



Coomalie Community Government Council Position Description

Job Title:	Municipal Officer
Department:	Council and Community Services
Reports To:	Council and Community Services Manager, Ranger and Land Management Coordinator
Key Relationships:	Internal: Council and Community Services Manager, Ranger and Land Management Coordinator, CEO, Pool Supervisor External: Contractors, Suppliers as required and Coomalie Community Members.
Salary:	Grade 3
Nominal Work Hours:	Between 7.00am to 3.06pm.
Control Elements:	Coomalie Council policies and By-laws, NT Local Government Act, and Work Health and Safety Act.
Date Prepared:	5 th September 2025

SUMMARY OF POSITION

Based in Batchelor, you are to provide the Coomalie Community Government Council with maintenance and outdoor services throughout Adelaide River, Batchelor, Lake Bennett and the rural areas.

The Municipal Officer reports directly to and is responsible to the Council and Community Services Manager and the Ranger and Land Management Coordinator.

Under the direction of the Council and Community Services Manager and the Ranger and Land Management Coordinator the Municipal Officer will undertake manual duties for roads, parks and gardens, waste management, cemeteries, weeds management and other tasks as required.

The Municipal Officer will be required to work in a safe manner having regard for the environment, self and others and contribute to the implementation of Council's workplace operational health and safety and environmental management policies, protocols, procedures and practices.

SELECTION CRITERIA

ROLES AND RESPONSIBILITIES

- Repair and maintenance of all Council facilities, grounds, gardens, reserves, parks, cemeteries and roads.
- Slashing and weed maintenance.
- Provide regular rubbish runs for all parks and public areas within the Coomalie region.
- Prestart and preventative maintenance on all Council vehicles, plant and equipment and report any faults.
- Everyday housekeeping of work areas and vehicles.
- Ensure that all chemicals are used stored correctly in accordance with Occupational Health and Safety standards.
- Work to a safe standard at all times including appropriate PPE.
- Operation of various vehicles, equipment and plant.
- Carry out other tasks within the range of the occupant's skills and abilities as directed by the Council and Community Services Manager, Ranger and Land Management Coordinator and CEO from time to time.
- Work to Councils policies, procedures and all other governing Acts and Regulations.
- Provide relief work at waste management facilities if required.

JOB SPECIFICATIONS

Essential

- Previous experience with plant and machinery
- Time management skills and good work ethics
- C Class Driver's License
- Mechanical and problem solving skills
- Good communication skills and having the ability to communicate with the public
- General understanding of Work Health and Safety legislation and ability to assess and approach in a responsible manner, safety of self and others
- Reliability, punctuality and being a good team player in a small team

Desirable

- Senior First Aid Certificate (or ability to obtain the Certificate)
- Previous experience with tasks such as irrigation, slashing, spraying and road maintenance
- Good knowledge of the Coomalie region

- Heavy Rigid Driver's License
- Chainsaw Operators certificate
- Tractor Operators certificate
- Chemical Handling certificate

PHYSICAL DEMANDS

- Ability to work in hot humid conditions
- Ability to stand for long periods of time
- Ability to assess and perform safe manual handling practices