

Job Specification: Works Officer (multiple positions)

Position Details

Council is seeking multiple individuals to join the Works department as Works Officers. Candidates will require relevant experience or transferrable skills. Civil construction or maintenance experience is desirable. Experience working in parks or green spaces, or public cleaning fields, is also beneficial.

- Tractor Operator/Labourer – Works Officers performing this role will primarily operate a Tractor and undertake the roadside slashing program, road shoulder grading program and general labouring tasks.
- Plant Operators/Labourers – varying tasks associated with road maintenance/construction, park/reserves maintenance, park and street furniture maintenance, and street cleaning. Duties can vary from one day to the next to support changing priorities, available resources and the required skill set. Medium rigid licence is essential.

Full position details, including major functions and duties, in addition to required qualifications and skills are listed in the attached Position Description.

What we will offer you:

These positions will be based at either the Deloraine or Westbury Depots for an approximate 4-month period. Council is currently building a new Works Depot at the Valley Central Industrial Estate, Westbury which will be operational in early 2026 and will replace the two existing depots. At times during the year, the positions can also require commencement on the job.

The remuneration package includes the following and will be negotiated according to qualifications, skills and experience:

- These positions are offered as permanent full time roles;
- Annual salary will be negotiated subject to applicants' suitability up to \$69,102 (plus any applicable allowances and overtime). A pay increase will also be applicable in line with Council's Enterprise Agreement 2025 when finalised.
- Superannuation - Council will pay an additional 3.5% above the amount required by the Superannuation Guarantee legislation (total amount currently 15.5%).

Other employment conditions and benefits include:

- A 9-day (76 hour) fortnight is offered to full time employees;
- Works Department hours are typically 8.5 hours (minimum) daily, with a 30 minute lunch break, across the span of ordinary hours of 6:00am and 6:00pm; Friday hours are varied to 8.0 hours (minimum). The ordinary working days related to this position are Monday to Friday;
- Four weeks annual leave with leave loading (17.5%) per year;
- Long service leave is based on 10 years continuous service, with pro rata access after seven years of continuous service;
- Health & wellbeing perks like an employee gym, wellbeing initiatives, and Employee Assistance Program
- Ongoing learning and development opportunities;
- Paid parental leave of up to eight weeks after 12 months service; and

- Reward and recognition of service milestones.

Enquiries

All enquiries should be directed to Matthew Millwood, on 0417 054 273 or email matthew.millwood@mvc.tas.gov.au

How to Apply?

To be considered, applicants are required to provide the application form, cover letter and resume.

Your cover letter should outline your area of interest from the functions currently available (Tractor Operator/Labourer or Plant Operator/Labourer), your motivation for applying and what skills and experience you would bring to the role.

It is a preferred that the successful applicant has a Medium Rigid licence, Construction Industry White Card, Traffic Management and First Aid qualifications.

Applications should be forwarded to the attention of the Human Resources Officer no later than 9am Friday 19 September 2025 via:

Post: PO Box 102, Westbury, Tasmania, 7303 or

Email: recruitment@mvc.tas.gov.au

POSITION DESCRIPTION

Works Officer

Classification Grade 3 - 4

Works Department

September 2025

POSITION CONTEXT

The Works Officer is part of the Works Department which is responsible for the safe, effective and efficient delivery of routine and emergency maintenance, and construction projects included in the capital works program. The Works Department maintenance spans the municipality's roads, bridges, drainage, parks, reserves, cemeteries and public facilities. This Department works closely with the Infrastructure Department who are responsible for asset planning, project design and delivery, facilities (public buildings) and emergency management.

The Works Officer works with the broader Works team to carry out construction and maintenance of Council's assets within the Works Departments' area of responsibility.

ORGANISATIONAL RELATIONSHIPS

Reports to the Team Leader Road Services or Team Leader Parks & Urban Amenities.

This position has no direct reports.

KEY CHALLENGES

- Ensuring a continued focus on safety.
- Developing skills to work across multiple plant and equipment.

PRIMARY RESPONSIBILITIES

The Works Officers will work across construction and maintenance in rural and urban settings which includes but is not limited to road networks, bridges and drainage, or will work in the maintenance of public spaces and facilities which includes but is not limited to parks, reserves, sports grounds/facilities, cemeteries, toilets, shelters and public furniture, and non-household waste.

- Conduct pre-start assessments of plant, equipment and tools and inspect materials and other supplies before use to ensure they are fit for use as per the job specifications.

- Raise matters in terms of technical instruction, safety or other relevant risk area i.e. environmental, financial, reputation, with the Leading Hand or Team Leader for their consideration and decision.
- Operate plant, equipment and tools in a safe manner with respect of self and others.
- Carry out jobs as per job specification assigned.
- Ensure that Council's safe systems of work (policy, processes, reporting) are applied.

A Works Officer in the rural and urban settings, whether undertaking duties associated with road related infrastructure or public spaces maintenance and facility cleaning will typically be involved in, but not limited to, manual labour tasks, operating vehicles/trucks and other mobile plant, and applying traffic management.

ALL STAFF RESPONSIBILITIES

- Compliance with all Council policies and procedures that may be varied from time to time.
- Understanding of assigned responsibilities under the Fraud and Corruption Control Policy.
- Ensure that all work is undertaken in accordance with Council's Safety Systems and relevant legislation.
- Carry out all responsibilities in accordance with Council's values.
- Adhere at all times to the Tasmanian *Local Government Act 1993*, the current Workplace Agreement and any other specific legislation or professional standard that relates to the role.

SAFEGUARDING CHILDREN AND YOUNG PEOPLE

Meander Valley Council is committed to the safety and wellbeing of children and youth while encouraging their participation as valued members of our community. We have zero tolerance for child or youth abuse or harm.

- You are obligated to prioritise the safety of children and young people you interact with in the performance of your role and contribute to Council's continual improvement of safety and wellbeing practices in relation to children and young people.
- You are obligated to report conduct of concern.

For further information, please refer to our Safeguarding Children and Young People Policy and the Office of the Independent Regulator website at this location <https://oir.tas.gov.au/>.

QUALIFICATIONS, KNOWLEDGE, SKILLS & ABILITY

1. A Certificate III in Civil Construction or a Certificate III in Parks/Gardens/Horticulture, or at least two years demonstrated experience in the relevant field or an equivalent combination of skills, training and experience.

The following requirements may be used to determine level:

Minimum

- Experience operating and be able to meet Meander Valley Council competency assessment:

Vibrating Plate/Wacker	Trench Rammer/Wacker
Ride-on and Push Mower	Blower
Brushcutter	Hedge Trimmer
- Manual Handling Training
- Traffic Management Controller and Traffic Management Implementor (Level 1)
- White Card for Construction Site Entry and Presence
- First Aid Certification
- Driver Licence (minimum Medium Rigid) and commitment to maintaining this
- Competent in at least three pieces of plant:

Front-end Loader	Tractor/Slasher
Roller	Tip Truck (up to 15 GVM)
- Chainsaw Licence
- Certification for Chemical Handling and Storage (Public Spaces and Facilities Only)

Advanced

- Three years senior experience in operating at least one of the following:
 - Grader
 - Tractor including drag and reach slashers, grader blades
 - Backhoe
 - Dogging Certificate
 - Professional development in Leadership
 - Professional development in Safety
2. Experience in reading job specifications and being able to follow technical directions and ask for guidance when necessary.
 3. Evidence of identifying technical issues.
 4. Excellent communication and interpersonal skills including the capacity to remain calm and cooperative when working under pressure.
 5. Good computer skills including use of customised maintenance systems, internet, email and use of in-field mobile devices

ATTACHMENTS

- Council's Behaviours: 'The Way We Work Together'
- Organisational Chart

The way we work together.

01. We work as a team, value each other's contribution and are accountable for our work.

- We own tasks to completion and ask for help where needed
- We engage in respectful conversations in the workplace, showing kindness to each other
- We collaborate and value the input of everyone
- We communicate openly with transparency, honesty, whilst respecting confidentiality
- We demonstrate respect, trust, support and we encourage others

02. We support each other's roles to deliver the best outcomes for our customers and community.

- We will take the time to understand who does what and connect customers to the right area
- We are focussed on our customers and the community's needs
- We make decisions that are informed, considered and consistent
- We are willing to try new things, be open to new ideas, and are not afraid to fail

03. We are supported, trusted, and empowered to do our work.

- We are focussed on positive interactions and will provide constructive, respectful feedback
- We are appreciative of others and accommodate different ways of working
- We support an environment where people feel safe to share their ideas
- We celebrate our achievements

04. We value open and transparent communication to keep each other well informed.

- We share relevant information clearly and provide regular updates in a relatable way
- We actively listen to everyone and consider different points of view
- We vary our communication to suit the audience
- We are authentic and genuine in our words and actions

05. We operate in an environment where people feel connected.

- We are inclusive, welcoming and make an effort to build relationships
- We recognise, accept and value diversity
- We will proactively address issues as they arise
- Problems are shared and solved jointly
- We accept and learn from our mistakes



Organisational Structure

