



Position Description

Position Details

Title:	Municipal Employee
Department/Team:	Infrastructure and Works
Location:	Works Depot, Franklin St George Town
Salary Range/Band:	Municipal Employee (Dependent on Qualifications)
Benefits:	Negotiable
Employment Type:	1 FTE – Permanent
Supervisor:	Works Coordinator – Infrastructure and Works
Supervising:	Nil

Organisational Values

George Town Council is committed to an organisational philosophy in which respect, accountability, transparency, heritage, environment, community, and a can-do attitude are aspired to at all times.

Position Purpose

The purpose of the position is to assist with the maintenance and construction of all Council infrastructure including but not limited to the road network, council buildings, parks and reserves, stormwater and waste management.

Key Responsibilities and Duties

- Carry out maintenance of parks, reserves and sports grounds within knowledge, skills and capabilities.
- Operate machinery and equipment in a safe and responsible manner.
- Undertake building, carpentry and formwork tasks within knowledge, skills and capabilities.
- Undertake stormwater tasks and projects within knowledge, skills and capabilities.
- Assist with the maintenance and general clean-up of roads and other council maintained land including but not limited to waste transfer station, landfill, rural roads, and town streets.
- Assist with plant servicing, fault detection and minor maintenance of plant.
- Generally, assist and carry out tasks, including manual tasks, as directed by the Works Coordinator or their delegate.
- Ensure the welfare and safety of property, the public, and the workforce in the discharge of Councils functions.
- Participate in after-hours standby, emergency call-out and overtime roster as required and within reasonable overtime expectations.
- Carry out detailed instructions using appropriate work practices.
- Undertake litter and litter bin collection or other related waste minimisation or beautification tasks.
- Ensure compliance with all Councils policies and procedures in the conduct of operations, include workplace health and safety requirements, as well as all relevant Federal or State legislation, regulations and/or orders.
- As required, utilize the safety management system, including risk assessments and safe work method statements to prepare and plan for operational tasks.

- Assist in instruction and consultation with other workers in the proper use of plant, equipment, and materials and enforce the relevant safety procedures.
- Engage with the general public as required during the performance of these duties.
- Any other duties as reasonably directed that can be safely performed.

Selection Criteria

- Qualifications or demonstrated experience in landscaping or horticulture, construction, municipal government or workshop industries.
- Demonstrated ability to be able to safely operate plant and equipment used by municipal employees, such as excavator, loader, tractor, slasher, mowers, chainsaws etc.
- Demonstrated capability of completing, reading, and/or understanding maps, plans, design specifications, safe work method statements, and other documentation necessary to complete assigned tasks and projects.
- Demonstrated commitment to the safe operation of the workplace in accordance with workplace health and safety legislation and requirements.
- Demonstrated capacity to provide accurate and competent advice to stakeholders in a clear, concise and understandable manner.

Qualifications and Skills

Essential

- Demonstrated commitment to the safe operation of the workplace in accordance with workplace health and safety legislation and requirements.
- Demonstrated capacity to learn the use of new equipment and procedures.
- Demonstrated capacity to work in a team environment.
- Demonstrated customer service experience.
- A satisfactory police clearance.
- Effective written and verbal communication skills
- Ability to pass a medical check to perform the role.
- Car driver's license.

Desirable

- Excavator ticket.
- Truck Licenses.
- Experience in the use of a backhoe, front end loader, tractor, bobcat, slasher.
- Traffic Management Accreditation.
- First Aid Certificate.

Reports to	Works Coordinator
Internal Contacts	The municipal employee works as part of a crew in the Department of Works and Infrastructure and reports to the crew Leading Hand when conducting tasks. The municipal employee and their crew works under the direction of the Works Coordinator
External Contacts	The Municipal Employee is a member of the outdoor workforce and will come into close proximity of the general public and may be required to engage with them from time to time.

Instructions for applying:

Applicants for this position should submit a statement against the selection criteria not exceeding 1000 words together with their Resume to jobs@georgetown.tas.gov.au. Applications should be submitted no later than 17:00 AEST 18 June 2023. Enquiries should be made to Mark Pretty Leading Hand Parks & Gardens - on 0419 911 397 or to jobs@georgetown.tas.gov.au

Acknowledgment

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 responsibilities, duties or skills required in the role. From time to time, employees may be required to perform duties outside of the scope of their normal responsibilities.