



SHIRE OF  
**Chapman Valley**  
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**APPLICATION PACKAGE**

**RECRUITMENT**

**OF**

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**PLANT OPERATOR  
CONSTRUCTION AND MAINTENANCE**

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**Closes 4.00pm 17 September 2025**



SHIRE OF  
**Chapman Valley**  
*love the rural life!*

**PLANT OPERATOR  
CONSTRUCTION AND MAINTENANCE**

The Shire of Chapman Valley is seeking a Full Time Plant Operator Construction and Maintenance based at Nabawa, yet required to work at various locations across the whole of the Shire

A salary package between \$94,500 and \$99,500 per annum (inclusive of guaranteed overtime, allowances, superannuation) is offered under the Local Government Industry Award 2021(IA) dependent on relevant skills, experience and qualifications.

The Application Package which includes the selection criteria can be obtained from the Shire's web site [www.chapmanvalley.wa.gov.au](http://www.chapmanvalley.wa.gov.au) or from the Shire Administration Office by phoning (08) 9920 5011.

Applications closing at 4:00pm 17 September 2025 should be addressed to the undersigned and emailed to [dianne.raymond@chapmanvalley.wa.gov.au](mailto:dianne.raymond@chapmanvalley.wa.gov.au)

To gain a better understanding of the role please call Esky Kelly, Manager Works Services on (08) 9920 5011 or Mobile 0429 109 816.

Jamie Criddle  
Chief Executive Officer  
PO Box 1  
NABAWA WA 6532  
Ph: 9920 5011

## NOTES FOR APPLICANTS

### NOTES FOR APPLICANTS

Thank you for your enquiry regarding the advertised position. These notes are provided to assist you in the preparation of your application and to help the selection panel judge your application amongst the other applications that will be received for the position.

### SELECTION CRITERIA

This is the most important part of your application. Selection Criteria specify the essential and desirable knowledge, skills, experience, education and abilities required for the position. Consideration for interview is based upon a demonstration of your ability to meet each of the Criteria.

The following is a guide on how to address the Selection Criteria:

- Use each criterion as a separate heading.
- Write a paragraph under each heading stating your ability to meet the criteria. Provide evidence of past examples that support your statement.
- Try to ensure that you use work related examples to demonstrate your experience, knowledge and skills.
- Your submission for each criterion should be no more than one page for 5 criteria as a guide.
- A useful format to follow for addressing selection criteria is the 'STAR' method. Using this method, you break your paragraph into 4 sections:
  1. S = Situation - describe situation around the event.
  2. T = Task - describe the task you were required to perform.
  3. A = Action - describe the action you implemented to complete the task.
  4. R = Result - describe the result or outcome of the action you implemented to complete the task.
- Using the STAR format assists the reviewing Supervisor to assess your application.

### REFEREES AND REFERENCES

It is not necessary to include written references or character referees as part of your application. However, if you choose to enclose written references you should provide copies only, originals may be requested later.

It is required you include the names and contact details of two (2) referees, who may be contacted directly by the Selection Panel. The referees you nominate should be able to comment on your recent (last 2-3 years) work experience. It is recommended you advise your referees you have nominated them.

## **OTHER DOCUMENTS**

It is recommended that only copies of supporting documents be enclosed with your application to avoid loss or damage to originals. Nonetheless, the Shire may ask to sight the originals at a later time.

## **CONTACT NUMBER**

Please provide a contact email and telephone number to facilitate inviting you for an interview or to enable clarification of any points arising from your application.

## **APPLICATION FORMAT**

The Shire of Chapman Valley is pleased to accept all applications for positions (handwritten or typed) however our preference, for administration purposes, is for applications to be typed and sent in via email as one document. All applications should be neat and legible for ease of reading by the selection panel.

## **LATE APPLICATIONS**

In fairness to all applicants, late applications cannot be received without verbal approval prior to the closing time and date. In special circumstances the Shire of Chapman Valley will accept a late application when consent to such a request has been given by the relevant Manager. As mentioned, such permission is to be sought before the closing date and time for applications.

## **CONDITIONS OF EMPLOYMENT**

Information regarding the Local Government Industry Award 2021(IA) - can be found on the Fair Work Commission website.

[https://www.fwc.gov.au/documents/documents/modern\\_awards/award/ma000112/default.htm](https://www.fwc.gov.au/documents/documents/modern_awards/award/ma000112/default.htm)



## POSITION DESCRIPTION

**TITLE:**

Plant Operator (Construction and/or Maintenance)

**LEVEL:**

Level 4 - Local Government Industry Award 2021 (Industrial Agreement)

**SECTION:**

Works and Services

**ORGANISATIONAL RELATIONSHIPS:****Responsible to:**

Works Supervisor

Manager of Works & Services

**Internal Liaison:**

All Staff

**External Liaison:**

Ratepayers & General Public

Contractors

**EXTENT OF AUTHORITY:**

This position is required to use initiative / judgement within confines of standards, procedures, and Council policies under supervision of the Leading Hand.

**REQUIREMENTS OF THE JOB:**

Descriptor definitions

- *Developing* = a learning process which leads to the attainment of knowledge or skill.
- *Developed* = sufficient to perform function.
- *Sound* = well founded, reliable.
- *Comprehensive* = embracing a wider range or knowledge or skill than the specific function.

**Skills:**

- Developed roadworks construction and/or maintenance experience.
- Developed safe and efficient operations and user maintenance of light plant & equipment.
- Developed safe and efficient operations and user maintenance of heavy road construction plant and equipment.
- Developed operator skill with multi-function equipment.
- Sound communication skills and ability to work effectively with others to achieve common goals

**Responsibility and accountability:**

- Work under limited supervision either individually or in a team environment and may be deployed to a range of projects.
- Operate a wide range of plant and equipment in a safe and efficient manner for construction and maintenance tasks.
- Responsible for materials, tools, equipment, vehicles, and plant in the employee's use.
- Responsible for quality control/assurance procedures, including to recognise and correct quality deviations and/or faults.
- Perform general labouring, traffic control and other associated work in a safe and efficient manner for the construction and maintenance of Shire infrastructure.
- Adhere to all safety protocols and regulations and industry best practices.
- All other duties/tasks as determined by the Manager Works Services relevant to this position.

**Decision making and problem solving:**

- Ensure the safe and efficient operation of plant and equipment prioritising safety in all tasks.
- Ability to quickly and effectively address issues that arise during operation.
- Required to make technical and operational decisions relating to own work and safety and safety of the public being proactive and taking ownership of tasks.
- Adaptability to adjust to changing work conditions and learn new skills.

**Pre-Requisite:**

- Successful pre-placement Health Check
- WA Police Clearance
- Current Western Australian HC Drivers Licence

- Right to work in Australia

**BEHAVIOUR AND CONDUCT:**

- Perform duties efficiently, responsibly and ethically and in accordance with the Shire's Code of Conduct.
- Maintain a high level of confidentiality

**OCCUPATIONAL SAFETY AND HEALTH & RISK MANAGEMENT**

Exercise relevant Risk Management Work Health and Safety responsibility as detailed in the Shires Policies and associated procedures and guidelines

<b>REVIEW DATE:</b>	19 August 2025
<b>REVIEWED BY:</b>	Manager of Works & Services Works Supervisor

Signature: \_\_\_\_\_

Erskine Kelly  
**Manager Works and Services**

Signature: \_\_\_\_\_

**Plant Operator (Construction  
& Maintenance)**

## SELECTION CRITERIA



SHIRE OF

# Chapman Valley

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## PLANT OPERATOR CONSTRUCTION AND MAINTENANCE

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### ESSENTIAL:

- Developed safe and efficient operations and user maintenance of heavy road construction plant and equipment.
- Sound communication skills and ability to work effectively with others to achieve common goals
- Work under limited supervision either individually or in a team environment and may be deployed to a range of projects.
- Perform general labouring, traffic control and other associated work in a safe and efficient manner for the construction and maintenance of Shire infrastructure.
- Adaptability to adjust to changing work conditions and learn new skills
- Ability to quickly and effectively address issues that arise during operation.

### DESIRABLE:

- Minimum 2 years' experience in similar earthworks roles
- Traffic Controller Ticket
- Cert. II in Rural Operations or equivalent