

COOMALIE COMMUNITY GOVERNMENT COUNCIL

Position Description



Position Title	Municipal Officer	
Department	Council Services	
Direct Report	Ranger and Land Management Coordinator	
Level	Grade 3	Permanent, Full-time
Nominal Work Hours	Between 7.00am to 3.06pm	

POSITION OBJECTIVE

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 Ranger and Land Management Coordinator.

Under the direction of 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.

Key Responsibilities

1. Repair and maintenance of all Council facilities, grounds, gardens, reserves, parks, cemeteries and roads.
2. Slashing and weed maintenance of Council controlled parcels of land, including roadside verges.
3. Provide regular rubbish runs for all parks and public areas within the Coomalie region.
4. Prestart and preventative maintenance on all Council vehicles, plant and equipment and report any faults.
5. Everyday housekeeping of work areas and vehicles.
6. Ensure that all chemicals are used and stored correctly in accordance with Occupational Health and Safety standards.
7. Work to a safe standard at all times including appropriate PPE.
8. Operation of various vehicles, equipment and plant.
9. Carry out other tasks within the range of the occupant's skills and abilities as directed from time to time.
10. Work to Councils policies, procedures and all other governing Acts and Regulations.
11. Provide relief work at waste management facilities as required.

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SELECTION CRITERIA

Essential Selection Criteria

- 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
- Ability to obtain a NT Police Check
- Ability to obtain a NT Ochre Card

Desirable Selection Criteria

- 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
- Temporary Traffic Management (STLI) 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