



KATHERINE TOWN COUNCIL

POSITION DESCRIPTION

TITLE: DEPOT EMPLOYEE

CLASSIFICATION: LEVEL 3

DEPARTMENT: WORKS

1. PURPOSE

The Depot Employee is responsible for the ongoing maintenance of Council assets and includes the general maintenance of ovals, parks, footpaths, road pavements, buildings and minor equipment repairs and the operation of a range of machinery.

2. KEY RESPONSIBILITIES

- Provide ongoing maintenance of Council's assets.
- General maintenance of ovals, parks, footpaths, road pavements and buildings.
- Provide general equipment repairs of Council machinery.
- To assist the Operations Manager in the day to day management of the Council's works functions.
- Assist in the implementation of Council's Plan of Management.
- Ongoing implementation and management of Council's Workplace Health and Safety, and Risk Management programs.
- Potential for overtime and weekend work.
- Other duties as required by the Operations Manager.

3. ORGANISATIONAL RELATIONSHIPS

- Reports to the Operations Manager.
- Works as part of the Works & Services Department.

4. AUTHORITY AND ACCOUNTABILITY

- The position is directly accountable to the Operations Manager and is required to assist in the day to day running of the Works & Services Department.

5. REQUIREMENTS OF THE POSITION (Selection Criteria)

a. Skills

- Good communication skills in order to liaise with staff and members of the public.
- Good problem solving skills.
- Ability to work unsupervised and in accordance with all Workplace Health and Safety requirements.

b. Knowledge

- Knowledge of basic machinery operation and maintenance skills.
- Knowledge of welding and concreting skills.
- Knowledge of basic irrigation maintenance.

c. Experience / Qualifications

- Desirable qualification in agriculture or horticulture.
- Desirable qualification of a Northern Territory Heavy Rigid class licence.
- A current Northern Territory driver's C class licence.

d. Training

- Willingness to undertake accredited training.

6. WORKPLACE HEALTH AND SAFETY AND WELFARE

Effective implementation of a workplace health and safety program requires the active involvement of all employees. They have an obligation to comply with statutory and organisational requirements, procedures and rules that are introduced to protect the health and safety of people at the workplace, including the general public.

Employees are responsible and accountable for:

- Complying with workplace procedures for risk identification, risk assessment and risk control.
- Participation in activities associated with the management of workplace health and safety.
- Identification and reporting of health and safety risks, accidents, incidents, injuries, property damage and mishaps at the workplace.

7. PERFORMANCE STANDARDS

The performance of the Depot Employee will be measured by:

- The extent to which the position objectives are achieved.
- The quality of reports and advice provided to the Operations Manager.
- The reputation held within the community for providing an effective service.
- Customer feedback.

PREPARED BY

Operations Manager

DATE ISSUED

November 2013

SUPERVISOR

Operations Manager

APPROVED BY

Chief Executive Officer