



# Municipal Services Supervisor

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| <b>Job Title</b>      | Municipal Services Supervisor |
| <b>Classification</b> | Level 6                       |
| <b>Work Unit</b>      | Council Services              |
| <b>Responsible To</b> | Council Services Manager      |

## Primary Objective

The Municipal Services Supervisor is responsible for the safe, compliant and consistent delivery of municipal services within the community, including waste management, roads, public spaces and associated infrastructure.

The role ensures day-to-day operational control, workforce supervision and adherence to East Arnhem Regional Council, Workplace Health and Safety (WHS), and environmental requirements in a remote service delivery environment.

## Key Responsibilities

1. Provide supervision and leadership for the Municipal Services team to ensure compliance with Workplace Health and Safety (WHS), Northern Territory Environmental Protection Authority (NT EPA) and all relevant legislative requirements, including completion of mandatory inspections, activities and reporting within required timeframes.
2. Deliver a high standard of hands-on municipal services including grounds maintenance, waste management, roads maintenance and other community works, including identifying, reporting and taking action on hazards, overhanging tree limbs and damaged infrastructure.
3. Lead day-to-day waste management and landfill operations, including operating plant and equipment, recycling activities and landfill site control, ensuring compliance with NT EPA requirements, Council's Environmental Management Plan, and safe work practices, under the direction of the Council Services Manager and Regional Manager – Waste and Environment, and escalating risks or non-compliance in a timely manner.
4. Provide training, supervision and support to Municipal Services staff, ensuring competency and safe operation of plant, machinery, tools and equipment.
5. Organise and delegate daily work schedules, actively managing workforce attendance, capability and performance to maintain service delivery, in consultation with the Council Services Manager.
6. Coordinate and support on-the-ground municipal services response during emergencies, severe weather events or other disruptions, in line with Council emergency preparedness and recovery procedures, and under direction of the Council Services Manager.





# Municipal Services Supervisor

7. Identify operational issues impacting service delivery, provide input into plant and equipment suitability, and report on service effectiveness and resource requirements.
8. Ensure all plant, vehicles and equipment are inspected, maintained and operated in accordance with Council requirements, including completion of prestart checks, routine inspections and immediate reporting of faults, breakdowns or damage.
9. Complete all required reporting accurately and within required timeframes, including WHS reporting, inspections, asset registers and operational updates in line with Council systems and requirements.
10. Ensure Municipal Services work plans, waste initiatives and public area inspections are conducted in line with schedules and that outcomes are recorded and reported as required.
11. Promote and maintain a strong safety culture by ensuring staff compliance with WHS policies and procedures and taking immediate action to address risks, hazards or incidents.
12. Other duties as reasonably directed by the Council Services Manager.

## Essential Selection Criteria

- Tertiary qualification or substantial experience in municipal services, civil works, waste management or similar operational environments.
- Must hold a current MR driver licence, relevant plant competencies (Backhoe, Skid Steer, Loader), and be able to operate manual transmission vehicles in remote conditions.
- Demonstrated experience supervising teams and delivering municipal or operational services in a local government or similar environment.
- Experience working effectively in remote or resource-constrained environments, including managing competing operational priorities and workforce challenges.
- Ability to plan, prioritise and coordinate work activities and resources to meet operational requirements.
- Strong problem-solving skills, with the ability to make practical operational decisions in day-to-day municipal services delivery.
- Demonstrated commitment to Workplace Health and Safety and ability to implement and maintain safe systems of work.
- Demonstrated proficiency in Microsoft Office (Word, Excel, Outlook) and ability to complete accurate and timely reporting using Council digital reporting tools.





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## Desirable Selection Criteria

- Previous experience living and/or working in remote Australian First Nations' communities.
- Demonstrated high level of cross-cultural awareness to ensure effective participation in a multi-cultural workplace.
- Awareness of issues affecting First Nations People in Australia.

All employment with the EARC is subject to a Criminal History Check and the ability to obtain a NT Working with Children Clearance. Criminal history will not exclude an applicant unless it is relevant to the inherent requirements to their position.

Employees must also be prepared to travel to remote communities via various means, including 4WD vehicle and light aircraft.

East Arnhem Regional Council is an Equal Employment Opportunity (EEO) employer.

27-Mar-26 | 09:09 AEST

**Dale Keehne**  
**Chief Executive Officer**  
**East Arnhem Regional Council**

