

<b>POSITION DESCRIPTION</b>	
Title	<b>Municipal Services Officer (MSO)</b>
Award	<b>Social, Community, Home Care &amp; Disability Services Industry Award (2010)</b>
Level	<b>Level 5.1 (67,328.94)</b>
Position Status	<b>Full time (2 year contract)</b>
Location / Base	<b>Ngaanyatjarra Lands</b>

Applications and enquiries: E: [trans@transremote.com.au](mailto:trans@transremote.com.au) PH: 0419 599 617

### **PURPOSE OF POSITION**

Working under the direction of the Community Services Manager (CSM), the role of the Municipal Services Officer (MSO) is to coordinate and carry out the delivery of municipal services activities in the Ngaanyatjarra Communities. Municipal services activities include:

- Power, water & sewerage maintenance – includes checking of powerhouse fuel tank/oil/coolant levels, maintaining powerhouse facility and solar panels, inspection and maintenance of bores, checking and maintenance of sewerage facilities and reporting to the RAESP service provider,
- Maintaining internal community roads – includes filling of pot holes and maintenance of drainage
- Airstrip maintenance – includes routine and essential maintenance of community airstrips (such as fencing repairs and airstrip clearing)
- Maintenance of community assets, building and infrastructure – includes the carrying out of routine checks, maintenance of assets, reporting on fuel use, reporting break-downs
- Landscaping and fire protection – includes slashing, tree planting, watering and clean-up of potential fire hazards.
- Waste disposal – includes garbage collection, litter control and rubbish tip maintenance.

The MSO is also required to increase Indigenous participation in the workforce by coordinating, supporting and providing effective supervision to locally engaged Municipal Services Work Teams.

The MSO will also assist in the annual development and quarterly review of Municipal Service Plans.

### **REPORTS TO**

Community Services Manager (CSM)

### **ABOUT NGAANYATJARRA COUNCIL**

Ngaanyatjarra Council (NCAC) was incorporated in 1981 with the aim of supporting the development of all Ngaanyatjarra people. At the core of this work was assisting the Ngaanyatjarra Communities to be strong and sustainable with reliable essential services, bookkeeping, agency and road transport, fuel distribution, health services, community services and improved housing.

Ngaanyatjarra Council (Aboriginal Corporation) represents the interests of around 2000 Ngaanyatjarra, Pintupi and Pitjantjatjara people living in 12 communities in the Central Desert region of Western Australia.

Today, Ngaanyatjarra Council is one of the largest Indigenous Corporation in Australia and has grown to be the major representative body for Ngaanyatjarra people. Ngaanyatjarra Council is also the parent and ultimate holding company of the Ngaanyatjarra Corporate Group, which includes the following entities:

- Ngaanyatjarra Services (Aboriginal Corporation)
- Ngaanyatjarra Health Service (Aboriginal Corporation)
- Indervon Pty Ltd
- NATS (Ngaanyatjarra Agency and Transport Service)

## **KEY RESPONSIBILITIES**

### **Power Station Operation**

- Oversee the monitoring and maintenance of the community power stations.
- Monitor the performance of the power station regularly and report any irregularities to the RAESP provider and the CSM.
- Report on a weekly basis the operation of the power station to the RAESP provider and CSM.
- Maintain stocks of fuel, lubricating oil, coolant, and filters at a satisfactory level.
- Maintain the power station so as to minimise the risk of fire or electrocution, following all documented OH&S requirements at all times.

### **Bore Maintenance**

- Carry out bore monitoring and maintenance in communities, reporting immediately to CSM any problems, with suggestions on how to address the issue.
- Monitor and report regularly on the operation of the bore, holding tanks, UV sterilisation unit and mains reticulation.
- Take water samples and dispatch monthly to the RAESP service provider.

### **Sewerage Works (Only in Communities where applicable)**

- Monitor the operation of the sewerage works in communities.
- Monitor the sewerage pumps on a weekly basis and report any irregularities to the CSM for follow up.
- Monitor the sewerage ponds for any problems or breaks in fencing.
- Maintain the sewerage ponds so as to minimise the growth of weeds in the area.

### **Works Program**

- Manage the works aspect (ie maintenance of community assets, building and infrastructure) of the Municipal Services Program under the direction of the CSM.
- Implement and monitor works plan priorities within budgetary constraints in consultation with the CSM.
- Manage and maintain Municipal Services and community works vehicles, assets, plant, tools, equipment, storage shed, and yards.
- Ensure that work is undertaken in a manner that is safe and without risks to health and wellbeing.
- Order materials, services and equipment required to carry out municipal services activities in accordance with relevant financial policies.

### **Road Maintenance**

- Routine and essential maintenance to roads and drainage in community living areas.

### **Waste Disposal**

- Carry out waste removal services (including garbage collection, litter control and maintenance of rubbish tip) in accordance with Municipal Services Plans.

### **Aerodrome Maintenance**

- Carry out routine and essential maintenance of community airstrips (such as airstrip clearing and fencing repairs).
- Ensure the airstrip is maintained at the level required by aviation authorities.
- Monitor the lights and windsock so as to maintain a safe environment for the arrival and departure of aircraft.

### **Landscaping & Fire Prevention**

- Carry out landscaping activities including slashing, tree planting and watering.
- Carry out community fire protection activities including the clean-up of potential fire hazards.

### **Supporting Indigenous Workers**

- Support the establishment and operation of Municipal Services Works Teams, made up of local Indigenous people, in each of the communities you are servicing.
- Develop and maintain a work environment that encourages Indigenous worker participation
- Provide leadership and on the job training to Indigenous workers in the skills necessary to carry out municipal services activities.
- Maintain and encourage safe work practices

### **Coordination & Reporting**

- Coordinate the delivery of municipal services activities in the Ngaanyatjarra communities under the direction of the CSM.
- In consultation with the CSM, assist with the development and review of Municipal Services Plans for each Ngaanyatjarra Community.
- Prepare and submit reports against the Municipal Services Plan on a quarterly basis
- Where relevant, liaise with the Ngaanyatjarraku Shire, RAESP Service Provider, CDP provider and other relevant service agencies in the carrying out of municipal services activities.
- Maintain appropriate reporting systems through to the CSM and other relevant service providers.
- Other duties as directed by the CSM.

### **Accountability**

- The MSO is accountable to Ngaanyatjarra Council and will report through the management structure defined above.
- The MSO will work cooperatively with the Ngaanyatjarra Communities, which have their own governance and reporting responsibilities.
- The MSO does not have the authority to represent and individual Ngaanyatjarra Community, unless invited to do so by the community.

### **Efficiency & Effectiveness**

- Is quick to respond to enquiries and action where relevant and necessary
- Uses initiative and completes tasks in a timely manner.

### **Stakeholder Relationships**

- Is proactive in the area of relationship management with all Ngaanyatjarra staff, and in particular with relevant staff from the Ngaanyatjarraku Shire, the RAESP Service Provider and RJCP Service Provider.
- Maintains good working relationships with Indigenous people and the Ngaanyatjarra Communities
- Demonstrates sensitivity to cultural differences and multiple barriers faced by the long term unemployed.

### **Integrity & Ethical Behaviour**

Acts with integrity at all times and ensures that areas of responsibility operate in an open, transparent and accountable manner.

### **SELECTION CRITERIA**

#### **Essential:**

- Experience in supervision and on-the-job training of work teams.
- Well-developed time management, organisational and planning skills including the ability to set priorities and meet objectives.
- Ability to work independently, under limited direction.
- Basic computer skills.
- Good written and oral communication skills.
- Patience, maturity and a high standard of personal conduct.
- Able to operate & monitor power generation and experience in the operation of essential and municipal services.
- Competent in plant & equipment machinery repair, maintenance & operation.
- Knowledge of and commitment to the principles of Aboriginal self-determination, especially as it relates to employment and training.
- Working knowledge of Workplace Health & Safety requirements.
- Willingness and ability to reside in a 'dry' remote Aboriginal community.
- Willingness to undergo police certification, working with children and medical checks.
- Drivers licence

#### **Desirable:**

- Experience in working in a remote Aboriginal Community and/or with Aboriginal people.
- HR licence.
- Experience in bore maintenance including windmills and solar tanks.
- Trade qualifications or substantial trade work experience;
- Mechanical knowledge
- Knowledge of the various Laws and By-Laws which affect the operation of an Aboriginal organisation.

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