

Application Package

Parks & Gardens – General Hand

The Shire of Boddington is located in the Gnaala Karla Booja region. Sitting on the banks of the picturesque Hotham River, Boddington is flowing with natural beauty. With warm and welcoming rustic country charm, and affordable housing, it may be one of Western Australia's best kept secrets.

Less than 1 hour from Armadale and Mandurah, the Shire of Boddington covers 1,900 square kilometres and is home to approximately 1,759 people. Five main rivers flow through the Shire and over 40 percent of the area is state forest, making it an ideal destination for hiking, cycling, canoeing, horse-riding, birdwatch and viewing wildflowers.

Boddington Lions Rodeo, the largest rodeo event in WA draws large number of visitors each year. Other attractions include the Medieval Fayre & Feast, South32 Summer by the River, Boddington Country Muster, Quindanning Picnic Race Day, Field of Quilts and the historic Quindanning Tavern.

There is a strong sense of community in Boddington with a number of sporting and volunteer groups actively in operation. These range from youth and senior groups, football, cricket, tennis and swimming clubs.

Boddington is well serviced with a local hospital, medical centre, childcare facility, school catering from kindergarten to year 10, an established arts centre, and various sports and recreation facilities. Hotham Park provides locals and visitors with an opportunity to enjoy an amazing adventure playground, complete with nature play areas, an outdoor gym, half basketball, skate park, pump track, BBQ facilities, and a riverside cafe. It is the perfect location for active families to play and exercise together.

Working for Us

The Shire, is a values driven organisation, understanding that its employees play a vital role in realising the community's vision of becoming a town "well known for being a vibrant and connected community with excellent lifestyle and employment opportunities in a beautiful natural environment".

The Shire values inform our work and interactions with each other and the community. Our culture is our values in action.

- Transparency: Being open and accountable
- Honesty: Acting with integrity and building trust
- Respect: Being tolerant, helpful, and having empathy
- Dedication: The continual pursuit of excellence
- Proactivity: Forward thinking and being positive
- Cohesiveness: Teamwork and unity

We provide an invigorating and rewarding work environment, with a focus on work life balance. Employees are offered a range of amenities and benefits to support both professional development and personal endeavours, including:

- Professional and personal development
- Flexible working arrangements
- Salary Sacrifice
- Superannuation 6% Council matching scheme
- Extra 2 days leave per year
- Reward and recognition program
- Health and well-being program including free gym and pool admission

The Shire is dedicated to diversity in the workplace, equal employment opportunity, and to provide employees with a work environment free of discrimination and harassment.



Advertisement

The Shire of Boddington is a values driven organisation proud to be serving our community with a diverse range of services. The Shire is seeking suitably experienced and motivated individual to join our Works and Services team. The primary objective of the role is to operate various items of plant and equipment in relation to completing high quality maintenance activities for parks, reserves and streetscapes within the town of Boddington.

Responsibilities of the role include:

- Mowing, gardening, and maintenance of town ovals, parks, public gardens, reserves, verges, footpaths and laneways
- Litter control and removal
- Slashing of blocks and rugged areas
- Pruning and maintenance of street trees and shrubs.
- Cemetery maintenance (mowing, watering, etc)

The successful candidate will have a great attitude, experience in a similar role, and possess competency tickets (or be willing to obtain these).

The position offers:

- Salary package of \$78,800 to \$80,332 including superannuation, with a cash component up to \$66,828
- 76 hours per fortnight, working an 8 day fortnight
- Up to 17.5% superannuation if you join the Council's matching scheme of 6%
- Additional benefits, including salary sacrifice, free pool and gym access, and 2 extra days of Public Service Leave annually

An application package including the position description can be obtained from www.boddington.wa.gov.au .

To apply for this role, applicants should provide a resume including details of qualifications and competencies, and a cover letter outlining relevant experience.

For any further queries about the role, please contact Amy Lazenby, Human Resources Officer on 9883 4999.

Applications should be submitted to hr@boddington.wa.gov.au by 4.00pm on Monday, 27 January 2025.

We reserve the right to withdraw this advertisement prior to the closing date and to commence recruitment immediately. Candidates are encouraged to apply as soon as possible.

The Shire of Boddington is an equal opportunity employer dedicated to diversity in the workplace. We provide merit-based employment opportunities to people with regard to race, gender, ethnicity, disability, age, religion or sexual orientation.

The Package

The salary package for this position is based on a full-time role and is made up of the following:

	Lower Limit	Upper Limit		
Salary	\$65,524	\$66,828	Employment Basis	Permanent
Superannuation (11.5%)	\$7,535	\$7,685	Hours of Work	76 hours over a 8 day fortnight
Matching Superannuation (6%)	\$3,931	\$4,009	Additional Leave	Extra two (2) days per annum
Industry Allowance	\$1,810	\$1,810	Long Service Leave	Thirteen (13) weeks after ten (10) years, transferable between Local Governments
TOTAL	\$78,800	\$80,332	Superannuation	Guarantee 11.5%
			Matching Superannuation	If you choose to contribute additional superannuation the Shire will match your contribution up to 6%



Application Details

These details are provided to assist you in the preparation of your application and to help the selection panel evaluate your application.

Application

Your application should include:

- Cover letter introducing yourself and explaining why you are applying for the position
- Comprehensive Resume
- Selection Criteria which must address the essential criteria contained in the position description. Although there is no specific requirement in the formatting of response, the information you provide should be clear, concise and relevant.

To be eligible for consideration, it is important to address all of the above items.

Candidates who demonstrate that they meet the requirements of the role will be considered for an interview. By submitting your application you agree to provide true and accurate information on your career history and qualifications.

To apply please email hr@boddington.wa.gov.au.

Applications will close at **4.00pm, AWST on Monday, 27 January 2025.**

Referees

Applicants should provide the names and contact details of a minimum of two referees in their application. The most valuable referees will be those you reported directly to, being either a supervisor or manager responsible for overseeing day to day performance. Referee details should be provided on the understanding that they may be contacted without any prior notification.

Contact Details

Please provide a convenient telephone number and/or an email address so that you can be contacted easily if you are invited for an interview, or there are queries regarding your application.

Interviews

Interviews will be conducted in-person at the Shire Administration, 39 Bannister Road, Boddington or via video conference.

Background checks

Third-party background checks will be undertaken for the preferred applicant – this includes qualifications, police clearance, identity and employment history verifications.

Equal opportunity

The Shire of Boddington is an equal opportunity employer dedicated to diversity in the workplace. We provide merit-based employment opportunities to people without regard to race, gender, ethnicity, disability, age, religion or sexual orientation.

Websites

The Shire's website www.boddington.wa.gov.au contains substantial information about the Shire.

Further enquiries

For further information about the role, please contact Amy Lazenby, Human Resources Officer, on 08 9883 4999 or hr@boddington.wa.gov.au.



Position Description

Title

Parks & Gardens – General Hand

Department

Infrastructure Services

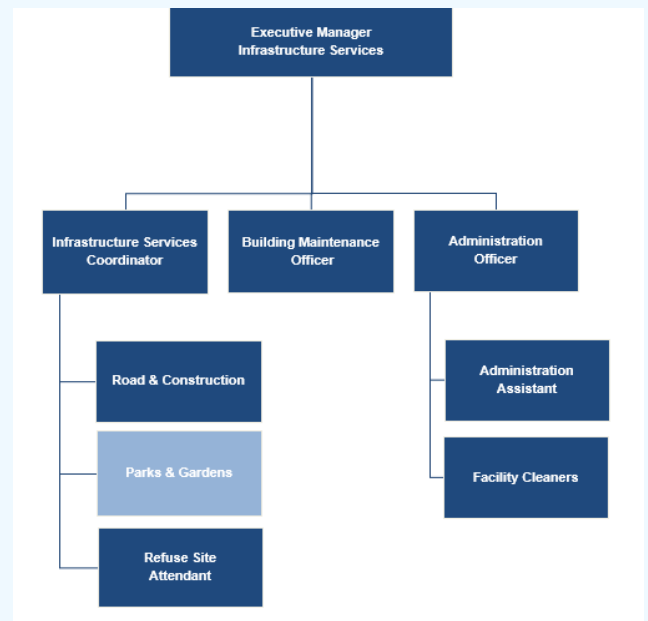
Salary & Conditions

Level 4 | Municipal Employees (WA) Award 2021

Organisational Relationships

Responsible to: Infrastructure Services Coordinator

Direct Reports: Nil



Key Responsibilities and Duties

- Perform regular mowing, gardening, and upkeep of town ovals, parks, public gardens, reserves, street verges, footpaths and laneways to maintain a visually appealing and safe environment.
- Carry out litter control by collecting and disposing of rubbish in designated bins and maintaining cleanliness in outdoor public areas.
- Perform slashing on blocks and rugged areas to control overgrowth and maintain visibility and accessibility.
- Pruning and maintenance of all street trees and shrubs.
- Conduct general maintenance at local cemeteries, including mowing, watering and keeping the grounds clean and accessible.
- Assist with other work such as concreting footpaths, private works, tree lopping, carting of non-road making materials as required.
- Collaborate with other team members to support infrastructure projects and community events that require landscape and facility preparation.
- Operate equipment in a responsible manner and observe safety standards to ensure colleagues or members of the public are not threatened by careless acts.
- Perform routine maintenance and minor repairs on all plant and equipment used to keep them in safe, functional condition.
- Undertake additional tasks as directed by Infrastructure Services Coordinator.

General Responsibilities

Organisational

- Any other duties consistent with the level of this position and the principles of multi-skilling including providing assistance to the Infrastructure Department, as required.

- Undertake any other manual labouring duties as requested by your supervisor.
- Ensure records are managed according to legislative requirements.
- Actively participate in the ongoing development, compliance, and promotion of professional customer service standards.
- Understand and comply with the Shire of Boddington's Code of Conduct, policies and procedures.
- Follow, support and actively contribute to the continual improvement of processes and procedures within the Shire.
- Exercise discretion and maintain confidentiality in all activities.
- Actively participate in the Shire's risk management program, performance review and continuous improvement program.
- Remain committed to demonstrating equal employment opportunity, inclusion, and diversity in the workplace where the rights of individuals are upheld and everyone is treated with respect, fairness equality, and dignity and, where the workplace is free from all forms of unlawful discrimination, harassment, and bullying.
- Understand and integrate the Shire's values into your daily activities to enhance its positive and constructive culture. Work Health and Safety

Work Health and Safety

- Ensure Workplace Health & Safety requirements are observed and adhered, to by maintaining safe work practices in accordance with the Work Health and Safety legislation (WHS Act 2020) and the Shire's policies and procedures.
- Take reasonable care for your health and safety in the workplace and work in a safe manner so that you, others, our environment, our equipment, and our community remain free from harm.
- Ensure measures are in place to eliminate or reduce risk. This includes providing and maintaining workplaces, assets, and systems of work so that others are not exposed to hazards.
- Identify any incidents, hazards, unsafe conditions, or work practices which you encounter and either take immediate action if safe to do so or report it to your line manager.
- Conform to the duty of care requirements ensuring your safety and that of others through the prevention of any adverse acts or omissions.

Extent of Authority

- Within the limits of Council and Operational Policies and legislative constraints.

Selection Criteria

Essential

- Demonstrated experience in gardening, landscaping, or grounds maintenance
- Effective communication skills for collaborating with team members and engaging with the community when necessary
- Reliable team players with the ability work effectively within a small team
- Physical fitness and ability to perform manual labour in varying weather conditions
- Capable of operating various plant and equipment, with knowledge of safe handling practices for gardening tools and chemicals
- Ability to operate and perform basic maintenance on a range of landscape equipment

Desirable Criteria

- Current WA HR driver's license
- Qualifications relevant to the position
- Traffic management accreditation

Employment Prerequisite

- Provision of satisfactory National Police Clearance (issued within the last three months).
- Satisfactory pre-employment medical prior to commencement.
- Construction Induction Card (White Card).
- Current "C" Class Drivers Licence.

