



Shire of Halls Creek

Employment Opportunities

POSITION TITLE: Leading Hand, Shire of Halls Creek

ABOUT THE OPPORTUNITY

As the Leading Hand you will work in a variety of areas with the Shire of Halls Creek. The purpose of the position is to assist in the supervision and service of labour needs throughout the township of Halls Creek.

Responsibilities include:

- Assist the Works Coordinator as required in maintenance of parks, gardens and other facilities around the town of Halls Creek.
- Provides leadership within the town crew whenever the Works Coordinator is not providing immediate and direct supervision.
- Supervises Town Crew and allocates appropriate duties to town crew employees.
- Comply with Occupational Health and Safety legislation and promote safe work practices including ensuring all staff complete OSH documents such as risk assessments, incident reports, hazard registers etc. as soon as practical and delivered to Coordinator and/or OSH coordinator immediately

Duties include:

Maintenance of Ovals, Parks and Gardens and Roads

- Assist in the upkeep and wellbeing of the Shire of Halls Creek parks and gardens, including watering, cutting and general grass maintenance
- Assist in bore maintenance and repairs
- Plant operation
- Truck driving
- Road repairs and maintenance
- Ensures town crew staff completes required Occupational Health and Safety documents when appropriate

Community Participation

- Encourage community groups to participate in the usage of Shire grounds through carefully maintained and cultivated parklands.

QUALIFICATIONS AND/OR TRAINING

Essential

- Class “HR” Driving Licence
- Construction Industry safety Induction Card

Desirable

- Roadworks Traffic Management Accreditation
- Construction Safety Awareness Training Card
- Backhoe ticket
- Skid steer ticket
- PVC Pipelaying Accreditation
- Articulated Truck Licence
- Senior First Aid Certificate.
- Horticultural Certificate

SELECTION CRITERIA

Essential

- Strong sense of initiative.
- An ability to work as part of a team.
- An understanding of the principals involved in routine maintenance of the town environment.
- An understanding of the principals involved in routine maintenance of plant and equipment

Desirable

- Experience in working with Aboriginal people in their own cultural community.
- An understanding of the maintenance requirements of general mechanical equipment.
- Current HC class drivers' licence.
- Plant Operation qualifications; Backhoe, Skidsteer in the supervision and service of labour needs throughout the township of Halls Creek

To apply for the position:

1. Complete the job application form which is available online at www.hallscreek.wa.gov.au
2. Submit it along with your Resume and a covering Letter addressing the Selection Criteria found in the Position Description available on our website.
3. Applications must be addressed to the **Chief Executive Officer, Shire of Halls Creek, PO Box 21, Halls Creek WA 6770** or Email to: hcshire@hcshire.wa.gov.au

Applications close Friday 6th November COB.

The Shire of Halls Creek is an Equal Opportunity Employer

For further information on this position, please contact Phil Burgess, Director Infrastructure Assets (08) 9168 6007 or email: dia@hcshire.wa.gov.au