

Position Title

Town Maintenance Labourer

Award Classification

Dorset Council Enterprise Agreement 2025, or any applicable Agreement that replaces it.

Date Reviewed

July 2026

Our Vision

An inclusive, thriving and connected community.

Our Values

Leadership

We lead by example through our behaviours and approach to work. We are a proactive advocate for the community, and engage with the community in determining and driving a vision for Dorset.

Creative Thinking

We foster a solutions-driven environment that embraces innovation and inspires fresh approaches in adapting to, and creating, change.

Customer Service

We meet our service standards in a professional and responsive manner.

Engagement

We communicate openly and encourage the active participation of the community.

Respect

We engage in open dialogue, whilst accepting there will be differences of opinion.

Financially Responsibility

We deliver services to the community in a sustainable and strategic cost effective way.

Our values influence our interaction with each other and our customers. We reinforce our corporate values during recruitment, induction and management of our people.

Position Objectives

- Maintain Council's parks, cemeteries, recreational areas and public open spaces to a well presented standard for the community; *and*
- Undertake the maintenance, repair and construction of Council's assets and infrastructure to support service delivery and community amenity.

Key Responsibilities and Performance Requirements

- Provide professional, courteous and responsive customer service to internal and external stakeholders;
- Communicate and work cooperatively with team members, contractors, community members and other Council employees;
- Contribute positively to a safe, respectful and productive workplace culture;
- Maintain parks, cemeteries, caravan parks, reserves, gardens, nature strips, Council facilities and other public spaces to agreed service standards and within allocated resources;
- Undertake activities including:
 - Mowing, brush cutting and edging
 - Weed, pest and vegetation management
 - Rubbish collection and litter control
 - Garden and landscape maintenance
 - Installation, maintenance and repair of parks and recreational infrastructure
 - Routine inspections and reporting of maintenance requirements
- Undertake general town maintenance activities including but not limited to carpentry, painting, gardening, street cleaning and minor civil works;
- Assist with the construction, maintenance and repair of footpaths, drainage infrastructure and other Council assets;
- Identify and report defects, hazards and maintenance requirements to support effective asset management;
- Safely operate and maintain Council plant, vehicles and equipment, including trucks, tractors, backhoes, mowers and small plant, in accordance with training, licences and authorisations;
- Conduct daily prestart inspections, routine servicing checks and cleaning of plant and equipment, and report faults or damages promptly;
- Use Council resources, materials and equipment efficiently and responsibly;
- Complete accurate and timely records, including timesheets, work orders, customer requests, incident reports, inspection reports and inventory documentation;
- Utilise Council systems and processes to support service delivery and reporting requirements;
- Undertake all duties in accordance with Council's Work Health and Safety policies, Safe Work Method Statements (**SWMS**), Standard Operating Procedures (**SOP**), operating manuals, licence requirements and legislative obligations;
- Actively identify, report and manage workplace hazards, incidents and risks;
- Use required personal protective equipment and contribute to maintaining a safe work environment for employees, contractors and others.

Other

- Perform duties in a manner that protects the health, safety and wellbeing of employees, contractors, customers, volunteers and members of the public;

Key Responsibilities and Performance Requirements

- Take responsibility for maintaining and developing the knowledge, skills and competencies required to perform the role effectively;
- Participate in induction, training and knowledge sharing activities to support a positive, safe and productive workplace;
- Comply with any directions, training and legislative requirements relating to the safety and wellbeing of vulnerable people, including children and young people;
- Maintain a working knowledge of relevant legislation, standards, policies and procedures applicable to the role;
- Comply with, and actively support, Council's policies, procedures, values and behavioural expectations;
- Undertake other duties within the scope of the role, and consistent with the employee's skills, training and experience, as reasonably directed by the Town Maintenance Team Leader or Town Maintenance Supervisor.

Organisational Relationships

Reports To

- Town Maintenance Team Leader

Internal Liaisons

- Town Maintenance Supervisor
- Management Team
- Council Officers
- Elected Members

External Liaisons

- Community Members
- Suppliers
- Community Service Providers

Accountability, Authority, Judgement and Decision Making

- Authority and responsibility to carry out all functions, duties and responsibilities in accordance with Dorset Council's requirements of the Town Maintenance Labourer.
- Accountable to the Town Maintenance Team Leader for the performance of duties.

Skills and Knowledge

Essential

- Good communication and interpersonal skills with the ability to interact professionally and respectfully with the public, contractors and fellow employees;
- Commitment to providing responsive, courteous and high quality customer service;
- Ability to use initiative and approach work in a flexible manner;
- Ability to work collaboratively in a team environment and contribute positively to workplace relationships and culture;
- Ability to participate in and contribute to productive conversations;
- Well-developed time and task management skills;

Skills and Knowledge

- The ability to identify and resolve routine operational issues within the scope of the role and escalate matters where required;
- Understanding of WHS principles and safe work practices relevant to operational and outdoor work environments;
- Ability to follow SWMS, SOPs, operating manuals and workplace instructions;
- Physical capacity to undertake the physical requirements of the role;
- Willingness to participate in after hours work, emergency response activities and call outs as operationally required.

Desirable

- Experience in the maintenance of parks, gardens, reserves, cemeteries, sports grounds or other public open spaces
- Experience in general town maintenance, landscaping, construction or civil maintenance activities
- Experience operating and maintaining plant and equipment such as mowers, brush cutters, chainsaws, tractors, trucks, backhoes or similar machinery;
- Experience undertaking inspections and identifying maintenance, safety or asset defects;
- Knowledge of weed management, vegetation management and basic landscaping practices;
- Experience working in a local government, civil construction, landscaping or related environment.

Qualifications and Licences

Essential (or the ability to quickly acquire)

- Truck Licence (Light Rigid at a minimum);
- Current Drivers Licences
- Traffic Management accreditation;
- White Card accreditation;
- ChemCert accreditation or equivalent; *and*
- Chainsaw Operations accreditation or equivalent.
- Apply First Aid and CPR accreditation.

Desirable

- Qualification in Horticulture, Landscaping or similar;
- Backhoe Operation accreditation; *and*
- Excavator Operation accreditation.

Personal Attributes

- Adaptable and willing to respond positively to changing operational priorities and work environments;
- Able to work effectively both independently and as part of a team;
- Demonstrates initiative and a proactive approach to identifying and addressing tasks and issues;
- Reliable, accountable and committed to delivering work to a high standard;
- Takes pride in maintaining Council assets and public spaces and contributing positively to the community.

I, _____ (*name*) have read and understood my position description and agree to perform my role in accordance with the objectives, responsibilities and performance requirements set out in this position description.

Employee Signature: _____ Date: _____