

SHIRE OF COCOS KEELING ISLANDS

VACANCY – LEADING HAND

The Shire of Cocos (Keeling) Islands is seeking applications for a passionate, self-driven and motivated team leader/mentor for the Leading Hand position. The position is permanent full-time, will be paid under the Local Government Industry Award – Level 5.

The key areas of responsibility include but are not limited to:

- Liaise closely with the Infrastructure Coordinator, to ensure that appropriate scheduling, equipment, and standards of construction are always met.
- Operate the grader / related construction equipment to ensure effective and efficient operations.
- Undertake and supervise private works where required.
- Ability to direct contractors and suppliers to maximise on the job efficiency.
- Liaise with WHS representative and lead all WHS practises to ensure that standards are always met.
- Be an active and engaged member of the Works Depot team who adds value by completing high quality work and who is a positive team member.

About you:

The successful candidate will be able to demonstrate the required knowledge, skills and experience below:

- Experienced team leader who can set and maintain the standard of work that meets safety, operational and design requirements.
- Leadership, mentoring and coaching skills that improves team accountability levels.
- Experienced machinery operator who can produce high quality work to agreed specifications.
- Developed troubleshooting and problem-solving skills that can be applied appropriately to civil construction and maintenance.
- Basic mechanical, vehicle maintenance skills / Workplace Health and Safety experience.
- Computer and smart phone literacy (text, email, Microsoft suite).

Required Qualifications & Experiences:

- Previous experience in operating construction plant and equipment (**desirable**).
- Knowledge of construction and maintenance techniques for roads, streets, drainage and related works (**desirable**).
- Working knowledge of estimating time for completion of jobs / Laser level experience.
- Current HR class drivers' licence (essential) / Appropriate High-Risk Licences and Certificates.
- Certificate 3 Civil Construction or similar qualifications.

Applicants wishing to apply for this opportunity are to submit a copy of their current resume and a covering letter addressed **confidential** to the Human Resources Officer (not more than 2 pages) addressing why you are interested in and suitable for this role. Applications can be mailed, hand delivered or emailed to lanif.yakin@cocos.wa.gov.au

Applications close at 12:00PM on Friday, 20 December 2024.

For more information about the position please contact the Infrastructure Coordinator – Luluilmaknun Sloan: luluilmaknun.sloan@cocos.wa.gov.au or by telephone on 9162 6649. A Copy of the Position Description can also be obtained from the Shire's website: <https://shire.cc/en/your-council/employmentopportunities.html>

Applicants may be subject to a pre-employment medical, including drug screening.

The Shire of Cocos Keeling Islands is an Equal Employment Opportunity Employer and is committed to a fair recruitment process in selecting the best applicant for the position. Females are encouraged to apply.