

Town of Claremont Information Pack



Position	Field Officer - Parks
Salary	\$61,507.64 per annum + 11% superannuation + co-contribution option Full-time position eligible for a 9-day fortnight Commuter use vehicle available

The Town of Claremont is a progressive local government that was established in 1898 for the picturesque riverside suburbs of Claremont and Swanbourne. It is a busy and forward focused local government with dedicated staff who are committed to making a difference at a local level.

The Town is looking for a hardworking and reliable Field Officer to join our small but busy parks team. This position contributes to the management of the Town's parks, streetscapes and trees through regular monitoring of the Town's reserves and natural areas.

Key responsibilities of the position include:

- Assisting with pruning of plants and horticultural maintenance.
- Assist in the application of horticulture chemicals and fertilisers.
- Monitoring of irrigation systems. Managing water demands by monitoring irrigation usage of landscaped areas and new plantings.
- Undertaking minor chemical spraying when necessary.
- Inspecting parks, playgrounds and furniture and reporting of issues.
- Overseeing general maintenance of Lake Claremont Parklands, liaising with the bush care officer and community groups.
- Ensuring tools operate efficiently, are maintained in a safe condition, and report any faults.
- Assisting contractors.

To be successful in this role, you will have experience in a previous role and working knowledge of horticultural practises. You will have the ability to work alone and with minimal supervision as well as part of a team. A Chainsaw Operators Ticket and a C class Driver's License are required, and a first aid qualification is highly desirable.

The successful candidate's core values will also mirror the Town's values of respect, integrity, quality communication and excellent customer service.

In addition to competitive remuneration and options for super co-contribution, the Town also offers great benefits such as free parking, an on-site gym, free access to the Aquatic Centre and health and wellbeing programs.

The Town is an equal opportunity employer that values a diverse workplace. We encourage people of all ages, genders, culturally diverse backgrounds and those with a disability to apply.

Applications close 26 January 2022 at 5pm.

Please direct all Queries to Jillian Sargeant, HR Manager.

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Completing your application

In order to be considered for the vacant position you must be able to demonstrate your suitability for the position. Before preparing your application check the essential selection criteria outlined in the position description to make sure you are eligible to apply.

What your application must include

Cover letter

A covering letter should demonstrate your suitability for the position. Although you are not required to address the selection criteria, you must meet the criteria to be considered for the position. It also gives you the opportunity to introduce yourself to the selection panel and explain why you are applying for the position.

Curriculum Vitae / Resume

Your Curriculum Vitae (CV) / Resume should include your personal details, relevant work history, education, training, qualifications and professional memberships.

The names and contact details of at least two work related referees should be presented in your CV / Resume.

Lodging your application

Please ensure that the position title is clearly marked in the covering letter of your application. Applications must reach the Town of Claremont no later than 5.00pm on the closing date. The Town of Claremont prefers to receive applications via email at employment@claremont.wa.gov.au
Alternatively, applications may be mailed to:

Attention:
CONFIDENTIAL
Chief Executive Officer
Town of Claremont
PO Box 54, Claremont WA 6910

Please do not submit applications in plastic folders or include original documents.

Canvassing of Councillors will disqualify applicants.

The Town of Claremont is an Equal Employment Opportunity Employer and is committed to selecting the best applicant for each vacancy.

Thank you for your interest in working with the Town of Claremont.



Benefits of working at the **Town of Claremont**

Remuneration & Conditions

- Competitive salaries;
- generous superannuation contribution scheme;
- flexible work options;
- employee recognition program;
- attractive working location in the Claremont town centre;
- modern, accessible workspaces;
- accessible public transport and free car parking.



Health & Wellbeing Initiatives

- Free use of our Corporate Gym and Aquatic Centre;
- confidential employee assistance program;
- discounted private health membership;
- flu vaccinations;
- skin cancer checks;
- health and wellbeing seminars.



Training & Development

- Training courses;
- Opportunities to attend work-related conferences and seminars;
- Study assistance options including reimbursement of approved course fees (conditions apply);
- Opportunities to act in higher grade roles;
- Opportunities to participate in project teams and committees.



