Shire of Chapman Valley

Recruitment Application Package

Plant Operator (Construction & Maintenance) – Backhoe Operator

Applications close: 4.00pm, Friday 18 September 2026
Location: Nabawa
Employment: Full-time (81 hours per 9-day fortnight)

Role overview: The Shire of Chapman Valley is seeking a full-time Plant Operator (Construction & Maintenance) – Backhoe Operator to operate plant and equipment (including a backhoe, loader and roller) and support the construction, maintenance and renewal of roads, drainage and other infrastructure assets. This role is part of the Works and Services team and reports to the Works Supervisor, with a focus on safety, teamwork and quality outcomes. The position also includes general labouring and site support duties and requires a reasonable level of physical fitness to safely perform these duties in outdoor conditions.

Salary and allowances: $101,000 to $106,000 per annum (including superannuation and applicable allowances) under the Local Government Industry Award 2021 (Industrial Agreement). The commencing salary will be determined based on skills, experience and qualifications. The indicative hourly rate is approximately $38.50 to $40.50, including the travel allowance and attraction and retention allowance.

Information: The application package (including the position description and selection criteria) is available from the Shire's website or by contacting the Shire Administration Office on (08) 9920 5011.

How to apply: Applications must be addressed to the Chief Executive Officer and submitted by email to dianne.raymond@chapmanvalley.wa.gov.au by 4.00pm, Friday 18 September 2026.

Enquiries: For further information, please contact the Works Supervisor on 0409 202 749.

Notes for Applicants

Thank you for your interest in the Shire of Chapman Valley. These notes provide guidance on preparing your application and outline how the selection panel will assess applications against the selection criteria.

This is a full-time position currently working 81 hours per 9-day fortnight. Employment conditions are in accordance with the Local Government Industry Award 2021 (Industrial Agreement) and relevant Shire policies.

Addressing the Selection Criteria

The selection criteria set out the essential and desirable knowledge, skills, experience and qualifications required for the position. Shortlisting and selection decisions will be based on merit and on how well each application demonstrates the applicant's ability to meet the criteria and perform the inherent requirements of the role.

Desirable criteria: Applicants are not required to meet every desirable requirement to be considered. If you can demonstrate enthusiasm, transferable skills, practical experience and a willingness to learn, you are encouraged to apply. The Shire is committed to supporting suitable applicants through on-the-job training and additional upskilling where appropriate.

When responding to the criteria:

- Use each selection criterion as a separate heading.
- Under each heading, provide a clear statement of how you meet the criterion.
- Include specific work-related examples that demonstrate your experience, knowledge and skills.
- Aim to keep your total response concise while adequately covering each criterion.

You may wish to use the STAR method:

- Situation – describe the context.
- Task – outline what you needed to do.
- Action – explain what you did.
- Result – describe the outcome or impact.

Referees

Please provide the names and contact details of at least two referees who can comment on your recent work performance, preferably within the last 2–3 years. Referees will generally only be contacted for shortlisted applicants and, where practicable, after the

applicant has been advised. Written references are not required; however, you may include copies if you wish.

Supporting Documents

Please attach copies (not originals) of relevant supporting documents, such as qualifications or certificates. Original documents may be requested later in the recruitment process.

Application Format and Lodgement

Application requirements:

- Applications should include a cover letter addressing the selection criteria and a current resume.
- Applications should be submitted as a single document, or as clearly labelled combined documents, for administration purposes.
- Applications must be received by 4.00pm, Friday 18 September 2026.

Lodgement:

- Email: dianne.raymond@chapmanvalley.wa.gov.au

Late applications will not normally be accepted. Any request for an extension must be approved by the Chief Executive Officer, or authorised delegate, before the advertised closing date and time and must be applied consistently and fairly.

The Shire may commence shortlisting and other preliminary recruitment activities before the application closing date; however, no final appointment decision will be made until all applications received by the advertised closing date and time have been considered in accordance with the Shire's recruitment process.

About the Shire and Working with Us

The Shire of Chapman Valley provides essential services and infrastructure that support the local community. Our workforce includes outdoor and works roles, office-based administration, customer service and specialist functions, with all employees contributing to community outcomes.

Our workplace is characterised by:

- A supportive, people-focused culture that encourages collaboration.
- Purpose-led work that delivers outcomes for the community.
- Varied work and opportunities to build capability and experience.

- A commitment to continuous improvement in how we deliver services.
- A flexible environment that supports accountability and appropriate autonomy.

The Shire is committed to providing a safe, respectful and inclusive workplace guided by our Behavioural Standards of Respect, Honesty & Integrity, Accountability, Communication and Teamwork.

About the Role

This position plays a key role in delivering the Shire's works program through the construction, maintenance and renewal of roads, drainage and other infrastructure assets. Working within the Works and Services team and under the direction of the Works Supervisor, this position contributes to safe, efficient and high-quality outcomes for the local community.

The role involves operating a wide range of plant and equipment safely and efficiently, with a particular focus on backhoe operations for tasks such as culvert and drainage works, trenching, clearing, loading and general earthworks. You may also be required to operate other light and heavy plant (such as a roller, gravel truck and trailer, and related equipment) to support construction and maintenance activities across the Shire.

You will carry out pre-start checks and user maintenance on plant and equipment, including refuelling, lubrication and minor repairs, and take responsibility for the safe care and use of materials, tools, vehicles and plant allocated to you. You will also promptly report defects, incidents and hazards in accordance with Shire procedures.

Safety and risk management are core requirements of this role. You are expected to follow safe work procedures, use required PPE, identify hazards and implement practical controls, and promptly report hazards, incidents and near misses. You must stop work and escalate to your supervisor if conditions are unsafe.

Working under limited supervision either independently or as part of a crew, you may also undertake general labouring and site support duties required for the construction and maintenance of Shire infrastructure (for example, hand excavation/backfilling, use of hand tools and worksite set-up/tidy-up). This includes maintaining a safe worksite and taking reasonable care for the safety of co-workers, road users and members of the public.

This position requires initiative and sound judgement within established standards, procedures and Shire policies. You will be expected to make practical, on-the-ground decisions relating to plant operation, work sequencing, and hazard identification, and to respond quickly and effectively to issues that arise. Adaptability and a willingness to learn are important, as you may be deployed across a range of works projects and undertake other duties as directed that are relevant to the position.

Selection Criteria (to be addressed in your application)

Essential:

1. Demonstrated ability to operate a backhoe and heavy road construction plant safely and efficiently, including conducting pre-start checks and user maintenance (refuelling, lubrication and minor repairs).
2. Developed experience in roadworks construction and/or maintenance activities (for example, earthworks, drainage and culvert works, trenching, clearing, loading and related tasks) with a focus on quality outcomes.
3. Demonstrated commitment to Work Health and Safety (WHS) and risk management, including the ability to undertake general labouring and site support duties and traffic control (as required) safely, while maintaining the safety of co-workers, road users and members of the public.
4. Sound communication skills and the ability to work effectively under limited supervision, both independently and as part of a team, to achieve common goals.
5. Current Western Australian 'HR' Class Driver's Licence (mandatory).

Desirable:

1. Minimum two (2) years' experience in a similar earthworks / civil construction / road maintenance plant operator role.
2. Traffic Management / Traffic Controller ticket (or willingness to obtain).
3. Relevant qualification or certification, such as a Certificate II or III in Rural Operations, Civil Construction, Plant Operations or another relevant plant/engineering-related qualification.

Pre-Employment Requirements

Any offer of employment will be subject to the preferred applicant satisfying the following pre-employment requirements, where relevant to the position:

- Completion of a 100-point identification check.
- Satisfactory National Police Certificate or equivalent screening, if required for the position.
- Evidence of the right to work in Australia.
- Pre-placement medical assessment relevant to the inherent requirements of the role, which may include drug and alcohol screening.

- Evidence of a current Western Australian ‘HR’ Class Driver’s Licence.
- Evidence of relevant qualifications, tickets or licences claimed in the application, where applicable.

SHIRE OF
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Position Description

Position Details

Position Title: Plant Operator (Construction & Maintenance) – Backhoe Operator

Directorate / Section: Works and Services

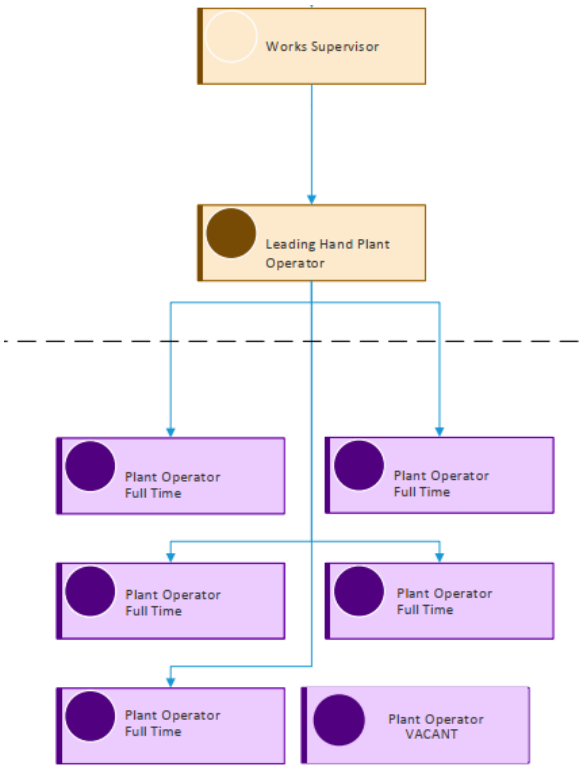
Classification / Award: Level 4 – Local Government Industry Award 2021 (Industrial Agreement)

Employment Status: Full-time

Hours: 81 hours per 9-day fortnight

Reports To: Works Supervisor

Works and Services – Organisational Structure



Position Purpose

To safely and efficiently operate a backhoe and other plant and equipment to support the Shire's construction, maintenance and renewal program for roads, drainage and associated infrastructure, delivering high-quality outcomes for the community while maintaining a strong focus on safety, teamwork and operational efficiency. The position also includes general labouring and site support duties (including hand excavation/backfilling, worksite set-up/tidy-up and other physical tasks) and requires a reasonable level of physical fitness to safely perform these duties.

Key Responsibilities

- Deliver safe and efficient operation of plant and equipment (including backhoe, loader and roller) to support the Shire's construction, maintenance and renewal program.
- Contribute to high-quality road, drainage and associated infrastructure outcomes by completing required earthworks, trenching, drainage and culvert-related tasks in accordance with standards and instructions.
- Maintain plant, vehicles and equipment in a serviceable condition by completing pre-start checks, routine operator maintenance and timely reporting of defects, damage, incidents and hazards.
- Maintain a safe worksite by applying WHS and risk management practices, including using required PPE, identifying hazards, implementing practical controls, and reporting/escalating hazards, incidents and near misses; stop work if conditions are unsafe.

- Comply with the Shire's risk management framework by identifying and reporting emerging risks and incidents and supporting the implementation of agreed controls within your work area.
- Work effectively under limited supervision, either independently or as part of a crew, using initiative and sound judgement within established procedures, standards and Shire policies.
- Communicate effectively with supervisors and team members regarding work priorities, sequencing, site conditions and safety matters, and complete basic records/reports as required.
- Maintain responsibility for the safe care, use and security of materials, tools, equipment and plant allocated to the position.
- Undertake general labouring and site support duties as part of the works crew (e.g., use of hand tools, manual handling, hand excavation/backfilling, lifting/carrying materials, installation support and worksite set-up/tidy-up). A reasonable level of physical fitness is required to safely perform these duties in outdoor conditions.
- Undertake any other duties relevant to the position as directed by the Works Supervisor.

Authority and Accountability

The position operates under the general supervision of the Works Supervisor and is required to exercise judgement within established policies, procedures and guidelines.

Organisational Relationships

Internal: All Shire staff

External: Shire President and Councillors; contractors, community organisations and members of the public.

Skills, Knowledge and Experience

Skills:

- Safe and competent operation of backhoe, loader and roller (and associated plant) to required tolerances, including trenching, loading, levelling and drainage works.
- Ability to complete pre-start checks and basic operator maintenance, and to identify/report faults, hazards and incidents.
- Strong teamwork and communication skills to coordinate with crew members, supervisors, contractors and road users.
- Sound judgement and ability to work productively under limited supervision while following procedures and safe work methods.

Knowledge:

- Work Health and Safety (WHS) requirements, risk assessment and hazard controls for worksites, including working around traffic and services.
- Safe working practices for excavation and drainage/culvert works (e.g., trench safety, spotting, exclusion zones and service location awareness).
- Understanding of plant operating procedures, load limits, lifting/handling basics and relevant policies and procedures.
- Basic understanding of road construction and maintenance activities (formation, table drains, gravel works and compaction principles).

Experience:

- Practical experience operating backhoe, loader and roller (and/or similar plant) in road maintenance or local government works environments.
- Experience undertaking drainage and culvert works, trenching, clearing/loading and general earthworks to meet required standards.
- Experience working safely around other plant, pedestrians and traffic, applying traffic control requirements where relevant.
- Experience completing routine plant checks, basic maintenance tasks and reporting/recording defects and work issues.

Qualifications and Licences

- No mandatory qualification is required; however, a relevant Certificate II or III, such as Rural Operations, Civil Construction, Plant Operations or another relevant plant/engineering-related qualification, is desirable.
- Current Western Australian 'HR' Class Driver's Licence (mandatory).

Behavioural Standards

Employees are required to always demonstrate the Shire's Behavioural Standards:

- **Respect:** Treat everyone kindly, listen and ask questions with interest, show appreciation and ensure others feel safe and valued.
- **Honesty & Integrity:** Do the right thing, be open and honest, and ensure what we do matches our words.
- **Accountability:** Hold ourselves and others to account, do what we say we will do, learn from feedback and try to do a better job.
- **Communication:** Speak up and keep things clear, share information early and be open to constructive conversations.
- **Teamwork:** Work as one team for better outcomes, being flexible and supporting others to deliver what is best for the Shire.

Work Health and Safety

Risk management is everyone's responsibility. You are required to comply with the Shire's risk management framework by identifying hazards and emerging risks, participating in risk assessments where required, implementing agreed controls, and promptly reporting hazards, incidents and near misses. This includes completing pre-task risk checks, maintaining good housekeeping, using the correct tools and equipment, isolating hazards where required, and escalating plant, equipment or site issues to your supervisor.

You must also comply with Shire policies and procedures, take reasonable care for your own safety and the safety of others, and contribute to a safe, respectful and inclusive workplace.

Key Duties

- Operate plant and equipment safely and efficiently (including backhoe, loader, roller, and other plant as required) in accordance with licences, competencies and safe operating procedures.
- Complete construction, maintenance and renewal work across the Shire's road network and infrastructure assets, including earthworks, clearing, loading, levelling, compaction support and material placement.
- Undertake drainage, culvert and trenching works as required, including excavation, installation support, backfilling, reinstatement and tidy-up to required standards.
- Carry out pre-start checks, inspections and routine operator maintenance (refuelling, lubrication and minor repairs), and report defects, damage and maintenance needs promptly.
- Set up and maintain a safe worksite, including implementing hazard controls, complying with WHS requirements, and assisting with traffic management and general labouring and site support duties as required (including use of hand tools, manual handling, and physical set-up/tidy-up).
- Liaise with the Works Supervisor and crew regarding work priorities and site conditions, and complete basic records and reports as required.
- Perform other duties relevant to the position as directed by the Works Supervisor.