

POSITION DESCRIPTION

MAINTENANCE OFFICER – P4014

DIRECTORATE	Infrastructure	BUSINESS UNIT	Environment
REPORT TO	Operations Supervisor	DIRECT REPORTS	Nil
CONDITIONS	City of Palmerston Enterprise Agreement 2025	LEVEL	3
EMPLOYMENT TYPE	Full-time (38 hours), reasonable additional hours as required	DURATION	Ongoing

THIS POSITION'S COMMITMENT TO THE COMMUNITY

City of Palmerston's vision is to create 'A Place for People', where we focus on our strengths to ensure our city thrives into the future.

Our community is at the centre of everything we do. In achieving this we contribute to the vision where:

- Palmerston is a welcoming vibrant family city that fosters diversity and unity,
- In Palmerston, everyone belongs; and
- In Palmerston, everyone feels safe.

Our vision recognises the importance of valuing and investing in the natural environment, balancing economic imperatives and focussing on innovation to enable social transformation in our city. The Community Plan highlights the priorities for achieving these outcomes.

OUR CUSTOMER CHARTER

City of Palmerston is committed to our Customer Service Charter, and all employees are expected to uphold this commitment within their role.



POSITION OBJECTIVE

The role of Maintenance Officer positively contributes to the management of Council's open space ensuring we continue to deliver sustainable and healthy areas for the community. Management activities relevant to this role ensure the ongoing amenity, function, and safety of Council's open spaces, with a focus on the City Centre and lakes.

The role also provides support to the business unit and wider organization in relation to the operational requirements and open space projects. The position is required to work within a culture of collaboration, commitment, and accountability.

POSITION CONTEXT

City of Palmerston's Capability Framework describes the capabilities and associated behaviours expected of Council employees at every level. These capabilities relate to generic knowledge, skills, abilities, and behaviours required by employees to perform their roles effectively.

Working within the outdoor workforce team, the role is responsible for maintaining our community outdoor spaces and assisting Council contribute to the delivery of the City of Palmerston Community Plan through completion of:

- Open Space maintenance
- Weed and vegetation management
- Plant and vehicle operation
- Civil infrastructure maintenance.

KEY DUTIES AND RESPONSIBILITIES

- Undertake work activities associated with landscaping and maintenance of CBD and open space areas.
- Ensure all activities are conducted in accordance with WHS management requirements.
- Complete maintenance activities include pruning, weeding, mulching, litter removal, and open space infrastructure maintenance.
- Undertake weed and vegetation management of Council's natural areas and lake system, including the use of Council's weed harvester.
- Assist with the provision of labour support across Council for the short-term project needs of different business units. This includes incidental waste clean-up, furniture removal, setting up the Council events, and undertaking minor building repairs and maintenance.
- Safely and proficiently operate all vehicles, plant, and equipment, ensuring they are maintained in a functional and safe condition.
- Provide feedback and contribute to the planning of work schedules through the collaboration with the Supervisor.
- Observe and report on identified issues within the City of Palmerston maintenance areas using Council's electronic mapping programs.
- Ensure documents are appropriately recorded within Council's system.
- Undertake routine maintenance of plant and equipment such as weed harvester, blowers, whipper snippers, hedge trimmers, and other equipment.
- Implement traffic management activities.
- Undertake minor civil infrastructure maintenance activities, including pothole correction (cold-mix asphalt only), roadside furniture maintenance, sign installation and repair.

- Undertake graffiti removal and cleaning pathways and furniture.
- Comply with Council's Policies and Procedures and relevant Work Health and Safety Legislation.
- Be part of the Department's natural disaster response team and perform weekend work on a rotating roster.
- Any other duties as required at the level of this role.

WHAT COUNCIL IS LOOKING FOR

- Minimum of two year's practical experience working in a minor infrastructure, irrigation and/or landscaping field.
- Demonstrated knowledge of landscape maintenance practices working in minor infrastructure and soft works landscaping plus a basic knowledge of irrigation systems.
- Possess a passion for working in the natural environment and positively contributing to the presentation of our outdoor community spaces and be a team player demonstrating a professional, friendly, and appositive deposition.
- A demonstrated understanding of appropriate and professional conduct with Local Government and ability to act responsibly when interacting with members of our community.
- Competency in the use of Microsoft Office Suite of Applications (Word, Excel, and Outlook) and general council knowledge systems including payroll, personnel information, and training systems.
- Demonstrated knowledge of Work Health & Safety and experience in safe work practices.
- Demonstrated experience in safely operating small plant and power tools.
- Be physically fit and able to perform the manual labour aspects of the role and lift at least 20kg.
- Hold a current MR Class NT Drivers Licence.

Following commencement and with 6 months of commencement have ability to successfully obtain:

- Chem Cert accreditation (Transport and store chemicals, prepare and apply chemicals to control pest, weeds, and diseases)
- An Excavator Licence
- Competency using Council's amphibious Weed harvester (Truxor) including obtaining Maritime competences to operate Truxor (e.g., Coxswain Grade 1 Certification)
- First Aid Certification.

FURTHER INFORMATION

Prior to City of Palmerston's employment offer being confirmed, successful applicants will be required to provide evidence of eligibility to work in Australia, hold a Class C Drivers Licence, provide copies of relevant qualifications, and undergo a criminal history check. Some roles may require successful applicants to attend a medical examination, participate in a psychometric assessment, hold a Working with Children clearance and/or hold a White Card.