type="checkbox"/> Local Newspaper	<input type="checkbox"/> Educational Institute	<input type="checkbox"/> Other (please give details)

**ATTACHMENTS**

Please include the following documents with your application:

Cover Letter  Resume

Are you currently or have you worked for the Shire in the past? Yes  No

Are you currently or have you been placed at the Shire by a recruitment agency in the past 12 months? Yes  No

If 'YES', provide Position Title .....

I consent to any reference checks which may be necessary to support my applicaiton Yes  No

**Health**

Applicants who are successful in the short listing process may be subject to a pre–employment medical and drug and alcohol testing as part of the Shire’s recruitment process. At this stage applicants may be required to disclose any prior workers compensation claim/s and details of any previous or current medical condition/s or restriction/s that may impede their physical ability to perform the role they have applied for.

I understand and agree to these terms and conditions Yes  No

**Applicant declaration**

I certify that my answer to each of the above questions is true and this information is correct. I understand that any misrepresentation of facts in this application could be cause for instant termination if I am employed with the Shire.

*If you are successful in your application your form will become part of your employment record.*

Signed: ..... Date: .....