POSITION DESCRIPTION

Town Maintenance Officer

Team:	Infrastructure Services
Classification:	Local Government Employees Award – Municipal Employee Grade 5 or 6 (dependant on licenses & experience)
Employment type:	Full time permanent
Industrial agreement:	Southern Mallee District Council & AWU Enterprise Agreement 2026
Reports to:	Coordinator Infrastructure Services
Last review date:	November 2026

Position objective

The position is responsible for providing effective, efficient and timely completion of a wide range of maintenance duties across the district to ensure the provision of quality infrastructure services, public facilities and amenities.

The employee is responsible for completing all allocated tasks and contributing to a positive, supportive and collaborative team environment. The role also requires a willingness to undertake a range of duties in accordance with workplace flexibility and multi-skilling requirements, provided these duties fall within the employee's skills, competence and level of training.

Position accountabilities

- Participate in a range of service delivery activities to Councils townships, parks and gardens including garden bed maintenance, lawn mowing, irrigation, ground improvements, hard landscaping tasks and town streetscape maintenance.
- Assist with maintenance of the communities key sporting grounds and recreational open spaces; including playground inspections and grounds maintenance.
- Assist with maintenance of Council's cemetery facilities and surrounds.
- Assist in the provision of Councils waste collection services including the maintenance and operation of the waste transfer and landfill sites.
- Help with general maintenance of the town's stormwater drainage infrastructure, including pits, pipes, drains, culverts and associated assets, to ensure effective drainage, prevent blockages and minimise localised flooding.
- Contribute to the maintenance of the community waste management system (CWMS).
- Assist with operating and maintaining Council swimming pools, including water circulation, filtration, chlorination and heating systems, ensuring water quality is regularly tested, monitored and recorded in accordance with relevant health regulations and standards.
- Undertake routine maintenance of the pool facilities, buildings, surrounds and plant and equipment, including the safe handling, storage and use of chemicals.
- Participate in the maintenance and general upkeep of public conveniences, including toilets, amenities, fixtures and fittings, ensuring facilities are presentable for public use.
- Undertake minor maintenance and general upkeep of council owned buildings and land by responding in a timely manner to requests.
- Undertake the maintenance and upkeep of Council's aerodrome facilities and associated infrastructure, including performing regular inspections.
- Assist in a range of civil maintenance and construction activities relating to Council's sealed and unsealed roads; and footpaths, kerbing, signage and roadside furniture.

- Operate, maintain and repair Council equipment, plant and machinery as required to safely carry out the function of the position.
- Ensure cost effective use of plant, equipment and tools related to the work area, including ensuring that plant and equipment is operationally sound.
- Provide accurate records for daily work carried out for costing purposes & to respond in a timely manner to community requests.
- Ensure relevant records are maintained in a timely and accurate manner.
- Participate in a working environment that fosters a constructive team culture that values collaboration, achievement, learning and development and innovation.
- Participate in achieving Council's corporate and community goals.
- Undertake external and on the job training as required.
- Any other duties consistent with the scope and level of this position as required and directed by the Director Infrastructure Services and/or Coordinator Infrastructure Services.

Skills, knowledge, and experience

- General park or grounds improvements or maintenance experience is highly desirable;
- Experience of the operation, maintenance and repair of machinery and equipment;
- Knowledge of relevant plant and equipment capabilities and maintenance requirements;
- Understanding of appropriate traffic control measures and road signage;
- Experience in Local Government Infrastructure Services, particularly multifunctional works activities;
- Demonstrated ability to work well in a team environment and the ability to achieve organisational and team values, goals and objectives and to behave professionally;
- Knowledge of Work, Health and Safety requirements;
- Ability to work with instructions and procedures;
- Ability to assist with problem solving and decision making, taking into account all relevant factors;
- Ability to show initiative and flexibility in daily work practices.

Education, training and licences

- Qualifications to operate plant and machinery according to classification
- Pool Plant Operator's Certificate is desirable (or willingness to obtain)
- Work Zone Traffic Management Accreditation is desirable (or willingness to obtain)
- Playground Inspector Accreditation Level 1 & 2 (or willingness to obtain)
- Truck License 'HR' desirable (or willingness to obtain)
- Current 'C' Class licence is essential
- First Aid Certificate
- A satisfactory police clearance
- A satisfactory Working With Children Check (WWCC)
- White card is desirable.

Work Health and Safety

- Perform all work in accordance with WHS legislation and Council's policies and procedures
- Participate, contribute and demonstrate personal commitment to safe practice and environmental awareness;
- Commitment to continuously improve the culture of the organisation in relation to risk management and WHS.

Relationships

This position reports to Coordinator Infrastructure Services and integrates with the entire organisation. It is integral that the employee creates and maintains a positive team environment.

Internal:	Director Infrastructure Services, Coordinator Infrastructure Services, & Infrastructure Services Staff, all other staff
External:	Community groups and residents, contractors, Department of Infrastructure and Transport.

Acknowledgement

The information contained in this position description is intended to describe the nature and level of work to be performed. This is not considered an exhaustive list of all the responsibilities, duties or skills required in the role. From time to time, employees may be required to perform duties outside of their normal responsibilities as required.

Mission Statement: Empowering communities, sustaining our future, delivering excellence.

Council Values
Our values guide our behaviour and decision-making and how we lead and support our community.

Active Listening – We actively listen to and engage with people and we seek their participation and keep them informed.

Excellence – We strive to achieve excellence in ethical governance and to consistently provide consultative, innovative and responsive services of the highest standard.

Strategic Thinking – We understand the past and have a focus on the future, increasing our ability to balance today's needs with the long-term interests of future generations.

Relationships – We have collaborative relationships and partnerships that increase value to our community.

Sense of place – We know our place in the world and we seek to protect and enhance our streetscapes, built environment, and natural environment (including landscapes).