

Team Member Town Maintenance

Division	Infrastructure		
Classification	LGE Award, Municipal Employee Grade 4 - 5 depending on qualification and experience		
Department	Operations	Date Reviewed:	October 2026
Reports to	Leading Worker Town Maintenance		

About the Role

As a part of the Infrastructure Division, Town Maintenance Team Members are required to undertake a range of activities and functions to ensure the provision of high quality, efficient and effective maintenance of Council's physical assets and infrastructure.

The primary objective of this position includes waste management and cleansing principles and practices to support effective service delivery and perform a broad range of trade-skilled handyman tasks, drawing on practical experience or partial trade training to carry out general maintenance and minor repairs consistent with trade standards.

Special Conditions:

Out-of-hours work may also be required during periods of peak workflow or during an emergency event, which will be accounted for in accordance with Council's prevailing Enterprise Bargaining Agreement and/or the associated Industrial Award.

The position has physical demands including walking, standing bending, lifting etc

Reporting and Accountability

This position reports to the Leading Worker Town Maintenance.

The position liaises internally with staff across all areas of the organisation and externally with utilities, government agencies, other local government authorities, service providers, suppliers and the general public.

The position is accountable for the delivery of all matters listed under responsibilities together with specific outcomes listed in agreed annual people development work plans.

Key Outcomes and Responsibilities

1. Operational

- Undertake a range of duties associated with Council's Town Maintenance Services plans, programs and activities.
- Operate Plant and Equipment within level of competency, guidelines and operational manual procedures.
- Undertake duties as scheduled in accordance with the fortnightly work schedule as amended from time to time.
- Undertake work in compliance with standards, regulations, codes of practice etc. Apply corrective strategies as required.
- Facilitate and contribute to a broader 'team' approach across Depot Operations by undertaking other duties in other work groups, related to training, skills, competencies and relevant licenses.
- Report to the Leading Worker about any defects or faults related to Council infrastructure. For example, damaged signs, bins, trip hazards, graffiti, blocked drains etc.
- Completion of all documentation associated with work activities. Also provide data to update asset management systems and records. Complete timesheet and plant records accurately to reflect work completed.
- Undertake road traffic management by the installation of signs and hazard markers to keep work sites safe and hazards free.
- Undertake waste management and cleansing activities and responsive tasks.
- Keep the Leading Worker informed of status of work in progress, emerging issues.

Selection Criteria: Qualifications/Experience

In undertaking the duties of your position with the Council, you acknowledge that, at a minimum, you meet all essential attributes listed below.

Qualifications

Essential

- MR Licence
- White Card
- Basic Computer Skills

Desirable

- Certificate III in Civil or Horticulture
- First Aid Training
- Chainsaw Training Certificate
- Forklift Licence
- TMI1 Traffic Management Implementer Accreditation

Skills & Knowledge

- Experience in truck, minor plant and equipment operation together with maintaining equipment and tools, in accordance with the Award classification level of the position.
- Intermediate knowledge and experience of waste management and cleansing principles and practices.
- Experience in trade skilled handyman having broad practical skills or partial trade training performing general maintenance, minor repairs consistent with trade standards.
- Intermediate knowledge of cemetery operations, civil works, horticulture, minor building maintenance practices.
- Knowledge of WHS principles and safe work practices and procedures in relation to work methods, plant, equipment and tools to perform duties.
- Knowledge of relevant legislation related to the role.
- Understanding of Council operations and service delivery programs and initiatives across the organisation.
- Basic computer skills.

Personal Skills & Behaviors

- Knowledge of planning and scheduling activities and resources.
- Appreciation of procurement policy frameworks and associated processes.
- Effective time management skills to meet deadlines efficiently.
- Strong commitment to high-level customer service and building community relationships.
- High level of interpersonal skills and a strong work ethic.
- Open to receiving and responding to constructive feedback.

Collaboration and Communication

- Skilled in liaison, negotiation, conflict resolution, and information sharing with staff, team members and customers.
- Proven ability to build positive relationships, consult with others, shares relevant information and seeks information as needed.
- Ability to communicate clearly and respectfully with confidence, actively seeks to understand others' viewpoints, asks clarifying questions, and effectively conveys ideas both in writing and verbally.
- Demonstrates the ability to communicate effectively, both in writing and verbally, with a diverse range of customers, suppliers, staff, management levels, and individuals from various cultural and social backgrounds.
- Proven ability to maintain calm and efficient manner during sensitive and demanding situations.

Working Together

- Understands team outcomes and deliverables, demonstrates commitment to team goals, and actively seeks to develop and maintain effective working relationships.
- Proven ability to build and maintain positive and effective team relationships, contributing to team success.

Excellence

- A willingness to adopt different approaches to achieve results and accepts changes in job role positively.
- Highly developed skills in solving complex problems and identifying innovative

alternate courses of action.

- A commitment to providing timely, reliable, and expert advice to internal and external customers within the area of responsibility.
- Ability to exercise initiative and judgement within established parameters, particularly in handling confidential and sensitive matters appropriately.

Our Culture

The Town of Gawler is committed to developing a positive, constructive organisational culture through effective leadership, collaboration and continuous improvement. Employees are expected to contribute to a workplace that reflects our constructive culture and supports the achievement of Council's strategic objectives.

Our Values in Action

Our values guide how we work together, make decisions and deliver services to our community. Every employee is expected to demonstrate the following behaviors.

Value	What this looks like
Teamwork	• We understand our roles, responsibilities and how we contribute to the team. • We seek feedback and participate in learning and development to strengthen our contribution to the team. • We work together to achieve shared goals. • We value different perspectives and recognise and celebrate the contributions of others.
Integrity	• We act honestly, ethically and professionally in all interactions. • We maintain confidentiality regarding organisational, customer and colleague information. • We take responsibility for our actions and support a professional image of the Town of Gawler. • We are accountable for our decisions and follow through on our commitments.
Collaboration	• We build respectful relationships with colleagues, customers and our community. • We identify customer needs and respond in a respectful, courteous and professional manner. • We communicate openly and contribute constructively to decision making. • We work across teams and with our community to achieve positive outcomes.
Creativity	• We embrace new ways of working and continuous improvement. • We seek opportunities to improve services, processes and outcomes. • We work with colleagues and managers to implement innovative solutions that improve outcomes.
Positivity	• We treat everyone with respect and kindness. • We encourage and support one another through change and challenges. • We create an inclusive, supportive and welcoming workplace. • We contribute to a culture where people feel valued and success is recognised.

Corporate Obligations

Work Health and Safety

As a member of the Town of Gawler's team, you have the responsibility to take reasonable care to protect your health and safety, and the health and safety of others within your work environment (including your colleagues and, where appropriate, members of the public) whilst you are at work and/or working. More specifically, you are required to comply with your obligations under the *Work Health and Safety Act 2012* (SA) (WHS Act) and Council's Policies and Processes in relation to Work Health, Safety, Injury Management and Rehabilitation.

In accordance with *Section 28* of the *Work Health and Safety (WHS) Act 2012*, while at work you must:

- take reasonable care of your own health and safety; and
- take reasonable care that your acts or omissions do not adversely affect the health and safety of other persons; and
- comply, so far as the worker is reasonably able, with any reasonable instruction that is given by the Council; and
- cooperate with any reasonable policy or procedure of the Council.

As part of the Council's safety management system, all workers are required to:

- report any hazards, near misses, incidents, accidents, injury or ill health which arise during, or as a result of, their work.
- correctly use, and maintain, any clothing and equipment provided for the purposes of WHS.
- maintain their workplace in a tidy and safe condition.
- ensure that their safety, and that of others, is not affected by the consumption of alcohol or other drugs.
- not interfere with, remove or displace any safety devices, guards or protective equipment unless it is part of an approved maintenance or repair procedure; and
- actively participate in consultation and consideration of all WHS issues that are pertinent to their workplace.

It is expected that all Council employees are fit for the inherent job requirements and physical demands of their appointed position and will remain so during the course of their employment, in line with reasonable work, health and safety expectations.

Records Management

Ensure compliance and adequately manage corporate records created and received according to relevant policies, processes, and legislation.

Policies and Legislative Compliance

Maintain awareness and compliance with Part 4-Employee integrity and behavior of the *Local Government Act 1999* and all Council policies, procedures, processes and codes. Where applicable, ensure all work is undertaken within properly delegated authority, and is compliant with relevant legislation.

Variation and Review

The Council will review your Position Description as required for business or operational reasons. The Council may vary your Position Description following consultation with you. If your Position Description is varied, you and the Council will sign the amended Position Description to acknowledge its variation.

The incumbent will perform other duties as required.

Disclaimer

This Position Description has been designed to indicate the general nature and level of work performed by employees within this classification. It is not designed to contain or be interpreted as a comprehensive inventory of all duties, responsibilities and qualifications required of employees assigned to the job.

Acknowledgement of Incumbent

I have read the Position Description and acknowledge, understand, and accept the requirements and responsibilities of the position.			
Employee name:		(Signature)	(Date)
Supervisor name:		(Signature)	(Date)