

Position Title: Depot Employee	Position Number:
Department: Infrastructure & Maintenance	Accountable to: Manager – Infrastructure & Maintenance Services
Responsible for the supervision of:	N/A

KATHERINE TOWN COUNCIL
POSITION DESCRIPTION



VALUES	MISSION
Service Responsiveness Involvement Responsibility Equity Accountability	To provide a sustainable and prosperous environment for the people of the Katherine Region through growth, opportunity and tolerance.

RESULTS	We are dedicated to serving our community and will listen to and proactively respond to their needs.
RELATIONSHIPS	We will partner with our community and our stakeholders to create sustainable honest relationships.
REASONS	We deliver results that align with our strategic direction and serve our community

PURPOSE	<i>Responsible for the ongoing maintenance of Katherine Town Council's assets and includes the general maintenance of ovals, parks, footpaths, roads, pavements, building and minor equipment repairs and the operation of a range of machinery.</i>
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KEY RESPONSIBILITIES
<ul style="list-style-type: none"> • Provide ongoing maintenance to Katherine Town Council assets; • General maintenance of ovals, parks, footpaths, road pavements and buildings; • Provide general equipment repairs of machinery; • Actively participate in the day to day management of the Infrastructure Teams functions; • Complete planned works/service in accordance with procedural, safety and all other relevant manuals and instructions; • Assist in the implementation of the Katherine Town Council's Local Counter Disaster Sub-Plan in the event of a disaster; • Adhere to the Katherine Town Council policies and procedures; • Other responsibilities as shall be reasonably associated with or incidental to the above responsibilities or as shall, in the course of the employment, be agreed between the parties as being or forming part of the duties.

LEVEL OF RESPONSIBILITY

- Responsible for completion of regularly occurring tasks with general guidance in a daily basis. May supervise work or provide on-the-job training, based on their skills and/or experience, to employees of the same or lower levels.
- Personal judgement is required to follow predetermined procedures where a choice between more than two options is present. Work performed within general guidelines but with scope to exercise discretion in the application of established practices and procedures.
- Application of developed skills acquired through on-the-job training or accredited external training over a number of months.
- Provide employees with on-the-job training, guidance and basic knowledge of workplace policies and procedures. Employees may lead small groups of employees at the 'work face'.
- Employees at this level require communication skills to enable them to effectively communicate with clients, other employees and members of the public and in the resolution of minor matters.

SELECTION CRITERIA

- Good interpersonal and communication skills with the ability to relate to a wide variety of client groups.
- Good problem solving skills.
- Ability to work in a team as well as unsupervised and in accordance with all Workplace Health and Safety requirements.
- Knowledge of basic machinery operations and maintenance skills.
- Knowledge of welding and concreting skills

ESSENTIAL:

- A current Northern Territory driver's C class licence

DESIRABLE:

- Relevant Certificate qualification.
- A current Northern Territory driver's Heavy Rigid class licence

ORGANISATIONAL RELATIONSHIP

The position's reporting and team membership is in accordance with the Council's organisations chart.

DELEGATION

Delegations are in accordance with the latest *Instrument of Delegation of Powers and Functions*

PERFORMANCE STANDARD

The extent to which the stated key responsibilities are achieved in both the position description and personal performance work plan.

PREPARED BY
DATE ISSUED
SUPERVISOR
APPROVED BY

Chief Executive Officer
October 2017
Chief Executive Officer
Chief Executive Officer