



District Council of
Mount Remarkable

POSITION DESCRIPTION

Multi Skilled Municipal Employee



A remarkable career...

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District Council of
Mount Remarkable

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**Respect
Equality
Motivated
Achieve
Responsive
Kind
Accountable
Belong
Lead
Encourage**

OUR VISION

This is a remarkable community to be a part of; a remarkable place to live, and a remarkable place to work or be in business.

We are a 'can do' Council and what we do, we strive to do remarkably well.

OUR MISSION

Our Council's Mission is:

- » To enhance a sense of community
- » To develop vibrant, sustainable townships that our people feel proud of and connected to and that visitors want to explore.
- » To provide quality services across all of our community.
- » To advocate for the protection of our environment and heritage.
- » To facilitate opportunities for the economic, social and cultural benefit of our community
- » To perform regulatory functions with diligence, care and consideration.
- » To demonstrate sound leadership and work with our community to meet their expectations whilst operating in a financially responsible manner.

CULTURE & BEHAVIOUR

POSITION TITLE	Multi Skilled Municipal Employee
DEPARTMENT	Built & Natural Environment
AWARD	Local Government Employees Award Enterprise Agreement
CLASSIFICATION	To be determined - based on experience
REPORTING TO	Operations Manager
SUPERVISING	Not applicable
PRIMARY LOCATION	Council Depot, Melrose
DATE ISSUED	October 2026
KEY RELATIONSHIPS	Chief Executive Officer, Senior Leadership Team, all Staff, Elected Members, Community Groups, Businesses, Residents and Ratepayers



POSITION:	MULTI-SKILLED MUNICIPAL EMPLOYEE
STATUS:	Full Time
DEPARTMENT:	Built & Natural Environment
LOCATION:	Council Depot, Giles Street, Melrose
DATE PREPARED:	October 2026
AWARD:	Local Government Employees Award Enterprise Agreement
CLASSIFICATION:	To be determined - based on experience
REPORTING TO:	Operations Manager
SUBORDINATE POSITIONS:	Nil
INTERNAL CONTACTS:	Senior Staff; Council Employees
EXTERNAL CONTACTS:	Community

POSITION OBJECTIVES & PURPOSE

1. To perform general duties as instructed to ensure that Council property and road network are constructed and maintained to a condition that is both serviceable and safe to the public.
2. Utilise Council resources and equipment in the most effective and efficient way to carry out Council works and Policy.
3. To be able to be multi-skilled and do other tasks in the absence of other employees or as and when required.
4. To provide accurate and effective responses to enquiries from all internal and external customers in relation to matters relevant to the role and functions of the position.
5. To be aware of and support Council's goals and objectives with regards to Work, Health & Safety (WH&S).

6. To collaborate, co-operate and work effectively and efficiently with other employees within the organisation as necessary and as directed to facilitate the performance of their duties and responsibilities.

KEY RESULT AREAS & SPECIFIC RESPONSIBILITIES

1. The functional responsibilities of the position are being met in an effective and efficient manner.
2. Effective and safe operation of Council's plant and machinery, with specialisation on one or more machines.
3. Maintenance of footpaths, CWM Schemes, drainage and reserves.
4. Operating small plant to provide general maintenance to Council's parks & gardens, cemeteries, community amenities, roads and general assets.
5. Laying of concrete, paving and kerbing.
6. Operation of bitumen tar spray pump, patching or spreader as needed.
7. Construction and maintenance of Council road network and general infrastructure (if required).
8. Other mixed functions and any other duties as directed.
9. Performance of higher duties as required.

GENERAL RESPONSIBILITIES

1. To actively and enthusiastically learn about the Council, its communities and its people.
2. To communicate with others in a clear, concise and comprehensive manner in accordance with Council's workplace standards.
3. To undertake responsibilities and duties in accordance with Council policies and procedures.
4. To attend relevant conferences, seminars and training courses to maintain competencies.
5. To operate in compliance with WH&S legislation, regulations, practices and Council policies and procedures.
6. Support the completion of appropriate Council strategic directions including Council's Strategic Plan.

REQUIREMENTS OF THE JOB - ESSENTIAL

1. Experience in Grader Operating, Skid Steer and Load Shifting Equipment Assessment.
2. Proven ability to operate specialised machinery, tools, plant and equipment.
3. Ability and commitment to maintain confidentiality, abiding by Council's Code of Conduct.
4. The ability to communicate with patience, clarity, empathy and understanding.
5. A professional attitude and approach to work.
6. An understanding of basic Local Government functions and an awareness of the local Community and Council.
7. A commitment to quality and continuous improvement and progressive self-development through internal and external training and attendance at external courses.
8. The ability to produce high quality work under pressure, prioritise work and meet deadlines.
9. The ability to solve problems in relation to the position and those of others.
10. The ability to use initiative and to work unsupervised and in a team environment.
11. Current Drivers Licence.
12. Neat and tidy personal presentation consistent with expectations for a Council employee.

REQUIREMENTS OF THE JOB - DESIRED

1. A knowledge of work practices in the areas of road construction and maintenance, machinery operation, servicing and minor repair and WH&S.
2. Mechanical aptitude including general maintenance of plant, equipment and infrastructure.
3. HC Licence.
4. Work Zone Traffic Management Accreditation.

WORK, HEALTH AND SAFETY RESPONSIBILITIES

1. To comply with all WH&S legislation and Council's WH&S policies and procedures.
2. To take reasonable care of your own safety and that of others at work.
3. To use safety devices and protective equipment correctly and in accordance WH&S procedures.
4. To obey all instructions from your supervisors which are issued to protect your own personal health and safety and that of others and not to perform any procedure or task unless you have received appropriate training and instruction.
5. To take such action as is within your competence and responsibility to report or make such recommendation to a higher level as you deem necessary to avoid, eliminate or minimise hazards of which you are aware in regard to working conditions or methods.
6. To report any accident or injury which arises in the course of your work.
7. To keep work areas in a safe condition.
8. To ensure that you are not, by the consumption of alcohol or a drug, in such a state to endanger your own safety or that of others.
9. To not interfere with, remove or displace any safety guards, safety devices or protective equipment unless it is as a part of an approved maintenance or repair procedure.

PERFORMANCE INDICATORS

1. Duties are performed in an effective, timely and accurate manner and all deadlines are met, for Council and all associated customers, both internal and external.
2. Effective communication with the public and Council employees that is professional, patient and courteous and to work with others in a team.
3. The response time to enquiries and the number of complaints or commendations received for the work area.
4. The effectiveness in efficiently using available resources.
5. The effectiveness in maintaining and improving standards of plant operation and presence.
6. The degree of initiative and flexibility used in daily work practices.
7. Commitment to Continuous Improvement, Quality and progressive personal development.
8. Personal appearance is neat, tidy and hygienic.
9. The degree of favourable feedback from Supervisors.
10. Effectiveness in performance of key responsibilities while maintaining positive relationships with other employees, the Community and external contacts.
11. Continued demonstration of Council's values.

Performance will be assessed by the Operations Manager in conjunction with the employee as part of an annual performance appraisal.

SPECIAL CONDITIONS

1. This is a full time position covered by Council's Enterprise Agreement.
2. The employee will be subject to a six (6) month probationary period.
3. The employee will be required to attend and satisfactorily pass a pre-employment medical examination and police clearance.
4. The employee will be required to provide a satisfactory police clearance and a working with children's check.
5. A drivers licence is considered to be an essential pre-requisite for this position and should such licence be lost, forfeited or restricted by the employee in anyway whatsoever that adversely affects the employee's ability to undertake the roles and responsibilities of the position, the employer may terminate the employment with one month's written notice thereof.
6. The employee will be required to undertake on the job training as required in respect of Council policies and procedures.
7. The employee may be required to attend relevant conferences, seminars and training courses to maintain competencies as and when required.
8. The position is based at Council's Melrose Depot, however to effectively carry out the duties and responsibilities of the position, and for operational efficiency, it may be necessary to operate, as directed, from other work sites throughout the Council area.

POSITION DESCRIPTION AGREED

I agree that this Position Description accurately reflects the duties and responsibilities of the position indicative at the time of signing.

I also understand that this Position Description may be further reviewed at a future date and consultation with each undersigned party.

	Signature	Date
Employee Name		
Marc Gardner Chief Executive Officer		

DATES REVIEWED: December 2022; October 2023, April 2026, October 2026