

COOMALIE COMMUNITY GOVERNMENT COUNCIL

Position Description



Position Title	Municipal Supervisor	
Department	Council Services	
Direct Report	Council and Community Services Manager	
Level	Grade 4/5	Fulltime
Location	Batchelor Office	

POSITION OBJECTIVE

Working within the Council Services Unit, the Municipal Supervisor will assist the unit by overseeing the daily management and supervision of the Municipal Works Team.

The position will ensure the delivery of Council's services to the community are undertaken in a timely and professional manner, whilst supporting the municipal works team in its daily and long-term planning. It will provide support to the Council and Community Services Manager and Ranger and Land Management Coordinator. The position will also oversee the WHS practices of the Municipal Works Team and ensure operations are conducted in a safe and compliant manner.

SELECTION CRITERIA

Essential Selection Criteria

1. Demonstrated experience in the day-to-day supervision and management of a municipal or similar workforce, including allocating tasks, monitoring work performance, addressing routine performance issues in conjunction with management, supporting staff development, and ensuring works programs are delivered within agreed timeframes and standards.
2. Experience in forward planning works and tasks in collaboration with management and implementing weekly works programs to ensure all council services are delivered in a practical and efficient manner.
3. Ability to support the Council and Community Services Manager and the Ranger and Land Management Coordinator in the delivery of animal and property management services under the provisions of relevant legislation, including by-laws and regulations for Council.
4. Demonstrated experience with the *Work Health and Safety Act* and its implementation in a high-risk work environment, ensuring the Municipal Works team are engaged in safe and productive work practices.
5. Experience in operating Council's fleet assets and ensuring the Municipal Works Team have adequate training and care for plant and equipment in collaboration with the Council and Community Services Manager.
6. Demonstrated experience in managing competing work priorities and using sound decision making to prioritise completion of projects and council services in a timely and efficient manner.
7. A good level of written and oral communications with the ability to observe and report outcomes of completed works carried out by the team.
8. Ability to work independently and supervise effectively a small outdoor workforce.

VERSION 25/08/2026

APPROVED

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Desirable Selection Criteria

- Understanding of the *NT Local Government Act 2019* and associated legislations and regulations.
- Good knowledge of the Coomalie Region.
- Extensive experience in the operation of light and heavy plant and equipment and the ability to supervise others learning operational skills.

Mandatory Employment Criteria Requirements

- NT Drivers Licence
- Ability to obtain a NT Police Check
- Ability to obtain a NT Ochre Card
- Ability to obtain a First Aid Certificate