

MUNICIPAL MAINTENANCE WORKER

CLASSIFICATION: Band 3
OCCUPANT: Vacant
DATE: August 2026

POSITION CONTEXT & OBJECTIVE(S):

To assist in the municipal maintenance of Councils parks, gardens, open space assets and street cleaning to ensure the best presentation of the city.

To undertake municipal maintenance activities in areas of the Depot Operations branch, that may include Grass cutting, weed spraying, sports grounds preparation, street cleaning and rubbish collection,

To assist when required with other depot operational teams including Parks & Gardens, road maintenance, drainage, concrete and construction work ensuring compliance with Council corporate goals, objectives and standards in the most efficient and effective manner.

KEY RESPONSIBILITIES AND DUTIES:

1. Assist with municipal maintenance tasks across all areas of the depot operations.
2. To ensure all areas are maintained to the service levels and standards required.
3. Operate and maintain plant and equipment in an effective and efficient manner compliant with relevant laws and regulations.
4. To understand and comply with Councils (SOPS) Safe Operating Procedures and (SWMS) Safe Work Method Statements.
5. Work within all Council health and safety policies using personal protective clothing and safety equipment provided at all times.
6. Adhere to all Council's policies and procedures relevant to this position.
7. Provide assistance to other depot operations activities when directed by Coordinator Depot Operations / Team Leaders
8. To understand and comply with MSDS (Material Safety Data Sheets) when using chemicals, including recording of chemicals used.
9. Assist with worksite Traffic Management Practices following correct procedures when required.
10. Compliance with all road laws and regulations.

KEY SELECTION CRITERIA:

Applicants should address the following in their applications

1. Demonstrated skills in the operation of required plant and equipment
2. Relevant experience in municipal maintenance activities including grass cutting, and maintenance & installation of built assets.
3. Understanding of OH&S legislation and other work related policies.
4. Quality standard of oral and written communication skills

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5. Ability to work across a wide range of tasks, individually and in a team environment within the Municipal Depot work teams.

6. Participate and engage with the Municipal Depot workplace values.

The qualifications, skills and experience outlined in this position description are ideals to which the occupant will aspire. Unless specifically stated, they are not absolutely essential.

GENERAL EMPLOYMENT PROBITY CHECKS:

The incumbent must have and maintain a current Fit2Work (Police Records)

☒ YES

Working with Children Check

☒ YES

ORGANISATIONAL RELATIONSHIPS:

Reports to:	Coordinator Depot Operations / Team Leader City Spaces
Supervises:	Nil.
Internal Contacts:	All Council Staff.
External Contacts:	Business operators, general public, visitors and contractors.

ACCOUNTABILITY AND EXTENT OF AUTHORITY:

- Accountable for the care, safety and general maintenance of plant, equipment and assets used.
- Responsible for the quality, quantity and timeliness of work within the municipality.
- Operate and maintain plant and equipment as required in an effective and efficient manner, to Council's standards, compliant with relevant laws and regulations.
- Works under routine supervision and is responsible for the quality of work performed.
- Report any workplace safety concerns or risks to Supervisor/Management. Participate in risk assessments for tasks presenting problems and resolve to ensure work team can complete tasks safely.

JUDGEMENT AND DECISION MAKING:

- The nature of work is usually specialised with procedures well understood and clearly documented.
- Some tasks performed will involve selection from a range of techniques, systems, equipment, methods or processes.
- Guidance and advice is always available to assist with difficult situations.

SPECIALIST KNOWLEDGE AND SKILLS:

- Ability to operate and maintain a wide range of machinery in a safe and efficient manner.
- Good knowledge of worksite traffic management regulations.

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- Good knowledge of OH&S procedures.
- The position will comply with Council's Human Resources, Staff Code of Conduct, Equal Employment Opportunity, Occupation Health & Safety, Safe Work Method Statements (SWMS), Safe Operating Procedures (SOPS), Material safety data sheets (MSDS), and other related policies.

MANAGEMENT SKILLS:

- Able to take direction and work effectively as a team member.
- Demonstrated ability to set work priorities on a daily basis, and proactively address and foresee maintenance issues.
- Ability to work with minimal supervision.
- Ability in recording of works including use of electronic devices, for data capture, and ordering purposes

INTERPERSONAL SKILLS:

- A high level of customer service is required through this role, responding positively and professionally to visitors and the public.
- Be polite and courteous to the general and motoring public when carrying out works.
- Ability to work as part of a team, be a team player and contribute to workplace improvements, programs and team discussions.
- A proven and motivated "self-starter" who takes pride in their work and can demonstrate attention to detail in their work history.
- Good skills in oral and written communication.

QUALIFICATIONS AND EXPERIENCE:

- Experience maintenance of municipal assets, including operating mowers, brush cutters and other grass cutting implements.
- Experience in working in outdoor field involving municipal maintenance or similar related activities.
- Current Victorian driver's licence is essential.
- Medium Rigid truck licence is desirable.
- Worksite Traffic Management is desirable.
- Farm Chemical User Certificate is desirable.
- Experience operating plant inclusive of trucks, is desirable.

TERMS AND CONDITIONS OF EMPLOYMENT:

The Terms and Conditions in this Position Description are to be read in conjunction with the General Terms & Conditions of Employment.

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AGREEMENT:

I accept and agree to the duties in this Position Description. I understand that this Position Description is to be read in conjunction with the General Terms & Conditions of Employment and I agreed to abide by the terms and conditions stipulated therein.

Name:	
Signature:	
Date:	

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ACCOUNTABILITY



COLLABORATION



RESPECTFULNESS



PROGRESSIVENESS



WELLBEING