POSITION DESCRIPTION

Position Title

Trail Maintenance Crew

Award Classification

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

Date Reviewed

4 November, 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

- To undertake general council maintenance and landscape construction work associated with Council's infrastructure and services - in particular, Council's established mountain bike trails.

Key Responsibilities and Performance Requirements

- Assist with the routine inspection and general maintenance of Council's established mountain bike (MTB) trails and walking tracks when required.
- Participate in the construction of new MTB trails as required.
- Participate in bridge maintenance and renewal on MTB trails and walking tracks as required.
- Proper operation of Council plant items as required (with appropriate training and licensing).
- Daily inspection and/or cleaning of nominated plants.
- Maintenance of parks, nature strips, Council buildings and other similar infrastructures as required.
- Ensure Council work and safety procedures are adhered to.
- Ensure all items leaving the general store are accounted for in the correct manner.

Other

- Perform duties in a manner which is without an unacceptable level of risk to your own health and safety, other employees, customers or the community in general.
- Take personal responsibility for professional development by actively seeking opportunities for professional growth and continuous learning.
- Proactively contributes to induction processes, including your own, to ensure that newcomers receive effective support and guidance, facilitating their learning and integration into the team.
- Comply with any direction or education provided by Council to safeguard the safety and well• being of vulnerable individuals, including children and young people. Promptly report any concerns, disclosures, allegations, or suspicions of harm to your Direct Report. Actively engage in and support practices that promote Council as a child-safe organisation.
- Maintain a working knowledge of legislative requirements and Council's policies and procedures that relate to the role.
- Comply with and promote compliance with Council's policies and procedures and any reasonable and lawful direction given by a leader in relation to the same.
- Other duties as reasonably directed by the Trail Maintenance Supervisor or Trail Operations Manager that are within the scope of the role and appropriate to the employee's level of training, experience and skills.

Organisational Relationships

Reports To

- Trail Maintenance Crew Supervisor (Trail Operations Manager in the interim)

Internal Liaisons

- Management Team

Organisational Relationships

- Council Employees
- Councillors

External Liaisons

- Members of the public
- Contractors

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 Trail Maintenance Crew.
- Accountable to the Trail Maintenance Crew Supervisor and Trail Operations Manager for the performance of duties.

Skills and Knowledge

Essential

- Basic level of written and oral communication skills;
- Ability to adapt to changing work environments while maintaining a commitment to Workplace Health and Safety;
- Ability to work effectively in a team or individually;
- Ability and physical agility to operate plant and equipment including but not limited to:
    - Whipper Snipper
    - Chainsaw
    - Push Mowers
    - Power Barrow
    - BlowerVac
    - Hand tools (shovel, fork, mattock, rake and similar)
- Ability and physical agility to perform physical labour tasks for the duration of a shift
- Demonstrated ability to learn the principles to maintain and construct mountain bike trails, walking tracks, walking trails, roads, bridges and storm water infrastructure

Desirable

- Motor vehicle licence with no restrictions.
- Motorcycle licence with no restrictions.
- White card certification.
- Chemical handling certification.
- Operate and Maintain Chainsaw certification.

Personal Attributes

- Sound verbal communication and literacy skills;
- High level customer service skills;
- Self-motivation and enthusiasm for the role;

Personal Attributes

- Desire to work in an outdoor environment;
- Strong time management and prioritisation skills;
- Interest in landscape construction

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

Employee Signature: _____ Date: _____