



Grounds and Civil Labourer

Job Description

Position Title: Grounds and Civil Labourer (Works Officer)

Employment Status: Full-Time

Classification: Local Government Industry Award 2020 – Level 7

Location: Wagait Shire

Position Overview

The Grounds and Civil Labourer assists with the delivery of Council's civil works, asset maintenance programs and contracted services. The role is physically demanding, with most duties performed outdoors, and requires the ability to work independently, use initiative and respond to changing operational priorities.

In a small Council environment, this is a hands-on operational role responsible for day-to-day maintenance, essential services and operational works that keep infrastructure and community assets in good working order.

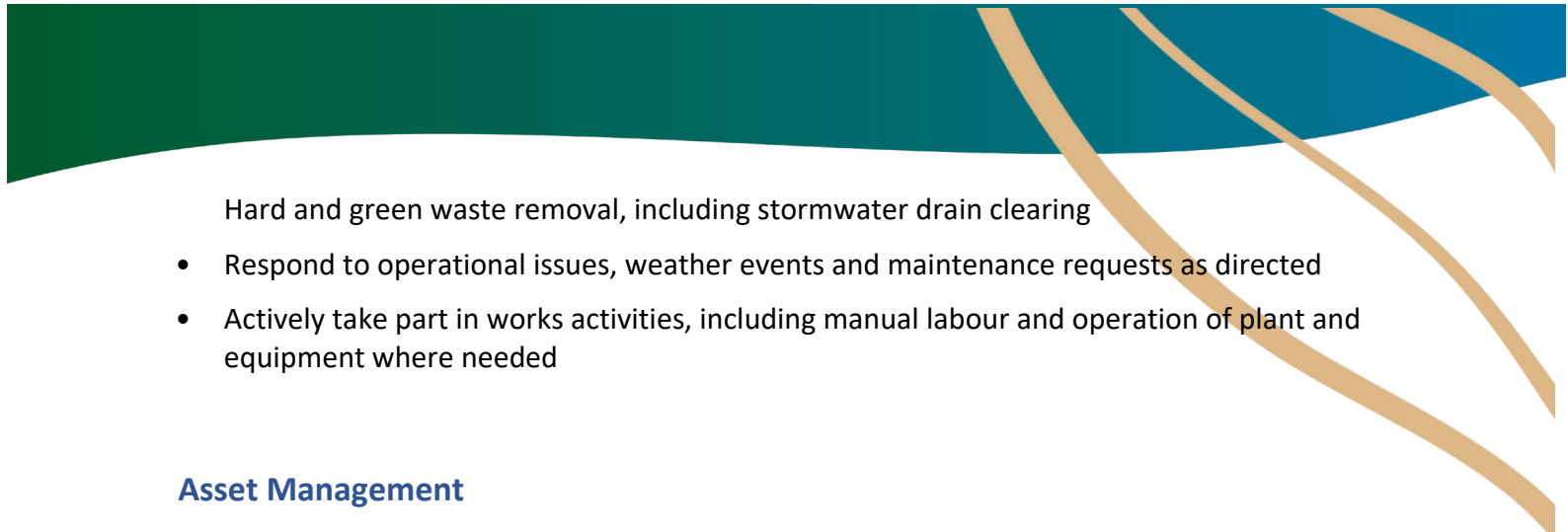
Nature of Role

- This is a frontline operational role, in a small remote Council with limited staffing resources
- Actively take part in day-to-day operational works, including manual labour and use of plant and equipment
- The role combines physical, technical, and supervisory responsibilities, including animal management
- The position requires adaptability, reliability, and practical problem-solving skills
- Assist with Emergency management as needed

Key Responsibilities

Civil Works & Service Delivery

- Assist in the delivery of Council's civil works and maintenance programs following Council priorities
- Undertake maintenance of roads, verges, drainage, public spaces, buildings and community infrastructure
- Maintain community amenity through mowing, slashing, spraying, pothole repairs,



Hard and green waste removal, including stormwater drain clearing

- Respond to operational issues, weather events and maintenance requests as directed
- Actively take part in works activities, including manual labour and operation of plant and equipment where needed

Asset Management

- Assist with the maintenance of Council assets including roads, buildings, plant, equipment, and community infrastructure
- Undertake routine inspections and report maintenance issues, hazards, and defects
- Maintain the Council's waste management facilities, including green waste and hard waste compounds
- Undertake routine maintenance and cleaning of Council plant, tools, and equipment
- Maintain accurate records of maintenance activities and operational works undertaken

Contract Management

- Assist in delivery of works relating to Council contracts to ensure works are completed to required standards
- Assist with maintenance and cleaning services for the Mandorah Marine Facility and associated infrastructure
- Assist with weed management and environmental maintenance activities
- Assist with potable water operational support activities where required
- Liaise respectfully with contractors, service providers and stakeholders when required

Work Health & Safety (WHS)

- Perform all duties following WHS legislation, Council policies, and safe work procedures
- Take reasonable care for personal health and safety and that of others
- Participate in Toolbox meetings, safety training, and risk management activities
- Correctly use personal protective equipment (PPE)
- Immediately report incidents, hazards, near misses and unsafe conditions
- Maintain safe worksites and operational procedures

Plant & Equipment Management

- Safely operate Council plant, vehicles, machinery, and equipment following training and safe work procedures
- Conduct routine pre-start inspections and maintenance checks
- Report plant defects, breakdowns, and servicing requirements
- Ensure Council equipment is used appropriately, maintained regularly, and secured after use
- Help with traffic management requirements as needed

Animal Management

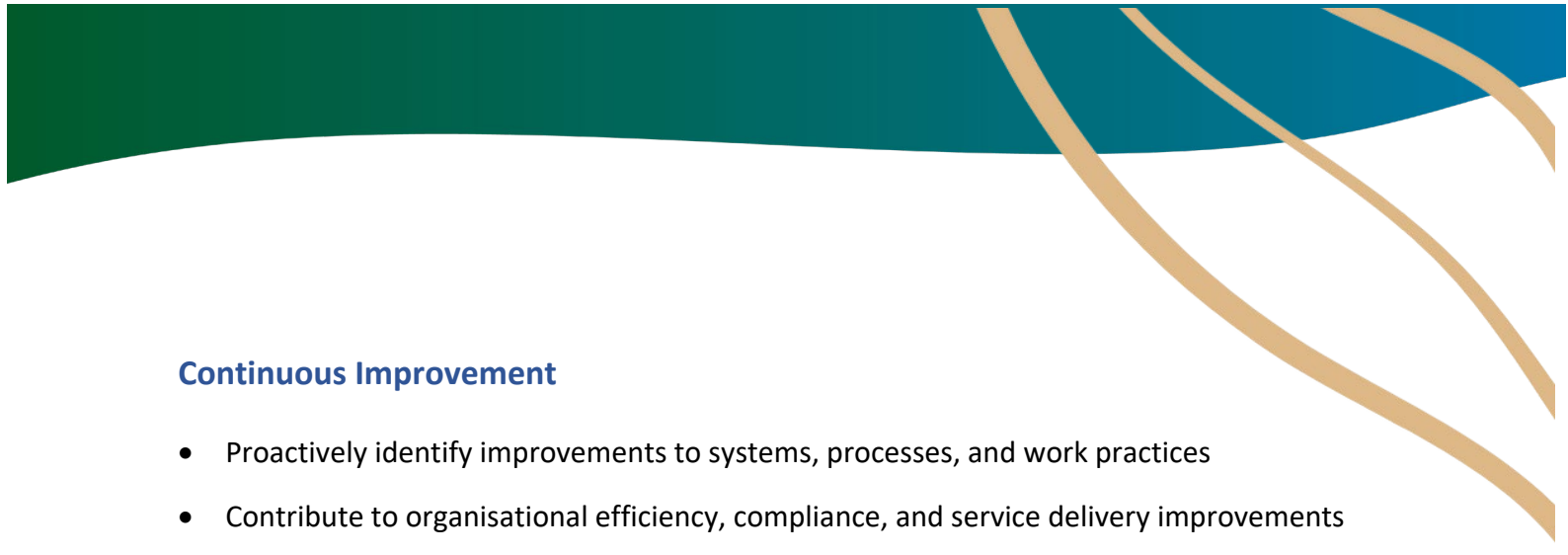
- Assist the Works Manager to implement Council's Dog Management Program following legislation and Council by-laws
- Assist with animal management activities and maintenance of associated infrastructure
- Safely utilise approved equipment and control methods where authorised and trained to do so

Administrative & Reporting Responsibilities

- Maintain records relating to operational works, maintenance activities, and plant usage
- Complete required documentation accurately and promptly
- Attend and contribute to Toolbox meetings and staff meetings
- Assist with inventory control and store management as directed
- Support operational improvements and efficient work practices

Customer & Community Service

- Provide a high standard of service to internal and external stakeholders
- Engage respectfully with community members and respond to service requests where appropriate
- Always represent Council in a professional manner



Continuous Improvement

- Proactively identify improvements to systems, processes, and work practices
- Contribute to organisational efficiency, compliance, and service delivery improvements
- Participate in ongoing training and development

Key Performance Indicators (KPIs)

- Delivery of operational works programs within agreed schedules
- Compliance with WHS legislation and Council safety requirements
- Effective management of Council assets and infrastructure
- Appropriate and safe operation of plant and equipment
- Accuracy and timeliness of reporting and documentation
- Responsiveness to community and operational service needs
- Effective contribution to positive team environment

Key Relationships

Internal:

Contractors and service providers

Northern Territory Government agencies

Community members and residents

External:

Works Manager

Chief Executive Officer

Council Staff

Elected Members



Selection Criteria

Qualifications / Essential

- Construction Industry White Card
- Medium Rigid (MR) Vehicle License
- Current NT “C” Class Driver’s License
- Working with Children Clearance (Ochre Card)
- National Police Check

Experience

- Demonstrated experience in civil works, maintenance and infrastructure services
 - Experience in plant and equipment operation and maintenance
 - Experience undertaking physical outdoor work in varying conditions
 - Experience working within a team-based operational environment
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Knowledge

- Demonstrated experience in civil works, maintenance and infrastructure services
 - Experience in plant and equipment operation and maintenance
 - Experience undertaking physical outdoor work in varying conditions
 - Experience working within a team-based operational environment
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Skills & Competencies

- Effective communication and interpersonal skills
- Ability to work independently and as part of a small team
- Ability to follow instructions and complete tasks efficiently
- Demonstrated organisational skills and attention to detail

- Demonstrated experience to undertake physical work in outdoor environments and varying conditions
- Practical problem-solving skills and adaptability

Personal Attributes

- Professional and ethical approach, including maintaining confidentiality
 - Positive and proactive attitude
 - Ability to work under pressure
 - Commitment to safety and teamwork
 - Punctual and reliable with strong work ethic
 - Adaptability and willingness to support organisational needs
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Other Requirements

- Relevant licenses, tickets and certifications for plant and equipment operation
 - Ability to obtain a NT Firearm License
 - Capacity to undertake regular physical and outdoor work in a remote environment
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Acknowledgement

I certify that I have read and understood the duties, responsibilities, and requirements of this position.

Employee Name: _____

Signature: _____

Date: _____

Supervisor Name: _____

Signature: _____

Date: _____

