

Position description

Outstation Coordinator

Position number:	5020	
Directorate:	Operations: Melville Island	
Division:	Town Services	
Supervisor:	Manager, Operations – Melville Island	
Classification:	Level 10 LGIA Award	
Employee type:	Fixed-term / Permanent	Hours of work: 76
Primary location:	Tiwi Islands	

Tiwi Islands Regional Council

The Tiwi islands are located 80km north of Darwin in the beautiful Arafura Sea. There are two islands, Bathurst and Melville with a total land mass of 832sq km. The islands are home to the Tiwi people, who have a strong affiliation with their land, a distinctive culture and language. Situated on the Islands are schools, health clinics, supermarket, airports, community halls and much more. Passage to the islands via daily flights, passenger ferry and barge services from Darwin.

Position Purpose

In this role you will be coordinating the maintenance of Outstation Facilities under the responsibility of the TIRC.

Responsibilities

- Ensure a proactive approach to health and safety is a key part of all activities undertaken
- Coordinate equipment / machinery repairs
- Maintain small engine machines
- Work in an environmentally friendly manner
- Pick-up and remove of garbage and vegetation products from Tiwi Outstations
- Maintain the refuse tips to an acceptable standard
- Ensure the Tiwi Islands communities common grassed areas are maintained to an acceptable standard
- Supervise Outstations Officer(s) as necessary

Selection Criteria

Essential

- Experience addressing community maintenance needs to an acceptable standard
- Experience in the use of associated plant and equipment such lawn mowers, whipper snippers etc.
- Current Drivers Licence
- Good written and verbal communication skills
- Ability to work efficiently with minimal supervision in remote locations
- Understanding of Health and Safety work practices including the use of personal protective equipment
- Ability to use a computer particularly MS word and Excel

Desirable

- Trade qualification
- Experience in chemical spraying
- Exposure to supervising staff
- Previous experience in Outstations Programs