

Maintenance and Livestock Team Leader POSITION DESCRIPTION



Position Number:	1983
Department:	Communities and Lifestyle
Section:	Communities and Culture
Unit:	Heritage Services
Position Status:	Permanent Full Time
Classification:	Level 5 – Rockhampton Regional Council Certified Agreement 2022 – External Employees
Reports To:	Heritage Services Supervisor
Revised:	July 2026

General Position Statement

This position supports Council's direction by leading the delivery of maintenance, livestock care, restoration and site presentation within the Heritage Village. It supervises and coordinates staff and volunteers, ensuring safe, compliant and efficient operations. The role contributes to planning and delivering maintenance and restoration works, maintains records and compliance requirements, and supports events and visitor experiences while fostering positive relationships with staff, volunteers and the community.

Specific Responsibilities

The successful candidate must be able to fulfil the following position responsibilities.

- Provide supervision, training and rostering of the Maintenance and Livestock team to ensure adequate staff coverage for site operations and events.
- Provide supervision, training and rostering of volunteers working within the Heritage Village site
- Conduct risk assessments and ensure compliance with all statutory and regulatory requirements related to animal management, workshop operations and maintenance activities.
- Maintain vintage vehicles in accordance with relevant legislation and compliance requirements.
- Maintain accurate records relating to restoration and maintenance activities within the Heritage Village site.
- Operate plant and equipment including zero turn mowers, forklift, tractor, bobcat and other machinery as required.
- Contribute towards the planning and scheduling of restoration and maintenance works.
- Undertake maintenance and construction activities using a range of machinery and equipment.
- Perform maintenance and restoration work on artefacts within the Heritage Village collection and on Heritage Village buildings.
- Oversee the gardening, lawncare and landscaping activities across the site, ensuring the presentation meets community expectations and standards.
- Manage the veterinary care of livestock including, but not limited to, administering medications and injections in accordance with relevant guidelines.
- Operate horse drawn and motorised vehicles to provide rides for visitors to the Heritage Village.
- Maintain Material Safety Data Sheets across all Heritage Village operations.

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- Assist with the delivery of events and activities held on site.
- Support the Heritage Services Supervisor in preparing reports and documentation relating to maintenance, livestock and restoration activities.
- Undertake restoration project work as required.
- Refer matters that may impact upon the business, Council and employees to the relevant, Supervisor or Coordinator.
- Undertake other relevant duties as directed, consistent with skills, competence and training

Position Requirements

Your suitability for this role will be assessed against the following competencies.

Skills/Competencies

- Demonstrated ability to lead, motivate and develop staff through training and guidance.
- Experience engaging and working effectively with a diverse group of skilled volunteers
- Knowledge or the ability to gain an understanding of the Council policies and procedures relevant to the position.
- Demonstrated experience in handyman tasks and/or restoration work.
- Demonstrated experience working with a wide range of livestock including horses.
- Ability to interpret and apply legislation relevant to restoration activities and livestock care and housing
- Ability to maintain records in relation to vehicle maintenance
- Communicate Effectively – Ability to communicate with others verbally and in writing to meet requirements of the role.
- Teamwork and Collaboration – Ability to work together with others to achieve common goals both within immediate team and teams across Council.
- Time Management – Ability to plan and organise tasks/work to meet objectives of the role.
- Problem Solving – Ability to analyse problems by gathering information and develop a solution (in line with role responsibilities) or options and make a recommendation.
- Decision Making – Ability to use sound judgement to make the best decision based on information gathered and analysed within the boundaries of the role.
- Deliver Excellent Customer Service – Ability to meet customers' expectations around safety, time, cost and quality.
- Focus on Continuous Improvement – Ability to identify opportunities to enhance team effectiveness and improve team's customers' experience.
- Adaptable to change – Ability to adapt to changing work environments, technology, work priorities and organisational needs.
- Manage Resilience and Wellbeing – Commitment and the ability to participate in safety programs to support safety, health and wellbeing in the workplace.
- Ability to report on cost control and budget management.
- Ability to effectively operate Council's computer systems including the Ci Anywhere Suite (R1 and ECM), Pathway and the MS Office Suite.

Qualifications

- Demonstrated strong mechanical aptitude with the ability to inspect, troubleshoot, maintain, and safely operate amusement rides and associated equipment.
- Demonstrated experience in handyman and restoration work, along with livestock husbandry, care, and handling practices.

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- Hold a Construction Industry Induction (White Card).
- Certificate of Competency to operate mobile plant (Forklift, Tractor and Skidsteer Bobcat) or ability to obtain.
- First Aid Certificate or ability to obtain.

Desirable Qualifications and Experience

- Trade qualification in Certificate III in Engineering – Mechanical Trade (or related discipline)
- Experience in a local government environment.
- Ability to legally operate a motor vehicle under a “HR” Class Licence
- Blue Card for working with Children and Young People. This position falls under the definition of regulated employment in the Working with Children (Risk Management and Screening) Act 2000 and as such, persons seeking engagement in this position must undergo screening checks under the blue card system administered by the Department of Justice and Attorney-General.

Behaviours

- *Customer Service* – Ensure service delivery and advice remain focused on Council’s customers and community outcomes.
- *Safety* – Carry out your duties in a safe manner whilst ensuring the safety of your team members and customers, in accordance with Council’s Health and Safety Duty Statements and associated safety policies / procedures.
- *Code of Conduct* – Ensure that your behaviour is aligned with the Code of Conduct.
- *Council Values* – Ensure that your behaviour is aligned with the values statement adopted by Council: *One Team, Accountable, Customer Focused, Continuous Improvement and People Development.*

Leadership Capabilities

- Council’s Leadership Capability Framework – meets standards of performance and behaviours in line with our Leadership Capability Framework and leadership level **Operational Leadership: Build and maintain Trust; Deliver Results, Customer and Community Driven, Lead and Enable Change and Commit to Personal Growth. Further Information Appendix A.**

Additional Requirements

- Ability to work in an office environment.
- Ability to work in an outdoor environment.
- Ability to legally operate a motor vehicle under a “C” Class Licence.
- A willingness to undertake a Functional Capacity Evaluation to satisfy the inherent physical requirements of the position.
- Provision of a satisfactory Criminal History Check - Police Certificate (Australia Wide Name Only Police Check).
- Ability to be immunised in accordance with Council’s Occupational Risks and Immunisation Register.

Delegations and Authorisations

Financial, Administrative and Corporate Delegations may be applicable to this position and are detailed in the Delegations Corporate Register.

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Legislative Sub-Delegations and Authorisations may also be applicable to this position and are detailed in the external public registers. Both registers are available on Council's Intranet.

Acknowledgement

This job description has been designed to indicate the general nature and level of work performed by employees within this classification. It is not designed to contain or be interpreted as a comprehensive inventory of all duties, responsibilities and qualifications required of employees assigned to the role.

Authorised By:	Manager
Signature:	
Date:	
Employee Name:	
Employee Signature:	
Date:	

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Appendix A: Leadership Capability Framework – Leadership Level Operational Leadership (Team Leaders and Supervisors)

Key Leadership Capabilities	Leadership Standard / Behaviour	Standards / Behaviours Required at this Leadership Level
Build and Maintain Trust	Engage and Inspire our People	Ensures alignment between work and Council's vision to engage and inspire others.
	Empower our People	Empowers others and builds trust and confidence through coaching.
	Enable Teamwork and Collaboration	Ensures teamwork and collaboration within and across teams.
	Effectively Communicate across the Organisation	Fosters open and transparent two way communication and ensures that communications are received and understood by team members and other stakeholders.
	Build Effective Enduring Relationships	Engaging in and supporting others to build effective and enduring relationships built on trust and respect.
Deliver Results	Manage People Performance	Ensures the alignment and achievement of goals through setting clear expectations, providing feedback, support and recognition to employees.
	Develop our People	Identify opportunities to provide development opportunities and coaching to others.
	Demonstrate Ethical and Accountable Decision Making	Develops own and team's organisational, political and cultural awareness.
	Demonstrate Organisational and Situational Awareness	Makes decisions in situations where there is scope for interpretation.
	Maintain a Strategic Focus	Coordinates resources to achieve Council's strategic objectives and supports others to understand how their role aligns.
	Plan and Organise Resources	Plan and organise resources to ensure the team delivers work within deadlines of to a quality standard in a safe and cost effective manner.
Customer / Community Driven	Be Customer and Community Focused	Focus on the purpose of Council and delivering what's best for the customer and community in line with vision.
	Manage customer and stakeholder relationships	Anticipates and adapts to customer and stakeholder needs.
Lead and Enable Change	Lead Change Effectively	Manages the process of change to ensure successful implementation.
	Lead Continuous improvement and Innovation	Supports others to identify, gain acceptance and implement continuous improvement opportunities.
Commit to Personal Growth	Commit to Personal Growth and Learning Agility	Commits to own personal growth and learning agility and shares learnings with others.
	Lead with Emotional Intelligence	Develops emotional intelligence and awareness of impact of actions on others.
	Build and maintain Technical and Operational Competence	Maintains own technical and operational competence and supports others to develop and maintain their competence.