



Mansfield Shire

Position Description

Patrol Person

High Country, Lakes and Rivers





Patrol Person

Vision - Together we work with our community to make Mansfield Shire an even better place.

Mission - As one team, we plan, engage, communicate and deliver for our community

Position Number	Classification	Date
93	Band 3	July 2026
Unit	Enquiries	Status (FTE)
Field Services	Senior Coordinator Field Services	1.0

Position Overview

The Patrol Person carries out maintenance, rehabilitation, and construction works, including maintaining roads, verges, footpaths, kerbs, drainage systems, and signage and guide posts as required.

Key Accountabilities

- ▶ Plant operation, including pre-start checks, fault reporting, minor repairs, and refuelling.
- ▶ Maintenance and repair of machinery, including minor on-site repairs, manual handling of heavy components, welding, cleaning, and using power tools.
- ▶ Drain construction and clearing, including assisting with construction and high pressure jetting of culverts, vegetation removal, erosion control, shovelling material, operating machines, chainsaws, or pole saws, and using hand tools.
- ▶ Road construction and surface repair, including transporting and placing gravel, shovelling and raking sand, gravel, rock, and premix, compacting bitumen, and installing signage and guide posts.
- ▶ Compliance with safe, effective, and efficient standard work practices.



Organisational Relationship

Reports to

- ▶ Senior Coordinator Field Services

Supervises / Manages

- ▶ Nil

Internal Liaisons

- ▶ All other staff

External Liaisons

- ▶ General public, residents and ratepayers.

Specialist Knowledge and Skills

Knowledge of:

- ▶ Safe handling practises for relevant activities.

Skills and Competencies

- ▶ Maintenance and construction practices.
- ▶ Skills in operating and maintaining both light and heavy complex mechanical plant.
- ▶ Skills in gaining cooperation, giving and obtaining assistance from other employees and contractors.

Our Values

Leadership &
Advocacy

Engagement
&
Collaboration

Integrity &
Respect

Improvement
&
Innovation

Qualifications and Experience

Experience

- ▶ Some experience in similar positions is desirable.

Qualifications

- ▶ Current Victorian Drivers Licence—Heavy Rigid.
- ▶ Certificate III in Civil Construction.
- ▶ OH&S White Card.
- ▶ Chainsaw Operation Competency (Trim and Cross Cut Level 1).
- ▶ Current Traffic Management Competency.
- ▶ Additional training competencies, such as Backhoe, Loader, Roller.
- ▶ First Aid.

Key Selection Criteria

- ▶ Ability to manage own time.
 - ▶ Ability to discuss and resolve problems.
 - ▶ Evidence of operation and maintenance of heavy and light complex mechanical plant.
 - ▶ Knowledge of safe handling practices for relevant materials.
 - ▶ Good communication and teamwork skills.
 - ▶ Demonstrated ability to complete the technical accountabilities.
 - ▶ Evidence of appropriate qualifications for the position.
- 

Position Descriptors – Band 3

Organisational Accountabilities

- ▶ Ensure that Mansfield Shire Council's Code of Conduct and all policies and procedures are adhered to including Occupational Health and Safety (OH&S) and Human Resource management procedures and practices
- ▶ Support organisational development and continuous improvement initiatives within the Council.
- ▶ Understand the principles of risk management and their application to all Council activity.
- ▶ Provide quality customer service and accurate information on Council products and services, communicate with customers in a friendly and courteous manner, effectively manage their enquiries and complaints and deliver punctual and reliable service.
- ▶ Effectively manage customer enquiries and complaints and deliver punctual and reliable service.
- ▶ Provide assistance with Municipal Emergency Services as required.
- ▶ Ensure that full and accurate records of activities and decisions are created and captured and observe records management procedures in accordance with Council policy.
- ▶ Be committed to the implementation of the Council Plan and annual Business Plan of Council.
- ▶ Work cooperatively and ensure positive communication and relationships with all staff across all departments.
- ▶ Contribute to the improvement of the department by innovation and personal initiatives and contribute to team meetings.
- ▶ A commitment to the principles that support the safety and wellbeing of all children.

Interpersonal Skills

- ▶ Ability to discuss and resolve minor problems.
- ▶ Commitment to quality customer service.
- ▶ Excellent oral communication skills in dealings with other staff, library users and community members.
- ▶ Good written communication skills for recording and sharing information.
- ▶ Able to co-operate with other staff to work effectively as a team.

Management Skills

- ▶ Basic skills in managing time, setting priorities, planning and organising one's own work so as to achieve objectives in the most efficient way.
- ▶ Basic knowledge of, and ability to implement personnel practices including equal opportunity and health and safety, training and development.

Organisational Context

The Mansfield Shire Council organisational structure has been developed with the following departments reporting directly to the CEO:

- ▶ Community Health & Wellbeing
- ▶ People, Communication & Governance
- ▶ Capital Works & Operations
- ▶ Investment & Planning Services
- ▶ Business & Finance
- ▶ Development & Customer Service

This structure has been designed to ensure a clear focus on the delivery of best value services and to utilise the skills and experience of staff in the most effective manner.

Extent of Authority

- ▶ The position is responsible for the provision of information and support to customers and/or more senior employees.
- ▶ The roles performs work within specific guidelines and under general supervision.
- ▶ The position has sufficient freedom to plan workloads and outcomes of work are readily observable.
- ▶ Decisions are made and actions undertaken are limited to a work group or function.

Judgement and Decision Making

- ▶ The nature of work for this role is clearly defined and related procedures are well understood and clearly documented.
- ▶ The particular tasks to be performed will involve selection from a range of techniques, systems, equipment, methods or processes and guidance and advice always available.

Diversity and Inclusion

- ▶ Mansfield Shire Council is an equal opportunity employer and is committed to providing for its employees a work environment which is free of harassment or discrimination. The organisation promotes diversity and awareness in the workplace.
- ▶ We value inclusion and diversity within our workforce and our community, supporting the invisible and visible qualities of all who walk through our doors. As an employee of Mansfield Shire Council, you will respect and show kindness to all regardless of ethnicity, sexuality, identity or any other protected attribute

How to apply

- 1 Cover letter**
Prepare a cover letter providing a snapshot of why you are interested in the position and the reasons we should hire you. Include any required information that has been outlined in the job advertisement. Your cover letter should be no longer than one page in length.
- 2 Key selection criteria**
Respond to the list of key selection criteria clearly demonstrating how your qualifications and/or experience would help you to meet the requirements of the role. **Please ensure that you address all key selection criteria contained within the position description.** This document should be kept to a maximum of two pages if possible.
- 3 Resumé**
Provide your up to date resumé containing a summary of your skills, employment history, experience, knowledge and abilities. A good resumé will be tailored to the position you are applying for with emphasis on the skills and experience that directly relate to the role.
- 4 Submit your application by the closing date**
Once you have collated the necessary documents, visit the Mansfield Shire Council's 'Information for Applicants' web page at <https://www.mansfield.vic.gov.au/council/work-with-us/information-applicants> for information on how to submit your application. All information must be received by Council prior to the advertised closing date.

For more information please contact:

Tasman Clingan, Manager Field Services on (03) 5775 8543

More detailed information on how to apply is available at
<https://www.mansfield.vic.gov.au/council/work-with-us/information-applicants>
including tips for addressing key selection criteria, writing a cover letter and resumé.

OFFICE USE ONLY

Authorised by CEO:



Employee's
Signature

Date:

4/8/2026

Employee's
Name

Date: / /



Mansfield Shire