



KATHERINE
TOWN COUNCIL

Municipal Worker

Department: Infrastructure & Environment

Business unit: Infrastructure & Environment

Reports to: Works Coordinator

Position level: Level 3

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.

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. 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. 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 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) 4. Assist with burials and cemetery maintenance as required 5. Assist with set up and clean up for Council events as required 6. Actively participate in the day-to-day functions and operations of the Infrastructure Team's services 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 8. Complete planned works and service in accordance with procedural instructions with conscious consideration for safety and wellbeing 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 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.
--	--

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	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	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 & Qualifications	Qualifications or relevant experience in accordance with the requirements of work in this level which may be 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 Driver Licence, and ability to obtain Heavy Rigid (HR) Licence. • Minimum two years' experience in a similar or related operational role. • Demonstrated practical experience maintaining parks, gardens, lawns, turf or public open spaces, including mowing, slashing and general horticultural activities. • 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. 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	