



## POSITION DESCRIPTION

<b>Position Title:</b>	Outstations Coordinator
<b>Position No:</b>	5020
<b>Award Level:</b>	LGIA Level 7-9 (dependent on skills and experience)
<b>Employment:</b>	Full time
<b>Location:</b>	Wurrumiyanga
<b>Responsible to:</b>	General manager Infrastructure

**Position Summary:** Duties include the maintenance of outstations facilities that come under the responsibility of TIRC by arranging timely and appropriate repairs; pick up and removal of garbage and vegetation waste products from the Tiwi Outstations; maintenance and operation of the Refuse Tips and ensuring the Tiwi Islands communities common grassed areas are maintained in a clean and neat manner. Operate vehicles, plant and equipment in a safe manner; using personal protective equipment and skills obtained through instruction, training and experience.

### **Responsibilities and duties:**

- supervising the duties and activities of the Outstations Officer and completion of exception timesheets.
  - Willingness to undertake to undertake additional training as needed /directed.
  - undertake general maintenance on small engines such as ride-on mowers, lawn mowers, whipper-snippers, chain-saws and any other equipment that may be used in the line of their duties. Report any faults to the supervisor in a timely manner to ensure repairs are carried out as quickly as possible.
  - arrange maintenance of outstations facilities that come under the responsibility of TIRC by arranging timely and appropriate repairs and services
  - maintenance of public spaces and firebreaks
  - ensure all household waste is collected and transported to the refuse tip on a regular basis
  - ensure all community areas are neat and tidy and free of rubbish and weeds
  - ensure the refuse tip is maintained in a environmentally friendly manner
  - maintenance of power generation equipment, water and waste infrastructure.
- Other tasks and duties required by the Director of Infrastructure.

### **Selection Criteria – Essential**

1. Proven ability to supervise and oversee staff
2. Proven experience in community maintenance and achieve results
3. Experience in the use of associated plant and equipment such as lawn mowers, whipper snippers etc.
4. Reliable work ethic to attend required hours and complete work tasks
5. Good written and verbal communication skills
6. Ability to be self motivated and work efficiently with minimal supervision in remote locations

7. Understanding of Work Health and Safety and use of personal protective equipment
8. Ability to use a computer particularly MS Word and Excel
9. Current NT Drivers Licence

**Desirable:**

10. Trade Qualification
11. Training in chemical spraying
12. Previous experience in Outstations programs