



POSITION DESCRIPTION

Position Title:	TOWNSHIP MAINTENANCE OFFICER		
Classification:	BAND 3	Status	FULL TIME
Group:	Infrastructure Services	Business Unit:	OPERATIONS
Reports to:	Team Leader Township Maintenance		
Direct Reports:	Nil	Date:	April 2025

ORGANISATIONAL CONTEXT

Cardinia Shire Council is committed to building a sustainable shire for present and future generations to enjoy. Council plays an important role in contributing to life in our community. We provide services which supports the wellbeing of our residents now and into the future.

To deliver on our commitment, we are developing a skilled and professional workforce that embraces our organisational culture, values, and demonstrates key leadership capabilities. Our culture is defined by working together, working differently, and working for the future. We value teamwork, respect, accountability, communication, and customer focus. These values underpin our work and our behaviours ensuring we deliver on the Council’s vision while maintaining a healthy, engaging, and inclusive workplace.

POSITION OBJECTIVES

This position is directed principally towards maintaining Council’s Open Space and Townships to provide clean and safe infrastructure for the community, with a specific focus on improving the amenity of these areas.

KEY RESPONSIBILITIES AND DUTIES

Key responsibilities include, but are not limited to:

- Efficient execution of a wide range of minor construction tasks, including woodworking, welding, concreting, signage and furniture installation and playground part replacement.
- Undertake general maintenance and repairs including litter removal, cleansing duties, graffiti removal works and other general laboring work.
- Perform manual tasks such as lifting, carrying of materials, raking, and digging.
Safe and efficient operation of a range of plant associated with maintenance and construction activities, which may include (but not limited to), hot washing units, tractors, reach arms, skid steers and various handheld tools and equipment.
- Proactively and routinely inspect and maintain a diversity of assets including but not limited to playgrounds, park and street furniture bridges, commercial districts.
- Carry out regular inspections/checks and regular daily maintenance of any plant or equipment.

POLICY AND PROCEDURE COMPLIANCE

- Adhere to (and promote) HR, IT, OH&S/Risk Management policies, procedures and practices.
- Demonstrate understanding and accountability for record keeping policy including the accuracy and capture of data, the sensitivities involved and the release and destruction of documents.

OCCUPATIONAL HEALTH & SAFETY RESPONSIBILITIES

- To adhere to OH&S policies, procedures and guidelines and use all necessary safety equipment provided and to report any defect in any such equipment or workplace hazards as soon as it comes to your attention.
- Use all safety equipment and carry out duties using safe practices in accordance with safety standards and the regulations of the Occupational Health and Safety Act 2004 and Council's Safe Systems of Work.
- Contribute to making Cardinia Shire as risk free as possible for all employees, residents and visitors.
- Take all reasonable action to protect Council assets from damage and or loss.

ACCOUNTABILITY AND EXTENT OF AUTHORITY

- Accountable for the quality and timeliness of one's own work.
- Accountable for ensuring that safe work practices are applied, and reasonable care is taken for your own health, safety, and that of others affected by your activities.
- Responsible for providing well maintained township precincts.
- Authority to carry out basic infrastructure maintenance in accordance with adopted maintenance practices and procedures.
- Accountable for correctly preparing and submitting time sheets and other records.
- General supervision is available.

JUDGMENT AND DECISION MAKING

- Work is clearly defined with established procedures well understood and clearly documented.
- Exercise judgement in making day to day decisions regarding works under one's direct control within established procedures.
- General supervision will always be available.

SPECIALIST KNOWLEDGE AND SKILLS

- Ability to competently operate a range of equipment including some (or all) of the following –
 - Footpath Sweeper.
 - High pressure hot wash units
 - Medium Rigid Truck
 - Light Equipment
- Ability to carry out regular servicing of any plant or minor equipment as required.
- Knowledge of township cleansing principals.
- Knowledge of plant operation in an infrastructure maintenance environment.
- Ability to Audit Playgrounds within the national playground assessment framework for "Routine Assessment Level 1".

INTERPERSONAL SKILLS

- Ability to work co-operatively as part of a team.
- Ability to communicate with the team and supervisors and if required, members of the public.
- Ability to be respectful, encouraging and helpful to all fellow employees and demonstrate good workplace behaviours.
- Ability to adhere to council policies and procedures.

MANAGEMENT SKILLS

- Ability to achieve tasks as directed within a reasonable timeline.
- Ability to follow work and maintenance schedules or specific work plans as directed.
- Ability to work unsupervised when required.
- Ability to document works on electronic asset management and maintenance systems.

QUALIFICATIONS AND EXPERIENCE

Mandatory:

- Current Victorian Driver Licence, with Medium Rigid Endorsement.
- Experience in infrastructure maintenance, minor construction and cleansing.
- Proven ability to operate a range of trucks in an infrastructure maintenance environment, such as footpath sweepers, tractors and reach arms or similar.
- Significant experience in maintaining plant and equipment such as hot washing units, blowers spray units etc.
- Construction Induction Card.

Desired Certificates:

- Certificate 3 in Civil Construction / Road Transport or similar.
- Chainsaw and manual handling certificate.
- Chemical Handling certificate.
- Traffic management certificate.
- Playground Auditors certification Level 1 or above.

KEY SELECTION CRITERIA

- Ability to embrace the Cardinia values and keys to success.
- Experience in a similar role.
- Understanding of hazard identification and the Occupational Health & Safety requirements applicable and risks associated to specific tasks performed.
- Knowledge and experience in the safe operation of plant equipment.
- Ability to follow work schedules utilising electronic devices such as handheld tablets.
- Understanding of customer service and the ability to respond to members of the Public in a responsible manner.

CONDITIONS OF EMPLOYMENT

Terms and conditions of employment are in accordance with the Cardinia Shire Council Enterprise Agreement 2024 and Cardinia's policies and procedures.

Tenure

This is a full time ongoing position.

Pre-employment checks

All appointments are subject to a National Police Record Check, pre-employment medical check, and a six-month probationary period (new employees only). Certain positions may also require a Financial Background Check, Traffic Check or Working with Children Check.