



APPENDIX 1

Coomalie Community Government Council Position Description

Job Title: SERVICE OFFICER- Operations– Casual Staff Pool - temporary
Department: Operations
Reports To: Operations Supervisor/Manager

Key Relationships:

Internal: Operations Manager, CEO, Operations Supervisor

External: Contractors, Suppliers as required and Coomalie community members.

Salary;

Casual as per the Award.
Superannuation 9.25% per annum

Assets Controlled: All machinery and parts of the Council Workshop.
Control Elements: Coomalie Council policies and By-laws, NT Local Government Act and Work Health and Safety Act 2011

Date Prepared: 1st November 2019

SUMMARY OF POSITION

To provide the Coomalie Community Government Council with Maintenance and outdoor services.

The Service Officer reports directly to and is responsible to the Operations Supervisor and Operations Manager.

Under the direction of the Operations Supervisor, the Services Officer- Casual will undertake manual duties for roads, parks and gardens, waste management, cemeteries, weeds management and other tasks as required.

Required to work in a safe manner having regard for the environment, self and others and contribute to the implementation of Council's workplace operational health and safety and environmental management policies, protocols, procedures and practices.

ROLES AND RESPONSIBILITIES

- Maintenance of all Council grounds, gardens, reserves, parks, cemeteries and roads.
- Slashing and weed maintenance.
- Maintenance of Council's irrigation systems.
- Provide regular rubbish runs for all parks and public areas within the Coomalie region.
- Maintenance of toilet and ablution facilities.
- Maintenance of gutters and drains
- Maintenance of the dog pound when required
- Diagnose faults and repair all Council vehicles, plant and equipment and maintain in an emergency- ready condition at all times.
- Prestart and preventative maintenance on all Council vehicles, plant and equipment and report any faults.
- Everyday housekeeping of work areas and vehicles.
- Servicing of plant and equipment.
- Ensure that all chemicals are stored correctly in accordance with Occupational Health and Safety standards.
- Work to a safe standard at all times including appropriate PPE.
- Repair and maintenance of roads (sealed and unsealed) including patching, cleaning, adequate signage and other tasks.
- Operation of backhoe, bobcat, tractor, hook truck, tilt tray, truck and whacker packer.
- Assist with the preparation of funeral services and attend funeral services at the Coomalie Bush Cemetery as required.
- Clean and maintain Batchelor and Adelaide River transfer stations as required.
- Carry out other tasks within the range of the occupant's skills and abilities as directed by the Operations Supervisor, Operations Manager and CEO from time to time.

JOB SPECIFICATIONS

Desirable

- Senior First Aid Certificate (or ability to obtain the Certificate) would be beneficial
- Formal trade qualifications would be beneficial
- Previous experience with irrigation
- Previous road construction work experience or experience in a similar role
- Good knowledge of the Coomalie region is beneficial

Essential

- Heavy Rigid Drivers License
- Previous experience with plant and machinery and appropriate licences
- Ochre Card
- Time management skills and good work ethics are essential
- Mechanical and problem solving skills
- Good communication skills and having the ability to communicate with the public
- General understanding of Occupational Health and Safety legislation
- Ability to assess and approach in a responsible manner safety of self and others

- Reliability, punctuality and being a good team player in a small team
- Ability to work unsupervised

PHYSICAL DEMANDS

- Ability to work in hot humid conditions
- Ability to stand for long periods of time