



# TECHNICAL / HANDY PERSON



## POSITION DESCRIPTION

|                   |                                            |                                   |                                   |
|-------------------|--------------------------------------------|-----------------------------------|-----------------------------------|
| <b>REPORTS TO</b> | Infrastructure, Roads & Assets Coordinator | <b>CLASSIFICATION &amp; HOURS</b> | Level 3 – full time               |
| <b>DIVISION</b>   | Operations                                 | <b>LOCATION</b>                   | Katherine Regional Support Centre |

### JOB PURPOSE:

The Council Operations team is responsible for the upkeep and maintenance of the regional office buildings, yard and storage facilities there is also a responsibility to make sure all assets are always in a clean, safe and serviceable condition.

### DUTIES & RESPONSIBILITIES:

1. Responsible for the deliveries and pick up of items from local businesses and transport companies.
2. Conduct regular checks on Council assets.
3. Report fleet malfunctions or damages to the Council Operations Support Officer.
4. Ensure the cleanliness of the regional office shed, yard and storage facilities.
5. Undertake regular yard maintenance within the Regional Support Centre; weed spraying, whipper-snipping, mowing. Assist with landscaping and gardening projects.
6. Prioritise tasks and be organised.
7. Undertake regular travel to surrounding communities to assist with operational and service delivery tasks.
8. Provide regular reports on the completion of tasks.
9. Uphold Council policies and procedures, ensuring effective use of resources.
10. Commit to safety and compliance with workplace health and safety (WH&S) standards.
11. Other duties as directed by the Regional Operations Manager and/or Director of Council Operations.

### SELECTION CRITERIA

#### Education Requirements

1. Chemical handling Certificate (Essential or ability to obtain)
2. An appropriate qualification, certificate, **or** experience in Parks & Gardens (Essential)
3. Relevant plant competencies (desirable)
4. A White Card (essential or ability to obtain)
5. A First Aid Certificate (essential)
6. Forklift (High-risk License) (Essential or ability to obtain)

#### Experience and Knowledge Requirements

1. Experience in gardening practices such as ground maintenance, landscaping, mowing, turf care, weed control and other parks and garden functions.
2. Experience in using equipment and plant applicable to the Council Operations environment.
3. Demonstrated time management skills and the ability to work unsupervised and as part of a multi-disciplinary team.
4. Demonstrated written and oral communication and interpersonal skills.

5. Sound knowledge of the principles of WHS.

#### OTHER REQUIREMENTS

- Criminal History Check (recent within 3 months)
- Working with Children Card (Ochre Card)
- A current Drivers Licence
- Regular travel to communities, including overnight stays, is a requirement of this position

#### ACKNOWLEDGMENT

DIRECTOR:  DATE APPROVED: 12/09/2026

CHIEF EXECUTIVE OFFICER: *Jennifer Marston* DATE APPROVED: 13/09/2026