

Position Description



Drainage Maintenance Officer

Position Title:	Drainage Maintenance Officer
Classification:	Band 3
Department:	Civil Maintenance
Directorate:	Infrastructure and City services
Approved by:	People Experience Business Partner
Date approved:	August 2026

1. Position Overview

This position supports the safe, efficient and effective delivery of drainage and civil maintenance services across the municipality. The role contributes to proactive and reactive drainage maintenance activities, including drain cleaning, pit lid installation and replacement, worksite inspection, assisting with contractor job allocation and the safe operation of plant, vehicles and equipment in accordance with Council procedures, Safe Operating Requirements and relevant safety standards.

2. Position Objectives

- Drive and operate various items of plants including crane truck and Hydro Extraction Eductor truck, vehicles and equipment, including light and medium trucks fitted with small crane attachments, in a safe and competent manner.
- Undertake proactive drain cleaning activities across the municipality to support effective stormwater drainage and reduce the risk of blockages or flooding.
- Install and replace damaged pit lids, ensuring works are completed safely and to the required standard.
- Identify drainage defects and maintenance requirements and report findings to the Supervisor for action in accordance with Council procedures.
- Lift and remove pit lids using approved pit lifters and safe manual handling practices where required.
- Operate and maintain plant and equipment in accordance with Council's Safe Operating Requirements, relevant procedures and manufacturer instructions.
- Ensure all tools, vehicles and equipment are used correctly, maintained in a safe operational condition and stored appropriately after use.
- Identify, report and escalate hazards, defects, incidents or equipment faults to the Leading Hand in a timely manner.

- Contribute to a safe workplace by following Council safety procedures, participating in risk assessments and maintaining awareness of site conditions.
- Work effectively with team members, contractors and relevant Council staff to deliver drainage maintenance works efficiently and with minimal disruption to the community.

3. Organisational relationships

Internal	External
• Civil Contracts • Fleet • Sports and Recreation • Customer Service/CRM • Parks • Assets • Procurement • Capital works • Libraries and community • Early Years • MCH • Venues • City Amenity • Facilities Maintenance	• Community • Contractors • External suppliers • Police • Sporting clubs and community groups • Childcare and kinder providers • Water and power authorities • Other service authorities
Reports to:	
• Supervisor Roadside Services	
Supervises	
• N/A	

4. Position Characteristics

Accountability and Extent of Authority

Physical/Community Services Employees

Employees perform work under general supervision, have contact with the public or other employees which involves explanations of specific procedures and practices.

May be required to supervise and coordinate others in similar or related work.

Accountable for the quality, quantity and timeliness of their own work as available resources permit, and for the care of assets entrusted to them.

Judgement and Decision Making

Physical/Community Services Employees

Positions require personal judgement. The nature of work is usually specialised with procedures well understood and clearly documented.

Tasks will involve selection from a range of techniques, systems, equipment, methods or processes.

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Specialist Skills, Knowledge and Experience

Physical/Community Services Employees

Positions require proficiency in the operation of more complex equipment, or knowledge of the use of plant, which requires the exercise of judgement or adaptation.

Indicative but not exclusive of the skills required of an employee in this Band include:

- Understanding and application of quality control techniques
- Performance of trades and non-trade tasks incidental to the work
- Provision of trade guidance and assistance as part of a work team
- Provision of formal training programs in conjunction with supervisors and trainers
- Supervisory skills
- Safe and competent operation of Heavy Mechanical Plant
- Safe and competent driving of Vehicles over 13.9 tonnes
- GCM to 22.4 tonnes GCM (Level 3A only) exceeding 22.4 tonnes GCM (Level 3B only)
- Provision of Personal Care to service users who are both physically unable to undertake the tasks themselves nor make the decisions about the care they need
- Cook

Management Skills

Physical/Community Services Employees

Positions are at the "work face", may involve first line supervision of Employees at the "work face".

Able to provide employees under their supervision with on-the-job training and guidance. Must also have a basic knowledge of personnel practices.

Interpersonal Skills

Physical/Community Services Employees

Oral and written communication with customers, other employees and members of the public and in the resolution of minor problems.

Qualifications and Experience

Physical/Community Services Employees

Satisfactorily completion of Band 2 requirements or equivalent, as well as structured training to one or more of the following levels:

- Trade Certificate or equivalent.
- Completion of TAFE accredited/industry-based training courses or knowledge and skills gained through on-the-job training commensurate with the requirements of the work in this Band.

5. Key Selection Criteria

- Completion of TAFE accredited or industry-based training courses or knowledge and skills gained through on-the-job training commensurate with the requirements of Drainage Maintenance.
- Knowledge and practical skill in the basic maintenance of plant, vehicles and equipment.
- Demonstrated ability and willingness to learn, relevant drain cleansing and maintenance standards.

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- Sound understanding of Occupational Health and Safety requirements and safe working practices, including safe manual handling.

6. Inherent Requirements

The occupant of the position will be required to meet the following inherent requirements:

Compliance

- Current and valid working rights for Australia
- Satisfactorily pass a national police check (and where necessary an international check)
- Current Driver's Licence
- Heavy/Medium Rigid Licence

Physical

Daily work will be performed primarily in outdoor environments, as such:

- Physical demands are moderate to strenuous, consisting of the ability to sit, stand, stoop, reach, bend, climb, lift and pull using safe manual handling practices.
- You will be exposed to conditions normally encountered in outdoor environments, and at times indoor environments.
- You will be required to satisfactorily complete a physical assessment against the inherent physical requirements of the role.

Psycho-social

- Resilience and adaptability
- Ability to manage stress effectively, maintain a positive attitude, and demonstrate emotional intelligence
- Strong self-motivation, a collaborative approach, and a commitment to upholding ethical standards and Council values.

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