



Position Vacancy

General Hand

(Full Time)

The Shire of Meekatharra is seeking a reliable and motivated General Hand to provide townsite maintenance and waste collection services.

The position will assist with maintaining public spaces, verges, streetscapes, public facilities, and other Shire assets, while supporting waste collection and general operational activities.

Applicants should be physically fit, safety conscious, capable of working in small teams, and committed to maintaining a clean, safe, and attractive townsite.

Previous experience in general maintenance, waste services, or plant operation will be highly regarded.

A current driver's licence is required.

Application information, including remuneration and the position description for the role, can be obtained from the Shire of Meekatharra website at www.meekatharra.wa.gov.au or by contacting the Shire office on 08 9980 0600.

Your application should include a short cover letter outlining your interest in the position and alignment to the Desirable Criteria, a current resume detailing qualifications and experience, and at least two work references.

Completed applications should be forwarded to jobs@meekatharra.wa.gov.au and be clearly marked – **Position Application – General Hand** – by 4:00pm on Friday 11 September 2026.

Interviews and appointment may be made prior to the closing date.

Nathan Cain
Chief Executive Officer



Application Information

General Hand

TW.03

Position Details

Position Title and Number

General Hand – TW.03

Work Area

Works / Townsite Management

Industrial Agreement

Local Government Industry Award 2020 (as a State Instrument)

Classification Level

4

Employment Type

Full-Time

Reviewed and / or Updated

September 2026

Direct Remuneration

The Shire of Meekatharra is offering a Level 4 full-time position payment (under the Award) as well as a location-based incentive payment (“Meekatharra Payment”).

Ordinary Rate	Level 4	\$29.45 / hour
Meekatharra Payment	Step 1	\$6.58 / hour
Adverse Conditions Allowance	Level 1	\$1.03 / hour
Effective Commencing Hourly Rate		\$37.06 / hour

Annual pay increases for successful performance will be provided.

Other Benefits

Mandatory Superannuation	Mandatory superannuation levels are set, and varied, by law. The current rate is 12%.
Superannuation Co-contribution	Council will match up to 5% superannuation based on a matching voluntary employee contribution.
Annual Leave	Additional 1 week per annum (5 weeks total), with leave loading of 17.5%.
Training and Professional Development	The Shire encourages further training and development, including ongoing studies and conference attendance, and is actively supportive of these opportunities.
Housing	Where available, a residence suitable for the successful applicant will be provided for free as part of the salary package. The residence will be offered furnished or unfurnished. Lawn maintenance and water will be included.
Housing Alternative	If the successful applicant has their own Meekatharra-based accommodation, a \$300 / fortnight “own-accommodation payment” is applicable.
Gym and Swimming Pool	Free entry to the Shire-operated gym and swimming pool.
Relocation	The Shire will cover up to \$10,000 to relocate you and your belongings to Meekatharra.
Uniforms	All uniforms tops, jackets, and safety gear will be provided by the Shire, with additional annual provisions.
Rostered Days Off	The successful applicant will be able to choose either a 9-day fortnight or a day off every 4-weeks.

Other Information

Probationary Period

A 3-month probationary period will be applicable.

Pre-Employment Medical

The successful applicant will be required to effectively complete pre-employment medical testing including drug and alcohol testing prior to commencement. Full documentation for the requirements of the position will be given to the Medical Practitioner prior to the examination and costs will be paid for by the Shire of Meekatharra. Existing medical conditions will not preclude an appointment.

Community Service Leave

The Shire supports the important role volunteers play in the community. Employees who are volunteers will not be financially penalised for attending emergencies.

Commencing Total Remuneration Package Includes

Benefit	Amount
Salary	\$73,230
Superannuation	\$8,787
Superannuation Co-contribution (conditional)	\$3,661
Ongoing Development	\$5,000
Housing	\$17,500
Own-Accommodation Payment	\$7,800
Gym and Swimming Pool	\$500
Relocation (conditional)	\$10,000
Uniforms	\$1,000

Submitting an Application

Your application should include –

- A cover letter explaining your interest in the position with brief responses to each of the Desirable Criteria included in the Position Description to demonstrate you have the necessary knowledge, experience, and / or qualifications to successfully carry out the role,
- A current resume detailing your qualifications and work history, and
- Contact details for at least two work references.

It is essential any provided information is clear, concise, and relevant.

About Meekatharra

Meekatharra, located approximately 770 kilometres north-east of Perth, is the largest town and shire in the Murchison region of Western Australia. Positioned along the Great Northern Highway, it serves as a key service hub for the pastoral, mining, and transport industries which operate across this vast inland region.

Steeped in history, Meekatharra has long been associated with gold mining, pastoral activity, and exploration. While its historic roots remain a defining feature, the town continues to evolve as a modern outback centre, providing essential services to remote communities, pastoral stations, and a steady flow of travellers and freight moving through the state's interior.

The community is underpinned by resilience, diversity, and cultural heritage. Meekatharra retains a strong connection to Yamatji culture, offering opportunities to experience traditional knowledge and the deep relationship Aboriginal people hold with country. This cultural strength complements the pioneering spirit of the town's early settlers, contributing to Meekatharra's unique character.

Strategically located, Meekatharra is an important link between the Mid-West, Pilbara, and Goldfields regions. The town supports a range of industries including mining, pastoralism, and tourism, and is well-placed to benefit from ongoing exploration activity and resource development across inland Western Australia.

Tourism in the region is steadily growing, with visitors drawn to its red-earth landscapes, expansive skies, and sense of remoteness that embodies the Australian outback. Attractions such as the Meekatharra Heritage Trail, Royal Flying Doctor Service base, and the annual Meekatharra Festival showcase the area's culture, history, and community pride.

Meekatharra also provides vital social and civic infrastructure including education, health, emergency services, and recreation facilities, ensuring it remains a sustainable and welcoming regional centre. For investors, residents, and visitors alike, the town represents both opportunity and authenticity – a place where heritage, industry, and outback lifestyle converge.

Meekatharra – A golden prospect



Position Description

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Full-Time

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Position Summary

The General Hand supports the Manager Works and Leading Hand (Town) in the maintenance, presentation, and improvement of the Meekatharra townsite, including waste collection services.

The position undertakes general labouring, horticultural, plant operation, cleaning, and minor maintenance activities, including the safe operation and routine care of vehicles, plant, tools, and equipment.

Working as part of a team, the General Hand contributes to a safe, clean, functional, and attractive town environment while providing courteous service to residents, visitors, and other Shire employees.

Key Duties and Responsibilities

This position will –

- Undertake general labouring and maintenance activities across Shire parks, gardens, reserves, streetscapes, roadsides, cemetery, and public spaces.
 - Mow lawns, trim edges, control weeds, prune trees and shrubs, plant vegetation, apply fertilisers, and undertake other horticultural activities.
 - Assist with the installation, operation, inspection, and repair of reticulation systems.
 - Maintain sporting grounds, playgrounds, cemeteries, picnic areas, campgrounds, and other community facilities.
 - Undertake litter collection, removal of dumped waste, graffiti removal, and cleaning of public amenities, when required.
 - Assist with minor repairs and maintenance to Shire buildings, fencing, street furniture, signs, playground equipment, and other assets.
 - Operate vehicles, mowers, brush cutters, blowers, chainsaws, tractors, loaders, skid-steer loaders, and other plant or equipment for which the employee is appropriately licensed and trained.
 - Complete routine inspections, pre-start checks, and minor servicing of vehicles, plant, tools and equipment.
 - Promptly report equipment faults, asset damage, hazards, incidents, and maintenance requirements to the relevant supervisor.
 - Assist with road, drainage, verge, footpath, and civil maintenance activities.
 - Support the setup, operation, and pack-down of community events and civic activities.
 - Assist with waste facility, depot, and other operational activities as directed.
 - Use chemicals, herbicides, and other hazardous substances safely and in accordance with manufacturer instructions and Shire procedures.
 - Install appropriate worksite signage and traffic controls within the employee's level of training and authority.
 - Maintain accurate plant records, logbooks, timesheets, inspection records, and other workplace documentation.
 - Follow all work health and safety requirements, safe work procedures and reasonable directions.
 - Use required personal protective equipment and take reasonable care for personal safety and the safety of colleagues, contractors, and members of the public.
 - Work cooperatively with other employees and provide respectful and courteous assistance to residents, visitors, contractors, and community organisations.
 - Participate in workplace training, inductions, toolbox meetings, and professional development activities.
 - Perform other duties as required and appropriate to this level.
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Award Classification Alignment

Authority and Accountability

- Work performed is within general guidelines.
- May supervise work or provide on-the-job training, based on their skills and / or experience, to employees of the same or lower levels.
- Responsible for leading employees in operational duties or the application of trades, administrative or technical skills.

Judgement and Problem Solving

- The nature of the work is clearly defined with procedures well understood.
- Tasks performed may involve selection from a range of existing techniques, systems, equipment, methods, or processes.
- Guidance is available from more senior staff.

Specialist Knowledge and Skills

- Requires demonstrated competence in a number of key skill areas related to major elements of the job.
- Proficiency in the application of standardised procedures and practices.
- May also include the operation of tools, plant, machinery and / or equipment, in accordance with the requirements of the position.

Management Skills

- Provide employees with on-the-job training, guidance and basic knowledge of workplace policies and procedures.
- Employees may lead small groups of employees at the 'work face'.

Interpersonal Skills

- Employees at this level require effective communication skills to enable them to communicate with clients, other employees, and members of the public and in the resolution of routine and usual matters.

Qualifications and Experience

- Qualifications or relevant experience in accordance with the requirements of work in this level which may be acquired through –
 - o a trade certificate or equivalent,
 - o completion of accredited / industry-based training courses equivalent to a Certificate IV (non-trade), and / or
 - o knowledge and skills gained through on-the-job training.
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Organisational Relationships

Responsible To

- Manager Works
- Leading Hand (Town)

Supervision Of

- Nil

Internal

- Other employees
- Contractors
- Service providers

External

- Community members
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Workplace Health and Safety

This position will –

- Work with care for their own health and safety and of others
 - Participate in developing safe work procedures and follow them
 - Participate in training
 - Use equipment properly and report any faults or damage
 - Use personal protective equipment as directed
 - Report hazards and incidents to the Supervisor
 - Participate in return-to-work plans
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Desirable Criteria

- Previous experience in a general hand, town maintenance, parks and gardens, civil works, facilities maintenance, or similar operational role.
- Experience maintaining public parks, gardens, sporting grounds, streetscapes, and community facilities.
- Practical skills in horticulture, landscaping, mowing, pruning, weed control, and reticulation maintenance.
- Experience safely operating small plant and equipment, including mowers, brush cutters, blowers, chainsaws, and spray equipment.

- Experience operating construction or earthmoving plant, including loaders, skid-steer loaders, rollers, tractors, or excavators.
- Current C, MR, or HR class driver's licence.
- Current Construction Induction Card.
- Relevant plant operator certificates or competency assessments.
- Chemical handling or pesticide application certification.
- Chainsaw operation certification.
- Basic Worksite Traffic Management and Traffic Controller accreditation.
- Working at Heights certification.
- Previous experience working within local government or a remote regional community.
- Sound understanding of safe work practices, manual handling requirements, and workplace hazard reporting.
- Ability to work effectively with limited supervision and contribute positively within a team environment.
- Good verbal communication, basic literacy and numeracy skills.
- Demonstrated reliability, initiative, flexibility and pride in the quality of completed work.
- Valid National Police Clearance certification.
- Valid First Aid certification (or willingness to obtain).

Acknowledgement

I acknowledge the information contained in this document describes the general nature and level of work required and, as such, is not an exhaustive list of all responsibilities, duties or skills required in the role.

Signature Date

Name