



RECRUITMENT INFORMATION PACKAGE

COMMUNITY BUS CARETAKER

CASUAL

Applications will be accepted until a suitable candidate is identified

BUS CARETAKER – CASUAL

Enclosed is the following information to assist you in applying for the abovementioned position with the Shire of Bridgetown-Greenbushes.

- Copy of the advert calling for applications
- Position Description
(Note this document contains the selection criteria for the position)
- Information for Prospective Applications - includes information on how to submit an application.

If you have any queries regarding the position please contact Sarah Alexander, People and Culture Officer on 9761 0800 or via email to sealexander@bridgetown.wa.gov.au.



Mal Osborne
ACTING CHIEF EXECUTIVE OFFICER

VACANCY

Community Bus Caretaker Casual

An opportunity exists for a suitably qualified and experienced person to join the Shire of Bridgetown-Greenbushes (the Shire) as a Community Bus Caretaker on a casual basis.

As the successful applicant you will be required to oversee the regular maintenance of the Bridgetown-Greenbushes Community Bus. Duties include, but are not limited to, inspecting the bus after each hire, cleaning the bus when required, install/uninstall seats as required and completing the logbook and assessment paperwork.

This position is offered at Level 1 of the Municipal Employees (WA) Award 2021 and the Shire of Bridgetown-Greenbushes Outside Work Staff Enterprise Agreement 2023 (\$36.4402 per hour). The position is up to 120 hours per annum as required.

Applicants will be required to have a current Light Rigid (LR) Driver's Licence.

HOW TO APPLY

The Recruitment Information Package for this position can be downloaded from the Shire's website <https://www.bridgetown.wa.gov.au/council/work-with-us.aspx> or obtained by emailing careers@bridgetown.wa.gov.au. Your confidential application, addressed to the CEO, will be accepted via email to careers@bridgetown.wa.gov.au, via post, or in person to the Shire Administration building located at 1 Steere St, Bridgetown.

NOTE: *The recruitment process for this role will remain open until a suitable candidate is found. Applications for this position will be considered as they are received and the Shire reserves the right to close submissions once a suitable candidate is identified. You are therefore encouraged to submit an early application.*

POSITION DESCRIPTION

1. **POSITION TITLE** COMMUNITY BUS CARETAKER (CASUAL)

2. **DEPARTMENT** COMMUNITY SERVICES

3. **AWARD COVERAGE AND CONDITIONS**
 - Level 1 of the Municipal Employees (WA) Award 2021 and the Shire of Bridgetown-Greenbushes Outside Work Staff Enterprise Agreement 2023

4. **POSITION OBJECTIVES**

Responsible for the Shire’s fortnightly delivery of Community Bus services

5. **REQUIREMENTS OF THE POSITION**
 - 5.1 Skills
 - Demonstrated ability to work with minimal supervision
 - Ability to grow the business through promotion of services and activities
 - 5.2 Knowledge
 - Basic mechanical knowledge to enable awareness of mechanical issues to be reported
 - Local Bridgetown-Greenbushes knowledge
 - 5.3 Experience
 - Previous experience within local government
 - Demonstrated experience working directly with public in a similar role
 - 5.4 Qualifications
 - Light Rigid (LR) Driver’s License
 - First Aid (desired)

6. **KEY DUTIES/RESPONSIBILITIES**
 - Provide a copy of the logbook on a monthly basis to the Finance Officer – Income Stream
 - Assess the bus after each booking to ensure it is returned in a sound condition
 - Complete assessment paperwork after each booking to document condition of bus
 - Sweep and tidy bus if bus not left in a clean state by previous user

- Sweep and tidy shed as required
- Install/uninstall seats as required (according to user group booking requests)
- Liaise with repairers, service providers and Community Services Project Officer regarding external bus cleaning and service
- Drive bus to and from service providers for its annual inspection or any repairs undertaken by external mechanics
- Liaise with Shire Senior Finance Officer regarding insurance claims and paperwork
- Be the emergency after hours contact
- Promoting the services of the Community Bus
- Providing first aid, where necessary (Desired)

7. Work Health & Safety

- Ensure compliance with WHS legislation and Council policies, promoting a culture of work health and safety within the team and escalating significant issues to ELT where necessary
- Report all accidents, incidents and hazards
- Conduct risk assessments and complete job safety analysis prior to the commencement of tasks where relevant
- Eliminate and control hazards in the workplace using the hierarchy of controls
- Complete required training to ensure all tasks are carried out in a manner to protect the safety of yourself, your colleagues and the general public

8. ORGANISATIONAL RELATIONSHIPS

Reporting to Community Development Project Officer

Supervision of Nil



9 EXTENT OF AUTHORITY

Operates under the supervision of Community Development Project Officer within the limits of statutory requirements, Council policies and delegated authority.

10 SELECTION CRITERIA

Criterion	Essential	Desirable
Current Light Rigid (LR) Driver's License, with excellent driving record	✓	
Demonstrated ability to establish rapport and maintain strong and productive working relationships	✓	
Demonstrated interpersonal and communication skills	✓	
Demonstrated ability to work with minimal supervision	✓	
Local Bridgetown-Greenbushes Shire knowledge		✓

First Aid		✓
Excellent oral and written communication skills, including the ability to use the computer (Microsoft Word and Excel), internet and email		✓
Previous experience in a similar position within local government		✓

I UNDERSTAND THAT THIS POSITION DESCRIPTION FORMS PART OF THE TERMS AND CONDITIONS OF EMPLOYMENT WITH THE SHIRE OF BRIDGETOWN-GREENBUSHES

Employee

Signature:

Date:

Supervisor

Signature:

Date:

INFORMATION FOR PROSPECTIVE APPLICANTS

Thank you for your interest in the position advertised by the Shire of Bridgetown-Greenbushes. To assist you in submitting your application, please take the time to read the following information.

Equal Employment Opportunity

The Shire of Bridgetown-Greenbushes is an equal opportunity employer. All applications for a position will be assessed against the criteria included in the Position Description.

Completing your Application

Your application should include the following:

1. A **covering letter** stating why you are applying for the position and giving details of how you may be contacted during the hours of 9.00am to 5.00pm.
2. A **separate statement** addressing the "*selection criteria*". You should address each selection criteria under a separate heading. Consideration for the interview is based upon clear demonstration of your ability to meet each of the selection criteria. You should indicate how you meet the criterion and provide examples of events and projects that demonstrate your experience, knowledge and skills. It is recommended that your statements in response to each of the selection criteria be no more than half a page.
3. A **resume or curriculum vitae** which includes your relevant personal details, qualifications, work history, education and professional memberships. Relevant work history should commence with the most recent position you have held as well as the dates/period of employment. In the description of your work history give a brief summary of the duties and responsibilities for each of the positions.
4. The **names and contact details of at least two (2) referees** should be included in your resume or curriculum vitae. Referees may be contacted to verify your claims in relation to your prior work performance. ***DO NOT SUBMIT ORIGINAL COPIES OF REFERENCES.***
5. **Photocopies of your qualification(s) or academic records** of current studies should be attached to your application. ***DO NOT SUBMIT ORIGINAL CERTIFICATES OF YOUR QUALIFICATIONS OR ACADEMIC RECORDS.***

Please note all applications received will become the property of the Shire of Bridgetown-Greenbushes and cannot be returned to unsuccessful applicants.

Lodging your Application

Applications will be accepted via email to careers@bridgetown.wa.gov.au; or

Mailed or hard copy applications must be marked “**Confidential – Human Resources**” on the envelope and addressed as follows:

Chief Executive Officer
Shire of Bridgetown-Greenbushes
PO Box 271
BRIDGETOWN WA 6255

Acknowledgment of Applications

All applicants will be notified of the status of their application after the shortlisting stage of the recruitment process.

The Interview Process

If you are selected for an interview you will be contacted by telephone during office hours. The Interview Panel will generally consist of at least two (2) Shire Officers however for professional appointments; the Interview Panel may include a non-Shire person.

During the interview, the Interview Panel will take notes in order to assess your responses. This will assist in ensuring each candidate is assessed in an equitable and fair manner. If you do not understand a question, you should seek clarification before providing a response.

Preferred Applicant

(This section will not apply if the preferred applicant is a current member of the Shire staff)

Prior to any offer of employment being finalised, the preferred applicant will be required to:

- Obtain a satisfactory pre-employment medical report from a Medical Practitioner.
- Produce a current National Police clearance (at the Shire’s expense if the applicant does not hold a current clearance). A criminal conviction does not automatically exclude you from consideration for employment. Applicants who have a record of conviction are invited to discuss its relevance or otherwise to the position being applied for, with the Interview Panel.
- Provide documentary proof of age in the form of a birth certificate, driver’s licence or current passport. This requirement is necessary to comply with a requirement of law, award or industrial agreement in relation to payment of wages or remuneration to employees less than 21 years of age.
- Documented evidence of legal entitlement to work unrestricted in Australia.
- Produce original or certified copies of all relevant qualifications and licenses.

Other Requirements

Upon appointment, the successful applicant will be required to sign and have witnessed the following documents:

- Shire of Bridgetown-Greenbushes Code of Conduct
- Shire of Bridgetown-Greenbushes Confidential Agreement
- Acceptance of the Letter of Offer
- Position Description for the role
- Statutory Declaration in relation to current driver's licence (if relevant)

Queries

If you have queries with regards to completing your application, please contact Sarah Alexander, People and Culture Officer on (08) 9761 0800 or sealexander@bridgetown.wa.gov.au.

For information on the Shire of Bridgetown-Greenbushes, visit our website
www.bridgetown.wa.gov.au