



POSITION DESCRIPTION

Town Maintenance Team Member

Department	Depot
Reports To	Supervisor Urban Services
Date Reviewed	September 2026
Position/Level	LGE5
Direct Reports	Nil

Council Vision

Our Vision 2030: The Fleurieu Coast is a place of belonging and unfolding possibility. Where old blends with new and inspiring things happen.

Our Vision inspires progress towards the future aspiration for our district. Our 6 strategic pillars are essential for translating Our Vision into reality.

OUR COMMUNITY

OUR ENVIRONMENT

OUR HERITAGE & CULTURE

OUR ECONOMY

OUR INFRASTRUCTURE

OUR LEADERSHIP

Position Purpose

The Town Maintenance Team Member contributes to the maintenance of the district and ensures it complies with existing maintenance service levels.

The focus of this position is the maintenance of town facilities but will also be involved with other work within the operations department as directed.

The Town Maintenance Team Member must be proactive in the delivery of services ensuring that quality customer service is provided at all times.

The Town Maintenance Team Member is required to act in support of the Council's values at all times.

Key Accountabilities and Responsibilities	
Maintenance and Construction	• Undertake maintenance and construction of Council infrastructure as required. • Undertaking maintenance, safety assessment/rectification and cleaning functions in town streets, reserves, public facilities, parks, recreation grounds, municipal buildings & undertake minor work in respect of roads, drainage and bridges. • Manual labour including the operation of small plant or hand tools as directed by the Supervisor Urban Services. • To maintain and undertake minor servicing of designated small plant, hand tools and equipment. • Carry out regular plant maintenance and inform the appropriate Supervisor of machine repairs as required. • Operate plant and machinery in accordance with Safe Operating Procedures • Operate within budget and resource constraints, monitoring and reporting as required. • Contribute to the preparation of the Department's budget as it relates to role and associated activities. • Maintain a safe working environment by maintaining competency in the safe operations of plant, machinery, equipment and tools. • Contribute to a supportive team environment for all members of the work group and the operations staff. • May be required to participate in an on-call roster. • Other duties as directed across all operations teams as required.
Treatment and Storage Facilities	• Ensure chlorine levels are correctly maintained. • Maintain adequate records at Treatment Facilities including recording testing and sampling activities and record inflow and outflow volumes. • Ensure that all Treatment Facilities and networks are inspected in accordance with schedule and are operating correctly and that equipment and sites are kept clean and tidy. • Carry out maintenance, minor repairs and minor upgrades at Treatment Facilities and network. • Ensure safety equipment is maintained. • Maintains log of operations and records meter and gauge readings. • Observes variations in operating conditions and interprets meter and gauge readings and tests results to determine load requirements. • Carry out all allocated tasks and assist in the upkeep and continuous improvement of treatment facilities and network.
Leadership and Culture	• Maintain effective relationships with, Council, neighbouring Councils, community groups and service providers to build corporate opportunities for collaboration. • Implement continuous improvement processes of operational guidelines, procedures and practices to ensure compliance with the Councils' Strategic Plans and other relevant legislation, guidelines and standards.

Learning and Development	• Actively participate in the Performance Development Conversation (PDC) process. • Attendance at conferences, seminars, workshops and other training activities to maintain an awareness of trends and issues primarily relating to the position. • Demonstrate and live the organisational values
Work, Health & Safety	As a member of the District Council of Yankalilla Team, the following WHS responsibilities apply to all staff: • Actively support and contribute to the Organisational Safety Slogan: “Be Aware Take Care”. • Follow health and safety inductions, training, and instructions. (procedures, work instructions etc) • Follow all reasonable directions received by DCY management. • Do not undertake unsafe work at any time, and lead a team that harnesses this collective responsibility. • Correctly use personal protective equipment. • Operate plant, machinery and equipment in line with correct policies, procedures and training. • Report hazards and risks without delay. • Report all work-related injuries and incidents and assist with incident investigations. • Actively support WHS consultation processes. • As a Worker under the WHS Act, if injured at work, it is expected that you must participate in the return-to-work processes. • Ensure you maintain a fitness for work in accordance with WHS responsibilities and adherence to Councils Drug and Alcohol Procedure.
Values	• TEAMWORK – One Team We are strongest when we work together We seek out opportunities to collaborate We are inclusive and respect different perspectives

	• INTEGRITY – Do The Right Thing We behave in a professional, ethical and safe manner We are transparent, honest and respectful We hold ourselves and each other accountable • DELIVER – Get It Done We overcome obstacles and find solutions We have pride in our work and honour our commitments We strive to create outstanding customer experiences • ENJOY – Have Fun Doing It We foster a supportive and fun work environment We bring a positive attitude and open mind We promote good physical and emotional wellbeing
Other	• Perform other duties appropriate to this position and organisational needs as directed by the Supervisor Urban Services within the scope of the role.

Key Relationships / Interactions

The Town Maintenance Team Member will maintain relationships with all Council staff, Elected Members, members of the public and other relevant stakeholders.

Special Conditions

- This position may require attendance for out of hour's requests to meet organisational demands when agreed between all parties and as directed by the Supervisor Urban Services.
- A Police Check is required to be maintained with this position and held current every three (3) years.
- Your employment is contingent upon you meeting the requirements of the pre-employment functional assessment to ensure your ability to carry out the physical demands of this role. This position will be required to perform work out-of-hours, including attendance at after-hours meetings.
- Some intrastate and interstate travel may be required.

Position Specification

Essential Criteria

Qualifications/Licences

- Ability to achieve certification/accreditation in the operation of appropriate plant and equipment relative to the position.
- MR/HR License

Position Requirements

- Fulfill all the inherent job requirements and the physical demands of the position and remain so during employment in accordance with reasonable work, health and safety expectations and all relevant policies and procedures.
- Completion of duties as requested by a more senior officer other than yourself
- Undertake any other duties associated with the position as required
- Complete duties within the timeframes allocated
- Satisfactory National Police Clearance with no adverse findings
- Current Unrestricted Driver's Licence

Desirable Criteria

Qualifications/Licenses/Experience/Knowledge & Skills

- WZTM Ticket
- White Card
- Civil Construction certificate III or Horticulture certificate III or equivalent
- Chainsaw, forklift (High Risk), skid steer, backhoe license's
- Previous experience in Local Government would be an advantage.
- High degree of personal integrity and ability to deal with matters confidentially.
- Self-starting and highly motivated.
- Flexible work approach.
- Community minded and engaging.
- Good working knowledge of workplace health and safety as well as risk management, procedures
- Ability to undertake the efficient and effective maintenance of infrastructure in parks, gardens, buildings and associated assets.
- Sound knowledge and understanding of the construction industry.
- Demonstrated ability in the safe and efficient operation of plant / equipment and hand tools appropriate to the position.
- Industry knowledge in Carpentry, Plumbing, Civil Construction, Horticulture
- Previous experience in Local Government would be an advantage.

Requirements of the Employee

Under the WHS Act 2012, Section 28 Duties of Workers, a worker is anyone who works for a PCBU as an employee, self-employed person, outworker, contractor, subcontractor, apprentice or trainee, work experience student, employee of a labour hire company placed with a 'host employer' or a volunteer. Whilst at work a worker must:

- a. Take reasonable care for his or her own health and safety;
- b. Take reasonable care that his or her acts or omissions do not adversely affect the health and safety of other persons;
- c. Comply, so far as the worker is reasonably able, with any reasonable instruction that is given by a person conducting the business or undertaking to allow the person to comply with the Act; and
- d. Co-operate with any reasonable policy or procedure of the person conducting the business or undertaking relating to health and safety at the workplace that has been notified to workers

Acknowledgement and Agreement

I have read and understand the requirements, responsibilities and accountabilities of the role as outlined in this Position Description, and agree that;

- This position description accurately reflects the duties and responsibilities of the position at the time of signing.
- Key Performance Indicators for this position will be developed and reviewed regularly.

I understand that this position description may be further reviewed at a future date in consultation with each undersigned party.

Employee Name: _____ Signature: _____ Date: _____

CEO : _____ Signature: _____ Date: _____