



**PARKS AND GARDENS/
GENERAL HAND**
Vacancy Information Package





POSITION VACANT

Parks and Gardens General Hand

The Shire of Broomehill-Tambellup is seeking an enthusiastic, reliable and motivated Parks and Gardens / General Hand to join our team.

This permanent, full-time position plays a key role in maintaining and enhancing the presentation of the Shire's parks, gardens, reserves and public spaces. The successful applicant will undertake a range of outdoor duties including mowing, gardening, basic landscaping, and general maintenance, contributing to a safe, clean and welcoming environment for the community.

We're looking for someone who takes pride in their work, works well within a team, and is physically capable of undertaking manual labour in an outdoor environment. A proactive attitude, strong work ethic and willingness to follow direction are essential. Experience in parks and gardens, general maintenance or a similar role will be highly regarded.

A salary range of \$67,946 to \$69,346 per annum applies, dependent on experience, and a scheduled wage increase of 3.5% will apply in November 2026.

In addition to working for a supportive Shire with a great culture, the successful applicant will also enjoy the following benefits:

- Up to 17% superannuation;
- Access to training and development opportunities;
- Uniforms;
- A wellbeing program;
- Access to an employee assistance program for you and your family.

For more information about this position, please contact Ms Pam Hull, Strategic Support and Projects Officer, on 9825 3555. An application package can be downloaded at www.shirebt.wa.gov.au, or alternatively, please contact the Shire office on 9825 3555.

Applications will be accepted until 4:00pm on 2 June 2026.

The Shire of Broomehill-Tambellup is an equal opportunity employer

How to Apply

To be considered for the position you must submit the following:

1. **A letter or email of no more than two pages which outlines your interest in the role and any relevant experience.**
2. **A current resume or curriculum vitae which provides:**
 - Relevant personal details (including name, address, phone number, email address)
 - Summary of work experience, including the dates and details of tasks performed in each position
 - Any activities you have undertaken outside of work which are relevant to your application.
3. **The names and contact details of two referees** who are able to comment on your work experience. One referee should preferably be your current or a recent supervisor/manager.
4. **Lodging your application**
Your application should be marked as follows:
Private and Confidential
Attention: Chief Executive Officer
Position: Parks and Gardens/General Hand

Applications must be submitted by 4:00pm on 2 June 2026 as follows:

- By email to projects@shirebt.wa.gov.au - Attention: Chief Executive Officer.
- By hand delivery or post, to
Chief Executive Officer
Shire of Broomehill-Tambellup
46 - 48 Norrish St
TAMBELLUP WA 6320

SHIRE OF BROOMEHILL-TAMBELLUP
POSITION: PARKS AND GARDENS/GENERAL HAND

EMPLOYMENT CONDITIONS	
Location	<i>Shire of Broomehill-Tambellup, based at the Tambellup Works Depot</i>
Industrial agreement	<i>Municipal Employees' (Western Australia) Award 2021 and the provisions derived from the Shire of Broomehill-Tambellup Operations Employees' Enterprise Agreement (EEA) 2019 or its replacement</i>
Salary	<i>Level 5 (equivalent to Municipal Employees (Western Australia) Award 2021 - Level 3): \$67,946- \$69,346 per annum dependent on experience.</i>
Tenure	<i>Full time, permanent</i>
Hours of work	<i>Employees work 80.5 hours in a nine day fortnight.</i>
Superannuation	<i>12.0% as per legislation</i>
Annual leave	<i>20 days per annum + 17.5% leave loading</i>
Personal/carer's leave	<i>10 days per annum</i>
Long service leave	<i>In accordance with the Local Government (Long Service Leave) Regulations 2024, and the provisions derived from the Shire of Broomehill-Tambellup Operations Employees' Enterprise Agreement 2019 or its replacement - 13 weeks leave after 10 years of service then 13 weeks leave for every 7 years continuous service thereafter.</i>
Staff benefits	<i>Including uniforms, additional superannuation (up to 5% with matching employee contribution), parental leave benefit, wellbeing program, employee assistance program.</i>
Pre-employment medical assessment	<i>An offer of employment will be made to the preferred applicant subject to satisfactory physical/medical assessment and drug/alcohol screening results being returned.</i>
National Police Clearance	<i>The preferred applicant will be required to provide a valid National Police Clearance prior to commencement.</i>
Probation period	<i>A probation period of 6 months applies to this appointment.</i>
Closing date	2 June 2026 at 4:00pm In the interest of fairness and equity, late applications will not be accepted.
<i>The Shire of Broomehill-Tambellup is an equal opportunity employer</i>	

Position Description



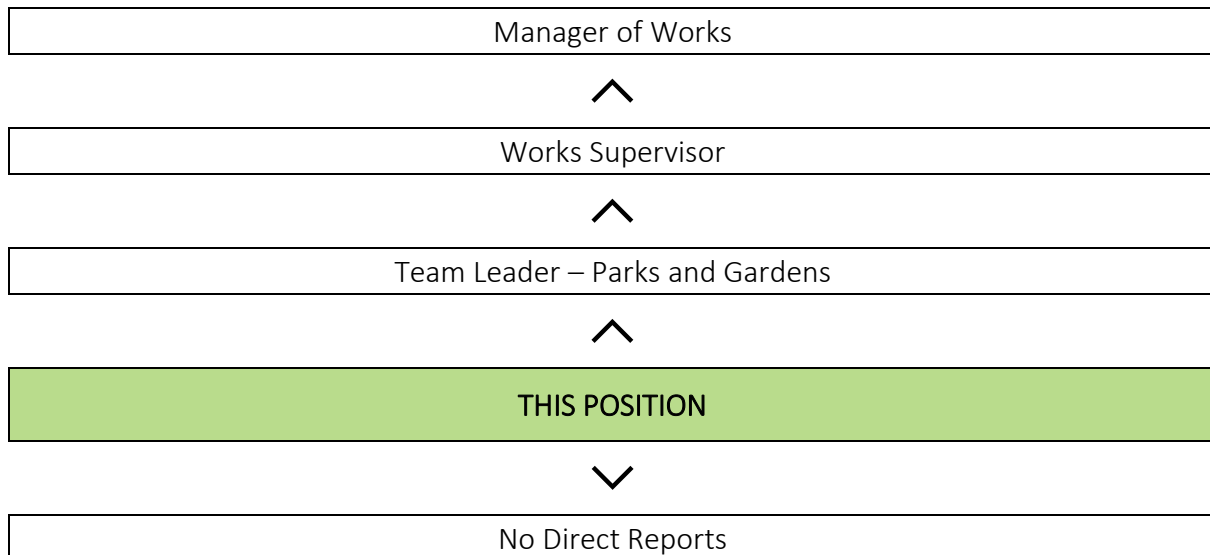
PARKS AND GARDENS/GENERAL HAND

Classification Level	Level 5 (equivalent to Municipal Employees (Western Australia) Award 2021 - Level 3)
Unit	Works
Mode	Permanent, full time
Work Location	Locations within the Shire of Broomehill-Tambellup, based at the Tambellup Works Depot

ORGANISATIONAL ENVIRONMENT

Our Vision	A region driven by community spirit
Overarching Goal	To have a peaceful and friendly rural lifestyle with thriving towns
Value	Respect, Communication, Teamwork and Openness

REPORTING RELATIONSHIPS



KEY RESPONSIBILITIES

As part of a small Works team, the Parks and Gardens General Hand performs hands on maintenance of parks, gardens and public areas, including mowing, garden upkeep and general labouring tasks, to maintain safe and well-presented community spaces.

SUMMARY OF DUTIES

- Undertake maintenance of parks, reserves and ovals as directed, including mowing, edging, basic irrigation checks and minor repairs.
- Maintain garden areas through weeding, pruning, planting, mulching and general upkeep in line with work programs.
- Assist with landscaping and planting works, including preparation of garden beds and installation of basic features such as signage and park furniture.
- Apply herbicides and pesticides as authorised and in accordance with training, safety data sheets and Shire procedures.
- Safely operate and maintain hand tools, plant and equipment in line with operational and safety requirements.
- Monitor irrigation systems and report faults or issues.
- Work effectively as part of a team and independently when required, maintaining a professional and respectful approach.
- Undertake a range of general works duties as required within the Works team, demonstrating flexibility across tasks.

Other

- Ensure a duty of care that is compliant with the *Work Health and Safety Act 2020*, and the Shire's policies and procedures. Follow all safety processes appropriately, including reporting injuries, accidents, and near misses.
- Exhibit accountability, professional integrity and respect consistent with the Shire's Code of Conduct.
- Undertake other duties as required.

WORK RELATED REQUIREMENTS

Essential

- Ability to work effectively in a team and follow direction.
- Demonstrated reliability and commitment to attendance and punctuality.
- Physical capacity to safely undertake manual outdoor work in varying weather conditions.
- Basic verbal communication skills sufficient to follow instructions and interact with team members.
- Commitment to safe work practices.


Desirable

- Experience in parks and gardens, landscaping or a similar outdoor maintenance role
- Current Medium Rigid (MR) driver's licence.
- Relevant certifications (e.g. Construction Induction Card (White Card) or equivalent, ChemCert, First Aid, chainsaw operation).

Pre-Employment Screening

- Proof of Australian Citizenship or Permanent Residency
- Current unrestricted WA 'C' Class Drivers' License
- Criminal Record Screening Clearance
- Employment medical assessment
- Drug and alcohol test

This position description may be amended from time to time to meet the future needs of the Shire of Broomehill-Tambellup.

POSITION DESCRIPTION APPROVED	
CHIEF EXECUTIVE OFFICER (Signature) 	
Name: Karen Callaghan	Date: 28 April 2026
OFFICER (Signature)	
Name:	Date