



KATHERINE
TOWN COUNCIL

Municipal Maintenance & Plant Operator

Department: Infrastructure & Environment

Business unit: Infrastructure & Environment

Reports to: Works Coordinator

Position level: Level 5

Position context

This position reports directly to the Works Coordinator and is responsible for delivering a broad range of operational activities that support the Infrastructure and Environment Operations works program, as well as the maintenance, presentation, and enhancement of Council assets and infrastructure throughout the Katherine Municipality.

Key responsibilities include undertaking minor projects and providing maintenance and service delivery across roads, pathways and drainage networks, buildings, recreation and public facilities, parks and gardens, sporting fields, reserves, streetscapes, and landfill and waste transfer station operations.

The role also involves the safe and efficient operation of Council plant and machinery, undertaking labouring and maintenance activities across Council facilities, and assisting with the installation, operation, monitoring, maintenance, and repair of irrigation systems that support Council parks, gardens, lawns, and other public open spaces.

Our Vision

Katherine is a place of opportunities. We celebrate diversity as we live, work, learn and grow together.

Our Mission

Together, we will work effectively today to shape our exceptional future tomorrows.

Our Values

- Accepting of diversity
- Sense of community
- Respect for people, environment and culture

About the role

Position's key responsibilities	1. Safely operate Council plant, machinery and equipment used in municipal operations, including waste handlers, front-end loaders, excavators, tip trucks, hook trucks, graders, rollers, skid-steer loaders and attachments, tractors, ride-on and broad-acre mowers, slashers, water trucks, and other associated equipment, in accordance with relevant licences, verified competencies, and Council procedures 2. Perform tasks supporting landfill and waste transfer station operations and assist the Waste Management Facility team as required. 3. Undertake mowing, slashing, edging, brush cutting, turf maintenance, and parks and gardens maintenance activities across Council parks, gardens, sporting fields, reserves, streetscapes, cemeteries, and public open spaces, including planting, pruning, mulching, fertilising, weed control, and landscaping works. 4. Operate, monitor, maintain and assist in the installation of automated and manual irrigation and bore systems across Council parks, gardens and public open spaces, including scheduling adjustments, routine inspections, basic fault finding and repairs, system modifications, and monitoring turf and landscape conditions to support water efficiency, asset performance and landscape health. 5. Perform labouring and manual-handling tasks safely and effectively, using required PPE, to assist with minor works and services including the maintenance and renewal of roads, drains, footpaths and cycleways; installation of signs, bollards, guideposts and fencing; and concrete works. 6. Undertake general maintenance works, including minor repairs and improvements to buildings, recreation facilities and other Council assets. 7. Complete pre-start inspections, plant and irrigation records, routine servicing, cleaning, minor repairs and daily maintenance of equipment and machinery, and report defects promptly. 8. Install signs, barriers and traffic-control devices where appropriately trained and authorised. 9. Respond flexibly across Council's Infrastructure Operations activities, including town presentation, clean-up and storm or emergency response, according to operational priorities. 10. Comply with Katherine Town Council policies and procedures, particularly work health and safety requirements, safe operating procedures, safe work method statements, risk assessments and environmental obligations. 11. Complete planned works and services in accordance with instructions, required standards and timeframes, with conscious consideration for safety, quality and community wellbeing. 12. Undertake other duties reasonably associated with or incidental to the position, as directed within the employee's skills, competence and classification level.
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Organisational responsibilities	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. Ensure all works that are undertaken, both by self and staff, are done in a safe and practical manner. Ensure necessary Personal Protective Equipment (PPE) are always being worn. 2. To be responsible for ensuring own safety and health and that of other people in the workplace. 3. Develop, implement and maintain the Katherine Town Council's Katherine Town Council Emergency Sub Plan Sub-Plan in the event of a disaster. 4. Foster sustainable, honest relationships with the community and stakeholders 5. Perform and deliver results that align with organisations strategic direction and serve our community. 6. Work in accordance with Council's Vision and Mission statement. 7. Provide excellent customer service through incoming telephone calls, email and front-counter enquiries.
Level of Responsibility	
Authority & Accountability	The exercise of discretion within standard practices and processes may involve the exercise of high precision occupational skills using various specialised techniques, systems, equipment, methods or processes. Positions provide local decisions, direction, leadership and on-the-job training to supervised employees or groups of employees.
Judgment & Problem Solving	Applies sound judgement in carrying out allocated tasks, using established tools, techniques, and methods within defined guidelines. The role includes the ability to resolve routine issues related to day-to-day activities, ensuring smooth and efficient service delivery.
Specialist Knowledge & Skills	Developed through on-the-job experience and workplace induction, with opportunities to further enhance skills through accredited short courses and additional training.
Management Skills	Not required at this level.
Interpersonal Skills	Engages in clear and friendly day-to-day communication with team members and, where required, with members of the public to support effective service delivery.

About you

Experience	• Experience delivering high-quality customer service in a tourism, hospitality, or service-focused environment, with a strong focus on creating positive visitor experiences. • Demonstrated experience communicating effectively with a diverse range of stakeholders, including visitors, team members, and service providers, across multiple channels. • Experience working collaboratively within a team environment, with the ability to contribute positively to shared goals while also working independently when required. • Practical experience handling financial transactions, including processing payments and balancing receipts with accuracy and attention to detail. • Experience maintaining and presenting information or retail displays, with an understanding of how to create an inviting and well-organised customer-facing environment.
Qualifications	Qualifications or relevant experience in accordance with the requirements of work in this level which maybe acquired through: (a) a trade certificate or equivalent; completion of accredited/industry-based training courses equivalent to a Certificate IV (non-trade); and/or (b) knowledge and skills gained through on-the-job training.
Selection criteria	
Essential	• Demonstrated ability to meet the position's key responsibilities. • Current NT Heavy Rigid (HR) Driver Licence. • Minimum two years' experience in a similar or related operational role. • Demonstrated experience safely operating mobile plant and machinery relevant to municipal works, which may include loaders, excavators, skid-steer loaders, graders, rollers, tractors, mowers, slashers and trucks. • Demonstrated practical experience maintaining parks, gardens, lawns, turf or public open spaces, including mowing, slashing and general horticultural activities. • Demonstrated experience operating, monitoring, fault finding and maintaining irrigation systems used for parks, gardens, lawns or sporting fields. • Experience undertaking general repairs and maintenance relating to buildings, facilities, roads, footpaths or other infrastructure. • Physical capacity to undertake manual labour outdoors for prolonged periods and ability to undertake and pass a medical assessment. • Ability to manage time, achieve tasks within set timeframes, solve routine workplace problems, follow instructions and work effectively

	with limited supervision. • Sound verbal communication skills and the ability to work respectfully with colleagues, contractors and members of the public. Demonstrated commitment to maintaining a safe working environment, completing plant pre-starts and applying correct manual-handling techniques.
Desirable	• Experience or qualifications in civil construction, horticulture, turf management, parks and gardens, irrigation or waste management facility operations. • Experience installing and repairing irrigation pipework, sprinklers, valves, solenoids, controllers, pumps and associated infrastructure. • Relevant plant tickets, verification of competency, traffic-management qualifications, chemical-handling accreditation or related trade certification.

ACKNOWLEDGMENTS		
Employee:		Date:
Manager/HR:		Date:
Financial delegation	\$tba	
Reviewed by:	Manager, People and Culture	
Review date:		
Approval date:		
Approved by:	CEO	