

# KATHERINE TOWN COUNCIL – POSITION DESCRIPTION



1. POSITION INFORMATION			
POSITION TITLE:	Municipal Worker	REPORTS TO:	Works and Services Coordinator
POSITION LEVEL:	Level 3	FINANCIAL DELEGATION	NA
DEPARTMENT:	Infrastructure & Environment	BUSINESS UNIT:	Infrastructure & Environment
REVIEWED BY:	Human Resources	REVIEW DATE:	August 2024
APPROVAL DATE:	9 August 2023	APPROVED BY:	CEO
2. POSITION CONTEXT			
<p>This position reports directly to the Works and Services Coordinator and is responsible for the ongoing maintenance and beautification of the Katherine Municipality, including general maintenance and repairs of ovals, parks, gardens, cemeteries, footpaths, roads, pavements, irrigation, buildings and minor equipment repairs.</p>			
3. POSITION'S KEY RESPONSIBILITIES			
<ol style="list-style-type: none"> <li>1. Provide ongoing general maintenance, repairs, and services to Katherine Town Council assets, including recreation facilities and buildings, parks, gardens, open spaces, and cemeteries, irrigation systems, roads and paths and drains, and repairs for minor equipment and machinery.</li> <li>2. Undertake manual labour duties such as mowing, whipper snipping, litter removal, vegetation and weed management, and other outdoor duties relating to the beautification of the Municipality</li> <li>3. Undertake extensive duties outdoors on a regular basis, using Council equipment and resources effectively to deliver excellent outcomes (such as lawn mowers, trailers, trucks, whipper snippers, blowers, hand tools etc)</li> <li>4. Assist with burials and cemetery maintenance as required</li> <li>5. Assist with set up and clean up for Council events as required</li> <li>6. Actively participate in the day-to-day functions and operations of the Infrastructure Team's services</li> <li>7. Ensure the beautification of the Katherine Municipality, taking initiative and drive to deliver excellent outcomes, whilst being respectful, courteous and considerate of community members</li> <li>8. Complete planned works and service in accordance with procedural instructions with conscious consideration for safety and wellbeing</li> <li>9. Adhere to the Katherine Town Council policies and procedures, undertake checks, inspections, services, and reporting (incident and other), establish and adhere to safe work method statements</li> <li>10. Other responsibilities as shall be reasonably associated with or incidental to the above responsibilities or as shall, in the course of the employment, be agreed between the parties as being or forming part of the duties.</li> </ol>			
4. ORGANISATIONAL RESPONSIBILITIES			
<ol style="list-style-type: none"> <li>1. Ensure compliance with Workplace Health and Safety requirements. Comply with workplace procedures for risk identification, risk assessment and risk control. Participate in activities associated with the management of workplace health and safety. Identify and report health and safety risks, accidents, incidents, injuries, property damage and mishaps at the workplace.</li> <li>2. Assist in the implementation of the Katherine Town Council's Local Counter Disaster Sub-Plan in the event of a disaster;</li> <li>3. Ensure incumbent is dedicated to servicing our community and will listen to and proactively respond to their needs;</li> <li>4. Foster sustainable, honest relationships with the community and stakeholders</li> <li>5. Perform and deliver results that align with organisations strategic direction and serve our community;</li> <li>6. Work in accordance with Council's Vision and Mission statement.</li> <li>7. Provide excellent customer service through incoming telephone calls, email and front counter enquiries</li> </ol>			
5. Level of Responsibility			

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Authority & Accountability	Completion of basic tasks involving the utilisation of a range of basic skills under established practices and procedures. Work is monitored under supervision either individually or in a team environment.
Judgment & Problem Solving	Personal judgment is required to follow predetermined procedures where a choice between more than 2 options is present. Work performed falls within general guidelines but with scope to exercise discretion in the application of established practices and procedures.
Specialist Knowledge & Skills	Obtained through on-the-job training and workplace induction training. May include off-the-job training through accredited short courses
Management Skills	Not required at this level.
Interpersonal Skills	Employees at this level require communication skills to enable them to effectively communicate with clients, other employees and members of the public and in the resolution of minor matters.
Qualifications & Experience	Completion of Year 10 and/or an appropriate labour market program or similar work/skills.

## 6. SELECTION CRITERIA

Essential	<ul style="list-style-type: none"> <li>• Current NT Driver's Licence;</li> <li>• Ability to obtain Heavy Rigid (HR) Drivers License</li> <li>• Sound verbal communication skills;</li> <li>• Experience in machinery, tools, equipment used for general maintenance and repairs</li> <li>• Ability to work independently for prolonged periods of time</li> <li>• Ability to work outdoors in the heat for prolonged periods of time</li> <li>• Ability to undertake manual labour on a regular basis</li> <li>• Ability to operate lawn mower, power tools and general yard maintenance equipment independently unsupervised</li> <li>• Extensive knowledge and skill gained through on-the-job training;</li> <li>• Minimum experience of 2 years in similar or related role.</li> </ul>
Desirable	<ul style="list-style-type: none"> <li>• Experience in Local Government</li> <li>• Current NT Heavy Rigid (HR) Driver's Licence</li> </ul>

## 7. ACKNOWLEDGMENTS

Employee:		Date:
Manager/HR:		Date: