



SHIRE OF ASHBURTON

Position Description

Town Maintenance Officer – Tom Price

Position Number	JA.54T / 326 / 327 / 328 / 329 / 330 / 331 / 332 / 333
Directorate	Infrastructure Services
Department	Town Maintenance
Job Family	Labourer / Operational
Reports To	Town Maintenance Coordinator
Direct Reports	N/A
Location	Tom Price
Industrial Instrument	<i>Shire of Ashburton Industrial Agreement 2026</i>
Classification	Level 3

Vision

We will be a welcoming, sustainable, and socially active district, offering a variety of opportunities to the community.

Values

Respect Openness Teamwork Leadership Excellence Health & Wellbeing

About the Role

Role Objective / Purpose

Assist in the maintenance of the town's outdoor environment.

Key Role Outcomes

In an operational capacity, assist with the efficient and cost-effective maintenance of the Shire's outdoor environment and facilities, which may include, among other things:

- Ensure the the outdoor is maintained to the level expected of the community users; and
- Ensure the outdoor environment is safe and habitable, undertake maintenance tasks including, but not limited to: maintaining parks and gardens, reticulation, mowing, street signs, roads, paths, kerbs, playgrounds, fencing, line marking, mowing and maintaining lawn, removing rubbish, needles and graffiti from open areas, trimming trees, palms, and other bushes, weeding, spraying and maintenance of garden beds, assisting with traffic

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management activities, assisting waste disposal operations, and maintain outdoor equipment including playgrounds.

Ensure at all times when undertaking work, the safety of the community, safe and efficient operations, and the safety of other staff and contractors.

Work Duties

The position description does not act to limit or set specific duties required to fulfil this role, this document serves to describe the role, outline required outcomes, and set expectations. All employees are required to have a flexible approach to their work, including undertaking work duties which may fall outside those required of this role. All employees must comply with reasonable and lawful directions.

Core Competencies

The following competencies are required of **all roles** within the Shire and are ranked to reflect differing levels of responsibility. These competencies reflect the Shire's Values of Respect, Openness, Teamwork, Leadership, Excellence, Health and Wellbeing which apply at all times, to all staff, in all roles.

Competency	Required Level
Health and Safety	Intermediate: Assists in the development of JSAs, SWMS, and other safety procedures for own work area. May coach newer or more junior staff in safety procedures. At all times acts in accordance with the principles identified in the Local Government Act and State and Federal Legislation.
Accountability	Advanced: Manages and plans own work but may perform work under limited supervision or direction. Work projects may be managed by more senior decision makers. Implements tools to keep track of a wide range of tasks, priorities, and due dates. May supervise or direct work of others in a single business unit. Given broad direction and limited guidance with performance measured against objectives.
Judgement and Decision Making	Intermediate: Work process and procedures generally routine, with exercise of some discretion. Decisions made may impact internal and external stakeholders. May make recommendations to more senior decision makers for complex or intricate problems in own work area and external matters. May make decisions on use of resources which may impact outside the work area or on clients. Applies knowledge from a wide range of rules.

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Time Management	Advanced: Able to manage multiple competing tasks and prioritise amongst a range of functions. May assist others with time management.
Customer Service	Advanced: Effectively communicate with clients and members of the public and in the resolution of minor matters. The employee will reflect and always demonstrate the Code of Conduct of the organisation, its values and work with the highest level of integrity.
Financial Management	Fundamental: Adhere to set budgets in purchasing. May provide some general feedback in respect to costs and spending derived from operational responsibilities.
Leadership	Intermediate: Required to influence and lead a small team or functional area. Leadership by oversight, supervision, and participation.
Role Specific Competencies These are the specific competencies required of the role.	
Competency	Required Level
Problem Solving	Fundamental: Able to solve minor problems that relate to immediate tasks. Solve problems in accordance with managerial directives, policies of Council and legislative requirements.
Conflict Resolution	Fundamental: Able to work well with team members and demonstrate respect to peers.
Communications Skills	Fundamental: Can read and write english to an acceptable level for the workplace. Can follow written and verbal direction, safety instructions, and other workplace specific terminology. Major portions of the work are verbal rather than written. Considerate when dealing with others.
Equipment Operation	Proficient: Operates light duty machinery requiring an appropriate licence and specific training. This may include vehicles requiring an LR or MR licence.



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Licenses, Registrations, Memberships or Qualifications Required of Role

- Minimum C Class Drivers Licence;
- White Card;
- First Aid Certificate;
- Desirable – Minimum MR Licence.

Experience, Skills, Knowledge Required of Role

- Desirable – Previous experience with small plant operations (mowers, brush cutters, chainsaws);
- Desirable – Traffic Management - Basic Worksite Traffic Management, Traffic Controller;
- Desirable – Chainsaw Training and Competency;
- Desirable – Chemical Handling Competency;
- Desirable – Working with Heights Certificate; and
- Desirable – Reticulation Certification Level 1 – 3.

Confirmation

I have received, read, and familiarised myself with this position description:

Name _____

Signed _____

Date _____

Position descriptions may be reviewed on an annual basis, as part of the Shire's annual performance review process.