

Shire of Shark Bay

POSITION DESCRIPTION

1 TITLE TOWN SERVICES OFFICER

2 LEVEL Contract: 4.1 – 5.1

3 DEPARTMENT/SECTION Works Department - Town

4 POSITION OBJECTIVES

4.1 Objectives of Position

- To provide a town maintenance service in Denham and surrounds that presents the town and associated Shire entities at a standard suitable to the public and in accordance with the requirements of the Chief Executive Officer and Council.

4.2 Within Section

- Assist the Immediate Supervisor to provide a service in the areas of town streets and footpaths maintenance, cemetery maintenance, parks and gardens maintenance, recreation areas, tourist facilities maintenance, street fittings and fixtures, Council utilities maintenance and any other duties as required.

4.3 Within Organisation

- Liaise with the Supervisor Town Services to ensure that the town appearance reflects creditably on the Shire of Shark Bay.
- Operate Council Plant assigned at a high standard.
- Maintain Plant assigned to a high standard.
- Assist in the area of Ranger duties and other services as required.

5 REQUIREMENTS OF THE POSITION

5.1 Skills

- Developed time management and organisational skills.
- Basic public relations skills.
- Basic plant operation skills.
- Basic verbal and written communication skills.

5.2 Knowledge

- Working knowledge of reticulation and plumbing issues associated with Council equipment.
- Basic knowledge of plant mechanical repairs and plant operation techniques.
- Developed understanding of Occupational Health and Safety practices.

5.3 Experience

- Experience in the Local Government field or similar enterprise in a general duties position.
- Previous experience in plant operation and maintenance.

5.4 Qualifications and/or Training

- Completion of Year 10 with passes in Mathematics and English.
- Hold a current MR Class licence.

6 KEY DUTIES/RESPONSIBILITIES

6.1 General

- Operation of plant and equipment required.
- Cleaning and maintaining public utilities.
- Parks and gardens maintenance.
- Reticulation maintenance.
- General maintenance of Council buildings and facilities.
- Town streets, footpaths and foreshore maintenance including street fittings and fixtures.
- All other duties as required by the Supervisory Staff or the Chief Executive Officer.

6.2 Occupational Safety and Health

- Comply with the Shire's OSH Policy and other Shire OSH policies and procedures and legislation relevant to role and responsibilities.
- Observe safe work practices and operating procedures.
- Report any hazards, incidents or near misses in accordance with safety and health requirements.

7 ORGANISATIONAL RELATIONSHIPS

7.1 **Responsible to** Supervisor Town Services

7.2 **Supervision of** Nil

7.3 Internal and External Liaison

Internal All Council Staff

External President and Councillors

General Public

Ratepayers and Electors

8 EXTENT OF AUTHORITY

- Works within confines of standards and procedures under limited supervision of the Supervisor Town Services.

9 SELECTION CRITERIA

9.1 Essential

- Basic plant operation, maintenance, and repair skills.
- Basic public relations skills.
- Time management and organisational skills.
- Hold a minimum of a current MR class licence.
- Current Construction card (Blue or White).
- Evidence of COVID-19 Vaccination status
- National Police Clearance conducted within the last 3 months
- Undertake a medical before commencement

9.2 Desirable

- Previous Local Government experience.
- Previous experience in a similar type of position.
- Experience in reticulation and utilities maintenance.

Certification

The details contained in this document are an accurate statement of the position's responsibilities and requirements.

DALE CHAPMAN

CEO Shire of Shark Bay

18/03/2022