

Applicant Information

Ground Maintenance Worker - Wembley Golf Course

Thank you for your interest in working with the Town of Cambridge. This document will help you prepare and submit a job application and includes information about the recruitment and selection process.

ABOUT THE TOWN OF CAMBRIDGE

Located on the stunning West Australian coastline and just minutes to the Perth CBD, the Town of Cambridge comprises some of Western Australia's most prestigious and utilised facilities and is recognised as one of the more desirable areas in which to live and work.

ADVANTAGES OF WORKING AT THE TOWN OF CAMBRIDGE

Work / Life Balance

Flexible working hours / flexi days (available to most staff)
9 day fortnight for parks, works and golf course outside staff
4.4 weeks annual leave per year

Healthy Lifestyle

Free health assessments, screening and vaccinations
Free entry to Bold Park Aquatic Centre

Attractive Superannuation

An extra 5% on top of statutory 10% contribution for contributing members

Employee Assistance Program

All employees and their immediate family have access to free, confidential professional counselling via the Town's Employee Assistance Program.

Study Assistance Program

Study leave and financial assistance is available to employees undertaking work related study.

Other Benefits Include

Training opportunities - Free car parking - Reward and Recognition Scheme - Subsidised corporate uniform - 13 weeks Long Service Leave after 10 years' service in Local Government. Pro rata long service leave is available after 7 years' service



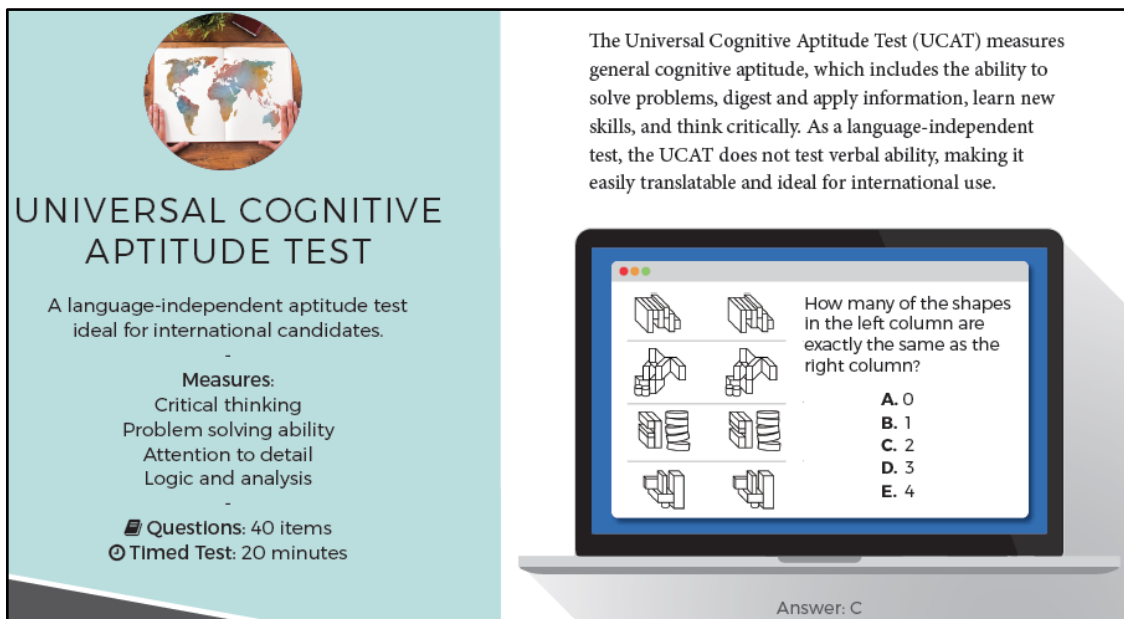
WHAT IS THE SELECTION PROCESS FOR THIS POSITION?

The selection process is designed to assess your skills, knowledge and experience for the position. This will be undertaken online and accordingly it is important for you to please use *Chrome, Firefox, Safari, Internet Explorer 8 or newer to complete the tests. Please do not use your mobile phone*

The following process is planned:

1. Applicants will be directed to an online platform where they will be asked to complete an application form and upload a resume.
2. Applicants will be asked to answer three questions in response to the requirements of the role; for the role of *Ground Maintenance Worker* these questions are:
 - Tell us about your experience in working in golf course operations.
 - Please provide a recent example of your experience in turf establishment, management and maintenance; what sort of issues did you take into consideration and were there any unique challenges?
 - Please describe how your experience, knowledge and values could contribute positively to the team environment at the Wembley Golf Course.
3. You will also be asked to confirm which of the following qualifications you hold:
 - TAFE Qualifications in Irrigation, Horticulture, or related fields (desirable)
 - Senior First Aid - Apply First aid and Apply CPR (desirable)
 - Safety Awareness Training/White Card (desirable)
4. Applicants will then be required to undertake a Universal Cognitive Aptitude Test.

This test is undertaken online as part of the application process and approximately 20 minutes to complete.



The Universal Cognitive Aptitude Test (UCAT) measures general cognitive aptitude, which includes the ability to solve problems, digest and apply information, learn new skills, and think critically. As a language-independent test, the UCAT does not test verbal ability; making it easily translatable and ideal for international use.

UNIVERSAL COGNITIVE APTITUDE TEST

A language-independent aptitude test ideal for international candidates.

Measures:
Critical thinking
Problem solving ability
Attention to detail
Logic and analysis

📄 Questions: 40 items
⌚ Timed Test: 20 minutes

How many of the shapes in the left column are exactly the same as the right column?

A. 0
B. 1
C. 2
D. 3
E. 4

Answer: C

Shortlisted applicants will be invited to attend a face to face interview with the selection panel.

1. Following the interview process, preferred candidates may be required to undergo further testing.
2. Reference checking will be undertaken at the completion of all assessment to validate the preferred applicant's claims for the position.

Should you wish to find out more information on the Town of Cambridge please visit our website <https://www.cambridge.wa.gov.au/Home>

The Town is an inclusive employer and accordingly if you have a disability or condition that limits your ability to complete the online application process before the closing date please contact the People and Culture team on (08) 9347 6000 to discuss an alternative lodgement method or reasonable adjustments to be made to the process.

IF YOU HAVE TECHNICAL ISSUES

You will need a reliable internet connection to complete the test.

You can access some information from the below link to help you prepare for the testing process.

<https://www.criteriacorp.com/resources/candidates.php>

When you first log in you will be asked to write down an Event ID. This is an important step as if you experience an internet connection issue and need to restart your assessment you will go to

www.oda1.com and enter the Event ID

Ongoing technical issues please email help@criteriacorp.com

You will receive a response within 1 business day

Position Description

Role title:	Ground Maintenance Worker (Wembley Golf Course)
Grade:	1
Position Number:	
Section:	Wembley Golf Course
Directorate:	Corporate and Commercial Services
Position Objective:	This position works as a member of the Wembley Golf Course Maintenance team, carrying out day-to-day maintenance operations in a safe and efficient manner to achieve nominated service delivery outcomes for users of the Wembley golf course.
Stakeholder Engagement:	The position engages predominantly with its direct supervisor and other team members and liaises occasionally with contractors on building maintenance and repair arrangements, and gives instructions to contractors.
Direct Manager:	Golf Superintendent
Direct Reports:	Nil
Total Staff Responsibility:	Nil

Our values

Friendly and helpful	Teamwork	Creativity	Integrity	Respect
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Acknowledgement

<i>Employee Signature and Name</i>	<i>Date</i>
<i>Manager Signature and Name</i>	<i>Date</i>

Position registered by

<i>HR Officer Signature and Name</i>	<i>Date:</i>

Key Responsibilities

In the context of the position and the Town's vision and values:

- Work effectively as a team member of the Wembley Golf Course maintenance crew to ensure maintenance program objectives and standards are met, and tasks are carried out efficiently and effectively, and in a safe manner.
- Perform a range of tasks as set by the supervisor associated with the maintenance and occasional construction of assets such as on trees, shrubs, turf, garden beds, park furniture and garden fixtures, clean-up, and general horticultural care activities across the Wembley Golf Course.
- Carry out all tasks in a timely manner.
- Competently use a variety of hand tools and powered equipment (e.g. chainsaw, brush cutter, edger, vacuum/blower and mower), and perform minor service and maintenance.
- Perform daily checks on all assigned plant, equipment and vehicles and ensure they are maintained in a workable, clean and safe condition
- Report any faults, accidents or maintenance requirements of plant and equipment to the relevant staff member.
- Interact with co-workers, contractors, stakeholders and community members in a professional and courteous manner, maintain a neat personal presentation and provide a high level of customer service.
- Complete timesheets in an accurate manner daily.
- In all actions, be accountable and employ ethical decision making and good governance in line with Town of Cambridge Code of Conduct, values, policies, procedures and broader aspirations.
- Be engaged in sustainability initiatives and proactively suggest ways to improve recycling, energy and water consumption in Town operations and how Cambridge can maintain its natural environment in line with Town policy and the Strategic Community Plan.
- Take reasonable care to ensure your own safety and health and that of others, comply with instructions given for the safety of yourself and others and co-operate with management in its fulfilment of its legislative obligations, in line with Town policy.

Selection Criteria

The following selection criteria are identified as being required to achieve the outcomes in the context of this position. Applicants will need to provide evidence of their capacity to transfer their knowledge and skills to achieving the outcomes of this position.

1. Previous experience related to the Key Responsibilities.
2. Demonstrated working knowledge of safe operation and user maintenance of relevant plant and equipment.
3. Demonstrated understanding of, and commitment to safe working practices in a maintenance and works environment.
4. Proven ability to work effectively in a team and contribute to a positive and productive work culture.
5. Ability to respond appropriately to supervisor direction and adjust to a variety of work environments and carry out diverse tasks as required, including working with limited supervision at times.
6. Polite, professional and well presented.
7. TAFE training in Horticulture, Landscaping, Construction or related fields desirable.
8. Current 'C' class driver's licence or 'HR' class licence desirable.
9. Safety Awareness Training (White Card desirable but can be obtained following employment).
10. Senior First Aid Certificate desirable.
11. Previous experience in golf course irrigation desirable.