

Town of Claremont Information Pack



Position	General Hand
Closing Date	Monday 17 May 2021
Salary	\$60,539.02 per annum, pro rata plus 10.5% superannuation Full-time role, eligible for a 9 day fortnight Commuter vehicle (ute) use Fixed term contract until 2 November 2021 with the possibility of extension
Queries	Jill Sargeant – Manager Human Resources

The Town of Claremont is a boutique 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 General Hand to join our Infrastructure team. This position is responsible for carrying out general maintenance duties and manual labour and will support the requirements of the Infrastructure team.

Key duties include:

- General site maintenance and repairs to footpaths and paving, drainage lids, and potholes.
- Physical labouring such as digging, paving, and site clean up.
- Installation of bollards and bike rails.
- Attend to urgent maintenance repairs work required for community safety.

To be successful in this role you will have:

- Experience working in a labouring position laying pavers and working with concrete.
- Experience using hand tools and power tools.
- Experience handling materials such as pavers and concrete Possess a valid White Card and current "C" class drivers licence.
- Demonstrated ability to carry / lift objects.

Your core values will mirror the Town's values of respect, integrity, quality communication and excellent customer service.

The Town also offers great benefits such as additional superannuation contributions, 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 17 May 2021 at 5pm

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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.

