



Position Description

TOWN MAINTENANCE OFFICER

Directorate	Infrastructure and Planning Services
Reports to	Town Maintenance Overseer
Position Code	TMO1
Classification/Grade/Band	Band 1 Level 3
Status	Permanent (38 hours per week)
Other Conditions & Benefits	TBA
Pre-employment checks/legislative requirements	Medical
Location	Depot, O'Connor Street Balranald, NSW
Date position description approved	20 January 2022, updated 5 June 2025

Council overview

Covering approximately 21,400 sq kilometres, Balranald Shire encompasses a diverse natural landscape which includes the world heritage listed Mungo National Park and the picturesque Yanga National Park.

Surrounded by the wonders of the Murrumbidgee, Murray, Lachlan, Wakool and Edward Rivers, the area offers the opportunity to relax and enjoy some of the most unique natural scenery in Australia. There is an abundance of great fishing, water sports and nature just waiting for you.

Balranald is situated on the Sturt Highway and is just a 1 hour drive from the regional city of Swan Hill and 1¾ hours' drive from Mildura.

The area is surrounded by rich agricultural lands, the unique townships of Balranald and Euston and the hamlets of Kyalite, Oxley, Hatfield and Penarie (Homebush).

Council values

Honesty, Respect, Enjoyment, Teamwork, Openness, Leadership, Customer Focus.

Primary purpose of the position

To contribute to the Town Maintenance Team which provides quality gardening services in parks and gardens and maintenance of Council infrastructure consistent with Council and Department standards, practices and agreements including: Roads, footpaths and storm water; Parks, gardens, cemetery, public toilets and playgrounds; Jetties and boat ramps.

Key accountabilities

1. Carryout concreting, general maintenance, landscaping and garden maintenance related tasks as directed and that will assist the team in meeting its obligations.
2. Achieve the specific performance objectives which are set from time to time for the compliance of specific agreements and for the ongoing development of the Work Team.
3. Contribute to the prioritising of work and provision of feedback to the Town Maintenance Overseer on current projects and improvements to procedures.
4. Contribute to the monitoring of costs to assist in ensuring that the Team's operations are undertaken within budgets.
5. Assist with prompt responses to customer requests/enquiries and project a helpful and positive image of the Council and its staff.
6. Carry out pre-operation inspections and routine maintenance to ensure the safe operation of plant and equipment used as stipulated by the team's quality plan.
7. Comply with and promote safe work practices for the Team and ensure that public safety is considered in all works carried out.
8. Contribute to the Town Maintenance Team by adopting safety procedures for the protection of employees and the public.
9. Complete all allocated work to appropriate standards, policies and procedures.
10. Where required, record activities undertaken in the appropriate format.
11. Ability to liaise with contractors, sub-contractors and community groups.
12. Participate in emergency procedures as necessary.
13. Provide assistance to others in the team, including apprentices, as required.
14. Assist in development of the organisation as required under the guidance of the Town Maintenance Overseer.
15. To actively participate in Councils afterhours on-call response service.
16. Ensuring that the public image of the Council as a service provider is always maintained in the highest integrity.
17. To support Council objectives in the public forum.
18. To display a positive attitude towards Council policy and decisions in relation to the position and the public image of the Council.
19. To contribute to a Service Improvement Program by participating in teams aimed at work improvement.
20. To lead, encourage and participate in team activities.
21. To participate in training programs designed to increase efficiency and effectiveness.
22. Presentation of a courteous and helpful image to Councillors, internal officers, outside organisations and customers.
23. Maintenance of confidentiality in performing the duties of the position and in liaising with internal officers, outside organisations and customers.

Key challenges

- Work within the appropriate allocation of resources in a cost saving environment
- Work in a team environment under supervision.

Key relationships

Internal	Why
Employees, Coordinators, Directors	The position is required to provide decisions which typically span across the whole organisation.
External	Why
Residents and ratepayers, Government Agencies	The position contributes to the organisation's overall direction and has significant influence on the areas overseen. The position provides a critical service function on behalf of Council.

Autonomy and Decision Making

The role requires the employee manage sections of Council and act as the subject-matter-expert. Significant judgement and independent research may be required, when there are no clear answers. Decisions are typically guided by broad policy, legislation or discussions with the relevant Director.

Code of Conduct, Policies, Protocols and Procedures

All employees are to adhere to Council's Code of Conduct, Policies and Procedures at all times.

Fraud and Corruption Prevention

Council has a zero tolerance towards fraud, corruption or any behaviour that may bring Council into disrepute with the community. All Council employees have a responsibility to identify, prevent and report fraud, corruption and behaviour that may bring Council into disrepute.

WHS & Risk Responsibilities

- Act at all times in a manner which does not place at risk the health and safety of any person in the workplace.
- Maintain a safe work environment in accordance with Balranald Shire Council's Workplace, Health and Safety Policies and Procedures.
- Assist in the on-going maintenance of a safe workplace through involvement in the implementation of safe systems.
- Actively participate in the rehabilitation of employees injured at work.
- Participate in mandatory Health and Safety training sessions.
- Identify, analyse and treat hazards in the workplace.
- Be responsible and accountable for taking practical steps to minimise Council's exposure to risk in so far as it reasonably practicable.

- Understand and adhere to the principles of Risk Management relevant to the job role.
- Provide input into various risk management activities.
- Report all emerging risks, issues and incidents.

Selection Criteria

Essential Experience & Qualifications

1. Numeracy and Literacy standards usually associated with Year 10 or better.
2. Demonstrated experience in a similar role (1-3 years).
3. A current driver's licence with a minimum medium rigid endorsement is essential.
4. Certificate in traffic control and chainsaw operation.
5. A trade certificate in gardening or knowledge, skills and relevant experience.

Desirable Requirements

1. Trade qualification in horticulture is preferred.
2. Experience and technical knowledge in horticulture and maintenance techniques.
3. Oral communication skills, to enable clear instructions to be given to the public.
4. Ability to operate plant equipment and machinery.
5. Physically capable of performing manual labour.
6. Certificate in Traffic Control.
7. A heavy rigid endorsement.
8. Potential to develop in all competency areas listed in the position description.

Note: this position may be subject to change following a review of Council's Organisational Structure.

Acceptance of Position

I have read and understand the contents of the position description for my role and agree to work in accordance with the requirements of the position. I understand this position description is designed to guide the responsibilities and activities to be undertaken in this position and is not intended to be an exhaustive list.

I understand that this position description may change with organisational requirements and the tasks and responsibilities outlined in the position description may vary from time to time.

Signature:

Date:

Attachments:

- Local Government Capability Framework

Capabilities for the role

The Local Government Capability Framework describes the core knowledge, skills and abilities expressed as behaviours, which set out clear expectations about performance in local government: “how we do things around here”. It builds on organisational values and creates a common sense of purpose for elected members and all levels of the workforce. The Local Government Capability Framework is available at <https://www.lgnsw.org.au/capability>

Below is the full list of capabilities and the level required for this position. The capabilities in bold are the focus capabilities for this position. Refer to the next section for further information about the focus capabilities

Local Government Capability Framework		
Capability Group	Capability Name	Level
 Personal attributes	Manage Self	Foundational
	Display Resilience and Adaptability	Foundational
	Act with Integrity	Foundational
	Demonstrate Accountability	Foundational
 Relationships	Communicate and Engage	Foundational
	Community and Customer Focus	Foundational
	Work Collaboratively	Foundational
	Influence and Negotiate	Foundational
 Results	Plan and Prioritise	Foundational
	Think and Solve Problems	Foundational
	Create and Innovate	Foundational
	Deliver Results	Foundational
 Resources	Finance	Foundational
	Assets and Tools	Foundational
	Technology and Information	Foundational
	Procurement and Contracts	Foundational

Focus capabilities

The focus capabilities for the position are those judged to be most important at the time of recruiting to the position. That is, the ones that must be met at least at satisfactory level for a candidate to be suitable for appointment.

Local Government Capability Framework		
Group and Capability	Level	Behavioural Indicators
Personal Attributes Manage Self	Foundational	• Checks understanding of own role within the team • Proactively seeks instruction and guidance • Approaches work tasks with energy and enthusiasm • Stays up to date with knowledge, training and accreditation in relevant skills areas • Is willing to learn and apply new skills • Learns from mistakes and the feedback of others
Relationships Work Collaboratively	Foundational	• Keeps team and supervisor informed of what he/she is working on • Shares knowledge and information with team members and other staff • Offers to help colleagues and takes on additional tasks when workloads are high • Is aware of the wellbeing of co-workers and provides support as appropriate • Is open to input from people with different experiences, perspectives and beliefs
Results Think and Solve Problems	Foundational	• Finds and checks information needed to complete own work tasks • Breaks down information and issues into component parts • Thinks through the options available and checks his/her suggested approach • Refers complex issues and problems to a manager/supervisor
Resources Assets and Tools	Foundational	• Uses core work tools and equipment effectively • Takes care of work tools, equipment, accommodation and community assets