



POSITION TITLE:	Town Maintenance Person
STATUS:	Permanent
DEPARTMENT:	Works
LEVEL:	Level (4a) Municipal Employees Award 2023 (MEA)
LOCATION:	Westonia
REPORTING TO:	CEO

1. COUNCIL AIM:

The aim of creating this position is to have an employee with skills in more than one area. The position is designed this way to offer the employee greater diversity in the work they carry out, whilst giving the employer flexibility in undertaking tasks in a fast, efficient and safe manner. Whilst the range of duties and responsibilities is diverse, it is not expected that an employee would carry out all these duties at once. It is expected that an employee be sufficiently trained and capable of carrying out the full range of duties and responsibilities as required by their Supervisor.

The applicant must be medically fit as this position requires manual work.

2. POSITION OBJECTIVES:

- *Objectives of Position*
 - Energetic, reliable, good communicator, a team player, self-starter as well as having a strong sense of pride in their work.
 - Where required, carry out the full range of works undertaken by the Shire including, maintenance on all councils road reserves/verges, maintenance of all park/garden reserves and equipment.
 - Where required, to work independently with the minimum of supervision.
 - Where required, to work as an efficient member of a team.
 - Provide an efficient and courteous service to other Shire employees, the public and customers of the Shire.
 - Ensure that safe work practices are adhered to.



- *Participation within the Organisation*
Assist with the achievement of Council's Parks and Gardens objectives by operating plant/equipment and completing labouring duties in a safe, efficient and effective manner.

3. REQUIREMENTS OF THE JOB:

- *Skills*
 - Developed plant operation and user maintenance skills - mowers, slashers, tractor, brush cutters, chain saws, spray equipment, etc
 - Developed Reticulation installation, repair and maintenance skills
 - Developed landscape construction and maintenance skills
 - Skilled in use of basic horticultural techniques - pruning, planting, etc
 - Basic chemical application and handling skills
 - Basic verbal/written communication skills
 - Basic construction plant operation/user maintenance skills
- *Knowledge*
 - Sound knowledge of safe working practices and procedures
 - Sound knowledge of appropriate plant species
 - Developing knowledge of local area
 - Developing knowledge of Council Policies relevant to work area
- *Experience*
 - Experienced in development and maintenance of public parks, gardens and reserves.
 - Experienced in installation/ maintenance of reticulation systems
- *Qualifications and/or Training*
 - Hold a current Western Australia Construction White Card
 - Hold a current minimum "HR" (Heavy Rigid) licence under national licence classification
 - Hold a current Basic First Aid certificate
 - Completed relevant Local Government/other training courses



4. MAJOR DUTIES / RESPONSIBILITIES:

- Completion of development/landscaping/maintenance tasks to Council's public parks, gardens and reserve assets, including regular mowing, tree pruning, manual weed chipping, gardening and other horticultural activities.
- Assist with maintenance and installation of reticulation systems as required.
- Periodic Slashing of Townsite Blocks.
- Periodic maintenance of town refuse sites.
- Responsible for the maintenance of the town oval including mowing, spraying and fertilizing program.
- Maintenance of Shire road verges including slashing and spot spraying when required.
- Assist with the maintenance and installation of playground equipment and street furniture and park barbecues as required.
- Operation/maintenance of plant/equipment in a safe efficient manner under general direction.
- Application of appropriate horticultural chemicals.
- Responsible for materials, tools, equipment, plant used.
- Provide assistance to Works and Services Department, as required such as limited plant operation during road construction.
- Required to ensure safety on worksites of self, other staff and public in accordance with safe working procedures.
- Attend emergency callouts as directed by CEO.
- Responsible for quality of own work under routine direction.
- Ensure that the correct signage is used and procedures are followed to comply with traffic management and occupational health and safety guidelines at all times.
- Ensure that services are located prior to earthworks being commenced to avoid unnecessary damage and disruptions (dial before you dig).
- Maintain a high standard of plant and machinery operation and maintenance and ensure that regular maintenance is carried out and logbooks are completed.
- Report any damage or faults in relation to the plant and machinery to the Works Supervisor as soon as possible.
- All employees are required to undertake manual labouring duties as required.
- When required, carry out cleaning duties such as, but not limited to, cleaning of public conveniences, litter collection.
- Take an active part in ongoing training and personal development.

5. ORGANISATIONAL RELATIONSHIPS:

- *Responsible to*
 - CEO



- *Liaison*

- Internal

- CEO

- Other Staff

- External

- Contractors

- Suppliers

6. OCCUPATIONAL SAFETY AND HEALTH:

The following are your responsibilities to ensure that a safe and health work environment is maintained:

- There is an obligation to take reasonable care to ensure personal safety and health at work and that of other persons in the workplace.
- To observe all safe working practices as directed by the supervisor and use of personal protective equipment as provided.
- Report ALL accidents, incidents, near misses and hazardous situations arising in the course of work.

7. EXTENT OF AUTHORITY:

Exercises limited initiative and/or judgement within clearly established procedures.

8. SELECTION CRITERIA:

- *Essential*

- Developed plant operation and user maintenance skills - mowers, slashers, tractor, brush cutters, spray equipment, etc
- Developed landscape construction and maintenance skills
- Skilled in use of basic horticultural techniques - pruning, planting, etc
- Basic chemical application and handling skills
- Basic verbal/written communication skills
- Basic construction plant operation/user maintenance skills
- Basic knowledge of appropriate plant species
- Experienced in installation/maintenance of reticulation systems
- Hold current Western Australia Construction White Card
- Hold current minimum "HR" (Heavy Rigid) licence under national licence classification Relevant training in manual handling.
- Ability to work with minimal supervision
- A good understanding of occupational safety and health issues



- *Desirable*
 - Experienced in development and maintenance of public parks, gardens and reserves
 - Developing knowledge of local area
 - Developing knowledge of Council Policies relevant to work area
 - Hold current Basic First Aid certificate
 - Basic traffic management training
 - Recognised chain saw course
 - Basic lift support certificate

9. TRAINING:

Council will provide occupational training and development opportunities to the successful applicant including the costs of attending appropriate training.

10. PERFORMANCE MEASUREMENT CRITERIA:

Assessed annually on the following Key Performance Indicators:

- a) Attendance Record
- b) Time Management
- c) Work Behaviour Record
- d) Care of Council Property or Equipment
- e) Team or Individual Performance
- f) Public Relations Attitude
- g) Initiative
- h) Work Performance and Productivity

11. CONDITIONS OF EMPLOYMENT

- 1. Wages – Level 4a (MEA Award) - \$ 40.47 per hour plus allowances.
- 2. Service Pay -

\$10	-	3-5 years.
\$20	-	5-7 years.
\$30	-	7-10 years.
\$50	-	10 + years.



3. A probationary period of 3 months will apply, which may be extended a further 3 months if necessary. Appointment as a permanent employee will be subject to the satisfactory completion of the probationary period.
4. A uniform will be supplied and should be worn during working hours.
5. Superannuation will be paid in accordance with Council Policy. Presently this provides for 12% Superannuation Guarantee Levy and Council 5% - provided the employee contributes 5%.
6. Hours of duty are currently 85 hours per fortnight (including 76 ordinary hours and 9 hours guaranteed overtime).
7. All new permanent employees are required to undertake a pre-placement medical examination and obtain a Police Clearance prior to confirmation of appointment. Costs will be paid by Council after appointment.

PREPARED BY: Chief Executive Officer

PRESENT OCCUPANT: Vacant

DATE APPOINTED:

REVIEW DATE: July 2026