Position Description

Kentish and Latrobe Councils

Mountain Bike Trails Maintenance Officer - Trainee

Position Number	265
Department	Operations
Reports to	Team Leader – Recreation
Work location	Kentish and Latrobe Councils
Classification	Trainee
Last Review Date	October 2026
Version	1.0

This is a shared position between the Kentish and Latrobe Councils. The position requires the provision of services to both Councils.

Position Objective

To support the maintenance, repair and improvement of Councils' mountain bike trail network and associated infrastructure so it remains safe and fit for purpose. Under supervision, the trainee will carry out work in accordance with Council values, approved work plans and relevant trail standards, while taking into consideration environmental, cultural and social values.

Key Responsibilities

Under the guidance of the Team Leader and experienced Parks, Recreation & Open Spaces Officers, the trainee will:

- Assist with maintaining and improving Councils' mountain bike trails and associated infrastructure, including vegetation trimming, trail repairs, grooming, signage, weed management and drainage work, to support safe, serviceable and fit-for-purpose trails.
- Assist with trail construction and improvement works in accordance with approved work plans and directions.
- Safely operate, maintain, clean and store hand tools, power tools, plant and equipment.
- Assist with routine inspections of mountain bike trails and associated infrastructure.

- Report hazards, defects, damage or maintenance requirements promptly.
- Follow approved work instructions, site procedures, relevant trail standards and Council policies.
- Maintain vehicles, plant, tools and work areas in a clean, safe and serviceable condition.
- Participate in training, toolbox meetings, workplace learning activities and team discussions.
- Provide observations and information to support maintenance planning and reporting.

Accountabilities

- Contribute to safe, serviceable and fit-for-purpose mountain bike trails and associated infrastructure by completing assigned maintenance and improvement tasks in accordance with approved work instructions, standards and supervision.
- Successfully participate in and complete the approved traineeship, including all required workplace learning and assessments.
- Identify and report hazards, defects, damage, incidents and maintenance requirements promptly.
- Use tools, plant, equipment and materials safely and only when trained and authorised.
- Contribute to continuous improvement through observations, feedback and practical suggestions.

Other Duties

- Undertake other duties and responsibilities as reasonably directed by Council, provided such duties are within the employee's skills, competence, qualifications and training, and are consistent with the requirements and classification of the position.

Other

Traineeship and Qualification

This position is a traineeship leading to a nationally recognised Certificate III in Landscape Construction. The successful applicant is required to successfully participate in and complete the approved traineeship, including all required workplace learning, training and assessments. Council will support participation in required training, assessments and workplace experience.

Safety and Supervision

- Work safely at all times and follow Council's Work Health and Safety policies, procedures and directions.

- Use personal protective equipment provided and report hazards, incidents and near misses promptly.
- Only operate equipment, plant or undertake tasks after receiving appropriate instruction, training and authorisation.
- Seek guidance when unsure and work under appropriate supervision.

Physical Demands

The role involves regular outdoor physical work including walking and cycling on uneven ground, bending, raking, shovelling, lifting and carrying materials using safe work practices. The employee may be exposed to varying weather conditions, dust, noise and vibration. Appropriate personal protective equipment and supervision will be provided.

Development Expectations

The trainee will actively participate in training, assessments and feedback discussions, progressively build skills and demonstrate commitment to safe work practices, teamwork and continuous improvement.

Working Relationships

Internal

- Team Leader – Recreation
- Recreation Team Members
- Parks and Open Spaces Team Leader and Officers
- Infrastructure & Assets Department
- WHS Risk Officer
- Other Council staff as required

External

Under supervision, communicate courteously and professionally with:

- Landowners
- Property Managers
- Contractors
- Service Providers
- Members of the public
- Trail users
- Cycling and recreation groups

Judgement

The trainee will exercise limited judgement when carrying out routine, clearly defined tasks within approved work instructions and their demonstrated competence, under appropriate supervision. Judgement and decision-making will develop progressively

in line with the Certificate III in Landscape Construction training requirements, demonstrated skills and authorisation from the Team Leader. The trainee must follow instructions, recognise when a task or decision is outside their training, competence or authority, and seek guidance before proceeding. Any safety concerns, technical issues, changes to work priorities or resource requirements must be referred to the Team Leader or Manager.

Qualifications and Licences

- Current C class driver's licence.
- White Card or willingness to obtain one shortly after commencement.
- Commitment to complete the required traineeship qualification.
- First Aid Certificate or willingness to obtain one shortly after commencement.

Experience, Knowledge and Skills

- Interest in mountain bike trails, landscaping, outdoor work, horticulture or environmental management.
- Ability and willingness to learn practical maintenance skills.
- Ability to work safely as part of a team.
- Positive attitude and commitment to contributing to a respectful workplace.
- Basic communication skills and ability to report issues clearly.
- Ability to undertake outdoor physical work in varying weather conditions.

Working at Kentish and Latrobe Councils

Our Values



Kentish and Latrobe Councils are a values-based organisation. We aim to attract, recruit and retain people who will uphold our values and are committed to building a strong values-based culture. Our values and behaviours reflect what we consider to be important, that is:

Safety	We feel safe and secure in our environment by looking after ourselves and each other's physical and mental wellbeing.
Teamwork	We work as ONE team – regardless of location or role – supporting each other to provide quality services to our community and achieve the Council's goals.
Accountability	We work in a transparent and open way, doing our best and working with pride, professionalism and integrity with our colleagues and for the community.
Respect	We act with integrity and kindness to create an inclusive workplace where our colleagues, customers and the community feel welcomed, respected and valued.

Work Health and Safety Compliance

As part of this role, you are expected to:

- Follow the applicable WHS Act, Regulations, and approved Codes of Practice relevant to your role.
- Recognise workplace risks, perform risk assessments, and implement controls to eliminate or reduce hazards where reasonably practicable.
- Report hazards, near misses, and incidents immediately and participate in investigations to strengthen safety outcomes.
- Undertake mandatory WHS training and induction and support the safety awareness of contractors and new staff.
- Work cooperatively with colleagues, safety representatives, and management to support a proactive safety culture.
- Assist with regular workplace inspections, audits, and review of safety procedures or documents to ensure ongoing compliance and improvement.

Child Safe Organisation Compliance

As part of this role, you are expected to:

- Ensure all duties are carried out in compliance with Council's obligations under the Child Safe Standards, legislation, and policies and procedures.
- Demonstrate a strong commitment to child safety by proactively identifying and responding to risks, concerns, or breaches related to child safety and wellbeing.
- Actively promote a culture of child safety, including fostering environments where children and young people are respected, their voices are heard, and their rights are upheld.
- Participate in mandatory training and development programs relating to child safety as required.
- Immediately report any concerns or disclosures in accordance with legislative obligations and Council's reporting procedures.