

TOWN MAINTENANCE OFFICER

POSITION DESCRIPTION



SHIRE of
WYNDHAM
EAST KIMBERLEY



TOWN MAINTENANCE OFFICER

Position Summary

Reports to:	Leading Hand Parks or Leading Hand Roads
Department:	Infrastructure
Review Date:	March 2023
Number and Title:	Town Maintenance Officer (Kununurra)
Classification:	Level 3
Position Location:	Kununurra Depot (19 Bandicoot Drive, Kununurra)
Supervises:	Nil
Internal Liaison:	Manager and Supervisor Operations Kununurra Operations Team Wyndham Operations Team Leading Hands Other relevant Shire Staff
External Liaison:	Contractors, Subcontractors and other stakeholders. Residents, Ratepayers and General Public
Extent of Authority:	Works within the confines of standards and procedures under the supervision of the Supervisor Operations and Leading Hand

Our Vision

To be a thriving community with opportunities for all

Our Shared Values

Communication – We communicate openly with each other and our community

Safety – We are focused on the health and wellbeing of our colleagues and community

Teamwork – We work collaboratively to achieve shared goals

Accountability – We take responsibility for our actions and behaviours

Respect – We are respectful of people, ideas, culture and environment

Position Purpose

This position is responsible for providing high-quality daily maintenance of parks and reserves, roads and drainage, reticulation systems and other works to enhance and beautify Kununurra and our surrounding areas.

Key Selection Criteria

Essential:

- Demonstrated ability to provide good customer service and to provide a high level of service to members of the public;
- Demonstrated ability to operate ride-on mowers, whipper snippers, chainsaws, hedge trimmers and other maintenance equipment safely;
- Ability to work with minimal supervision both autonomously and in a team environment;
- Ability to prioritise tasks and complete in a timely manner.

Licences /Qualifications/Vaccinations/Certifications

- Current unrestricted WA 'LR' Class Driver's Licence (or ability to obtain);
- Current Blue/White Construction Safety Card (or ability to obtain);
- Relevant qualifications/certifications (or ability to obtain) in
 - Grounds maintenance
 - Machinery operation
 - Horticulture or landscaping
- Current Hepatitis A, Hepatitis B and ADT (Tetanus, Diphtheria and Whooping Cough) vaccinations or ability and willingness to obtain;
- An acceptable National Police Clearance Certificate (dated within the last 6 months).

Desirable:

- Demonstrated ability to operate heavy plant – e.g. Backhoe, Mower, Slasher, Truck and Loader;
- 1-year experience in a similar role;
- Previous experience in Local Government;
- Current First Aid or Advanced First Aid qualification;
- Current unrestricted WA 'MR or "HR' Class Drivers Licence

Key Responsibilities:

- Work as a team member to undertake duties relating to maintenance and construction projects that enhance or modify Shire roads, drainage and traffic infrastructure, parks, sporting facilities, public open spaces, reserves, streets and Shire ablutions;
- Utilising your initiative to solve routine problems and determine ways to improve efficiency and performance;
- Attending to and participating in team meetings, inductions and training;
- Any other reasonable duties as directed by Leading Hand – Parks and Gardens and/or line management within known skills, knowledge and capabilities.

Compliance:

- Ensure compliance with all relevant legislation; standards and regulations to minimise risk and enhance the Shire’s Brand reputation
- Demonstrate the highest standards of honesty and integrity and carry out duties in accordance with the Shire’s Code of Conduct, policies, organisation directives and procedures.

Workplace Health and Safety:

- Fulfil duty of care requirements at all times as legislated by taking reasonable care for your own health and safety and that of others who may be affected by their acts or omissions;
- Ensure Work Health and Safety (WHS) requirements are adhered to at all times as per the Shire’s policies, organisational directives and procedures;
- Follow safe and appropriate operation of equipment and vehicles at all times;
- When required, ensure that correct PPE is worn;
- Report any concerns that may compromise the Shire’s duty of care;
- Complete safety observations and ensure that any hazards, near misses and injuries are reported immediately and closed out in a timely manner.

Teamwork and Contribution:

- Work collaboratively with co-workers, actively contributing to the Shire vision and values;
- Raise issues with a ‘solution focus’ framework and contribute to a positive working environment;
- Build professional relationships with stakeholders at every level of the Shire;
- Attend and participate in staff/team meetings and workshops as required;
- Engage and participate in opportunities to enhance personal growth, team cohesion and development.

Agility Statement

The information contained in this position description is intended to describe the nature and level of work to be performed. This is not considered an exhaustive list of all the responsibilities, duties or skills required in the role.

This position description may be subject to change from time to time. Any such reorganisation of duties shall be the subject of discussion with the position incumbent.

Authorisation and Acknowledgement

Signing this position description indicates agreement and acceptance of the contents and conditions.

Employee Name:	
Employee Signature:	
Date:	

(to be signed by occupant upon appointment to position or amendment to Position Description)



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