



Position Description

Job Title	Maintenance Officer
Salary	Level 3, Step 1 - \$52,931
Designation	Technical Services
Position No:	T23
Organisational Relationship	Manager Technical Services
Conditions of Employment	<p>City of Palmerston Collective Agreement 2010 – 2013.</p> <p>Commitment to Council's policies, procedures and other legislative requirements regarding Best Practice, Equal Employment Opportunities (EEO), Anti-Discrimination and Council's Code of Conduct</p>
Hours of Work	38 Hours per week, Permanent Full-Time (inc weekend roster as required)
Leave	6 weeks Annual Leave, 3 weeks Personal Leave
Closing Date	12 th September 2012 at 12pm

POSITION OBJECTIVES

The City of Palmerston seeks to enhance and project the image of Council through appropriate standards of service delivery, internal and external communication and effective management systems.

The Maintenance Officer is responsible for maintaining a high standard of horticultural presentation within the Central Business District and in Council Parks and Road Reserves. The position embraces several activities in an environment of Council's changing requirements, expectations and operating standards and plays a vital role in Council's small interactive Open Space Unit.

KEY RESPONSIBILITIES

- Undertake work activities associated with landscaping and ground maintenance in a safety focused environment, namely litter removal and horticultural maintenance
- Interpret, implement and prioritise work schedules with a minimum of supervision with a capacity to adopt new procedures and policies where appropriate
- Complete maintenance activities and requested relevant activities including pruning, weeding, mulching, litter removal, park infrastructure and street furniture maintenance and other work relevant to open space maintenance
- Safely and proficiently drive vehicles, tow trailers and operate equipment used in open space maintenance
- Assess suitability of plant and equipment for intended use

- Undertake daily minor maintenance of plant and equipment
- Comply with safety practices and wear appropriate Personal Protective Equipment in the appropriate manner
- Comply with Council's Policies and Procedures and Work Health and Safety Legislation at all times
- Implement traffic management activities where required or directed

ORGANISATIONAL RELATIONSHIPS

- Reports to Manager Technical Services on day to day matters
- Receives general information and advice from the Open Space Supervisor
- Internally liaise with other members of the Technical Services Department
- Externally liaise with various government departments and officers, various consultants and representatives of the community as required

EXTENT OF AUTHORITY

- Exercise a degree of autonomy to own capabilities
- Establish priorities and monitor workflow in areas of responsibility

INTERPERSONAL SKILLS

- Ability to communicate effectively both verbally and written
- Ability to work effectively within a small team

ACCOUNTABILITY

- Ability to work independently and exercise initiative
- Able to interpret standards and deliver a consistent service
- Able to establish priorities and monitor workflow in areas of responsibility

HUMAN RESOURCES

- At all times undertake work practices in accordance with the relevant federal and territory based occupational health and safety laws and regulations
- Adhere to all internal Council policies in particular reference to Equal Employment Opportunity and Bullying/Harassment
- Adhere to the Council Appearance Policy to ensure that the Council is represented in a professional manner at all times
- Ensure that individual workspace is maintained in a clean manner at all times
- Ensure industrial protocol is observed and industrial harmony is fostered

PROFESSIONAL DEVELOPMENT

- Maintain a personal awareness of trends and techniques relevant to the functions of the position and its responsibilities
- Actively pursue personal development in technical areas that are relevant in accordance with corporate policy
- Actively participate in further training when provided to you by your employer

PUBLIC RELATIONS

- Promote the Council as a caring and courteous entity in the provision of its services
- Ensure prompt response to enquiries, requests for action and information in accordance with Council's policies and budget capabilities
- Undertake training as required

Our Mission

- Deliver excellence in providing services to the community
- Develop and maintain our reputation for being clean and green
- Improve the safety of all our citizens
- Maintain our own identity
- Provide services, facilities and amenities to support the communities’ needs

Core Values

- Teamwork
- Commitment and accountability
- Sustainability and self sufficiency
- Quality resources
- A culture of continuous improvements

SELECTION CRITERIA FOR THE POSITION

Essential

- Current C Class NT Drivers licence or ability to obtain one prior to commencement
- Sound technical and organisation skills with respect to landscape maintenance
- Demonstrated experience in small plant and power tool operation
- Demonstrated experience and knowledge of landscape maintenance practises working in an outdoor tropical environment and undertaking manual tasks in a safe conscious manner, in particular for minor infrastructure, irrigation and soft works landscaping
- Sound knowledge of irrigation systems
- An understanding of personal professionalism and conduct expectations of local government

Desirable

- Experience in setting out of traffic management devices and reading traffic management plans
- Certification in Horticulture and/or other related study
- Knowledge of current computer programs relating to Microsoft Office Suite

SPECIAL REQUIREMENTS

The successful applicant may be required to undergo a criminal history check and a medical assessment prior to finalisation of selection.

I acknowledge and understand the requirements of the role as contained within this document.

Signed: _____

Name: _____

Date: _____