POSITION DESCRIPTION

TOWN MAINTENANCE/GARDENER/ CLEANER (CASUAL)

Casual (1 FTE)



Version 1
Last updated 27 October 2026

Town Maintenance/ Cleaner (Casual)

Department	Works and Technical Services
Reports to	Kalbarri Leading Hand
Industrial Instrument	Local Government Officers Award
Classification	Level (dependent on experience and qualifications)
Primary Location	Shire of Northampton, Kalbarri

Vision, Mission & Values

Our Community Vision

- *A proud and unique community recognising the past and creating the future.*

Our Mission

- *To provide community leadership by modelling and supporting economic and social development within the Shire*.

Our Values

- *Honesty and Integrity*.
- *Proactive Approach*.
- *Dialogue*.
- *Environmental Responsibility*.
- *Diligence*.

Position Benefits

Vehicle	*No*	Mobile	*No*
Laptop	*No*	Relocation expenses	*No*

Position Objectives

- Maintain areas within Shire parks, gardens and along verges to the required standard.
- Maintain clean and healthy environment for the buildings, works depots and other Shire facilities.

Key Duties and Responsibilities

- Maintain areas within parks and gardens and along verges throughout the Shire. This includes duties such as:
    - undertake the planting of annuals, shrubs and trees

    - interpret and implement basic landscape plans
    - assess fertiliser and mulch requirements and apply as required
    - in consultation with Kalbarri Leading Hand, identify weed species and implement appropriate removal procedures
    - liaise with Manager Parks and Gardens on the identification and treatment of pests and diseases
    - tree planting and pruning
    - mowing and brush cutting grassed areas
    - manual duties as required
    - cemetery maintenance
- Operate and maintain plant items and the various associated hand tools and equipment, in accordance with Council Policy and procedures.
- Responsible for the quality and completion of own work subject to routine direction including ability to recognise faults or defects.
- Responsible for undertaking the daily maintenance of plant and machinery including the reporting of problems or faults.
- Maintain a high standard of service to customers.
- Actively contribute to the Kalbarri Town team.
- Provide short term relief supervision/direction/guidance to the Parks and Gardens team as required from time to time.
- Ensure that nominated Shire facilities are maintained to a high standard of cleanliness, hygiene and maintenance and are presentable for all users of the relevant facility.
- Clean and sanitise toilets, floors, windows, walls, door panels, partitions, sills and surfaces in accordance with cleaning schedules and procedures.
- Ensure that all restrooms are stocked with adequate supplies such as toilet paper, soap and paper towels.
- Collect and dispose of trash and recyclables from, restrooms and public areas and transport to disposal area.
- Ensure cleaning chemicals, hand soap, toilet paper, hand paper towel and cleaning equipment stock is ordered.
- Maintain all cleaning equipment in good working order, reporting any damage as soon as possible.
- Ensure all cleaning equipment and chemicals are stored securely after use.
- Adhere to policies and procedures.
- Report any maintenance issues as soon as possible.
- Other duties as directed by Kalbarri Leading Hand or the Executive Manager Works & Technical Services.

Responsibilities Common to All Employees

<u>Commitment to Service delivery</u>

- Seeks, listens to and acts on feedback.
- Works as part of a team, supports the achievement of team goals, co-operates and communicates with colleagues.
- Shows an appreciation for others – their skills and knowledge, their attributes and differences.

- Recognises and understands organisational changes, helps to make improvements happen and shares good practice.
- Makes a positive contribution to the Shire and demonstrates flexibility and resilience.
- Accepts responsibility for own health and wellbeing to perform the role.

Achieve results

- Does what is required from the role, including:
  - Meeting targets
  - Following procedures
  - Working with standards
  - Providing required level and quality of service
  - Maintaining records
  - Contributing fully to all work situations
- Gets the facts right – ensures information is clear and correct.
- Supports colleagues to ensure wider organisational objectives are met and outcomes are achieved resourcefully.

Work Health and Safety

- Fulfil requirements of Council's Work Health and Safety policy.
- Work with care for their own safety and health and that of others.
- Participate in developing safe work procedures and follows them.
- Participate in training.
- Use equipment in accordance with manufacturer's instructions and report any faults/damage.
- Use personal protective equipment as directed.
- Reports hazards and incidents to Supervisor/Manager.
- Participate in personal return to work plans.
- Ensure all items, equipment and facilities are used, stored and maintained properly and not wilfully interfered with or misused including items or facilities provided in the interests of safety and health.

Physical and Environmental Demands

- Site based with requirements to bend, squat, lift, carry, push, pull, climb, crawl, vacuum, reach and grasp, push, lift and pull heavy objects and undertake repetitive limb movements, walk on uneven surfaces. Operation of lawn mowers, snippers and other heavy tools will be required.
- Driving and towing trailers is an essential requirement.

Extent of Authority

Operates under general direction of the Kalbarri Leading Hand or the Executive Manager, Works and Technical Services and/or, within established guidelines, procedures and policies of Council.

Skills, Knowledge, Experience and Qualifications

Skills

- Good organisational and time management skills.
- Good communication skills.
- Positive can-do attitude and strong work ethic.
- Ability to work outside of normal office hours.

Knowledge

- Understanding of safety protocols and standards for using cleaning products.
- Knowledge in using various domestic, and/or industrial cleaning equipment.
- Basic knowledge of fertiliser components and applications.
- Basic knowledge of turf management.
- Understanding of reticulation systems.
- Plant identification knowledge.

Experience

- Ability to work under limited supervision and as part of a team.
- Formulation, interpretation and implementation of basic landscape plans.

Qualifications

- Basic Chainsaw Operators' Certificate.
- Construction Safety Awareness Certificate.
- Chemical Awareness Certificate.
- Current "C" class drivers' licence.
- Current National Police Clearance.

Desirable

- Previous experience in a similar role in local government.
- Experience working in a relevant commercial or professional cleaning capacity.
- Experience using commercial or industrial cleaning products and equipment.
- Training in the safe use of cleaning chemicals and equipment.
- Flexibility to cover other shifts.
- Completion of or progression towards a relevant qualification in horticulture, turf management or recognised equivalent experience.
- Basic Worksite Traffic Management Certificate.
- Traffic Controller Certificate.

Signatures

_____	_____
Maintenance Gardener Cleaner- Casual, W&TS	Date
_____	_____
Executive Manager, Works and Technical Services	Date
_____	_____
Chief Executive Officer	Date