SHIRE OF
MERREDIN
INNOVATING THE WHEATBELT

# POSITION DESCRIPTION

## Town Maintenance Officer

1. **TITLE and POSITION NUMBER:** Town Maintenance Officer (057)

2. **LEVEL:** Level 1/2/3/4 as per the Shire of Merredin EA 2022 registered with the WA State Industrial Commission (01/01/2023).

3. **TERM:** Permanent Full-time

4. **DEPARTMENT/SECTION:** Infrastructure Services/Town Maintenance

5. **POSITION OBJECTIVES**

To undertake duties that ensure the upkeep and maintenance of all parks, gardens, street spaces, sports grounds and reserves to a high standard in a safe and efficient manner that contributes to a positive image for the Shire. Where required, provide relief cover for the Shire's construction team.

6. **KEY DUTIES/RESPONSIBILITIES**

- Carry out routine maintenance of the Shire's parks, gardens, cemeteries and road verges within the town site and surrounding areas.
- Assist in the installation of new lawns and gardens within the town site and surrounding areas.
- Carry out minor tree pruning and other activities associated with clearing and maintaining of street verge vegetations.
- Assist in the collection of street rubbish.
- Assist in the control of weeds and other unwanted plant species by hand or spray application of chemical and herbicide treatments.
- Assist in the reticulation and watering of the Shire's parks, gardens, cemeteries and road verges.
- Undertake maintenance of minor furniture, fixtures and fittings, including park benches, play equipment, fencing, sport and recreation facilities and the like.
- Carry out routine maintenance of plant, tools and equipment assigned to the employee's control.
- Operate plant as licensed/qualified to operate.
- Responsible for the quality and completion of works under the employee's control.
- Required to make operational and other decisions relating to the employee's own safety and the safety of other employees and the public.
- Provide relief cover for the Shire's construction and maintenance teams, which includes operating the equipment as required in a safe, productive and effective manner.
- Perform other duties as directed or required by the employer.

7. **REQUIREMENTS OF THE POSITION**

- Experience and appropriate verification of competency for the use of small plant and equipment.

8. **ORGANISATIONAL RELATIONSHIPS**

**Responsible to:** Town Maintenance Supervisor

**Supervision of:** Nil

**Internal and External Liaison:**

**Internal:**
Chief Executive Officer
Executive Manager Infrastructure Services
Works and Services Manager
Town Maintenance Supervisor
Town Maintenance Leading Hand
Senior Staff
Other Staff
Councillors

**External:**
General Public including ratepayers and customers
Contractors & Suppliers of goods and services

## 9. EXTENT OF AUTHORITY

Operates under the direction of the Executive Manager Infrastructure Services and Works and Services Manager within established guidelines, procedures and policies of Council as well as statutory provisions of the Local Government Act and all other relevant legislation.
Operates in accordance with delegated authority as assigned by the Chief Executive Officer.

## 10. SELECTION CRITERIA

**Essential**

- Current WA MR Class Licence
- Experience in parks and gardens operations including (but not limited to);
  - Gardening and landscaping skills - pruning, fertilising, mowing
  - Knowledge of weed control methods and use of pesticides and their application
  - Knowledge of the maintenance and use of reticulation systems and associated equipment
- Knowledge of and experience in, plant operation and maintenance
- Knowledge of WHS requirements as they apply to this role
- Effective time management and organisational skills
- Well-developed interpersonal skills with the ability to liaise directly with the community
- Highly developed verbal and written communication skills

**Desirable**

- Current HR Class Licence
- Hold all relevant certification required for position, for example, and not limited to:
  - Traffic Management Control Certificate
  - Current Chainsaw certificate
  - Current AusChem Certificate
  - White Card
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## 11. CONDITIONS OF EMPLOYMENT INFORMATION

- The Officer will be required to provide a satisfactory National Police Clearance, Pre-employment Medical Examination and Drug Test as a condition of employment, prior to commencing duties.
- Annual Leave will apply in accordance with the indicated Award of this position.
- Uniforms will be provided in accordance with Shire Policies.
- Superannuation will be paid to your nominated super fund as per the Superannuation Guarantee Legislation and relevant Shire Policies.
- All staff must understand and comply with the Shire of Merredin Staff Induction, Code of Conduct, Policies, Procedures and Protocols.
- All employees are required to contribute to a culture of safety and take reasonable care for the physical and psychological health and safety of themselves and others at work.
- All employees are covered by, and are expected to comply with, the Work Health and Safety Act 2020 and Work Health and Safety (General) Regulations 2022 along with the Shire's Work Health and Safety Policy.
- All other conditions in accordance with the indicated Award/Agreement of the position and must comply with the *Industrial Relations Act 1979* (WA) and the *Minimum Conditions of Employment Act 1993* (WA).

NOTE: All parties are to sign and date the areas provided to indicate their mutual agreement of the requirement of this position.

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| ***New Employee*** | New Employee Signature: | Date: |
| ***Current Manager*** | Manager Signature: | Date: |
| ***Chief Executive Officer*** | CEO Signature: | Date: |