



## Position Description

POSITION TITLE:	Labourer
REPORTS TO:	Maintenance Foreman
LOCATION:	Kyogle, Bonalbo or Woodenbong Works Depot
WORK AREA:	Various locations within Kyogle Council Area
SALARY LEVEL:	Grade 2
REMUNERATION PACKAGE:	Superannuation Disability Allowance Access to a range of salary packaging benefits
HOURS OF WORK:	38 hours per week, 9 day fortnight

### *Our Mission*

To meet the challenges of our unique and diverse region

### *Purpose of Position (purpose / objective of the position)*

To work as a team and perform labouring duties to achieve specific standards.

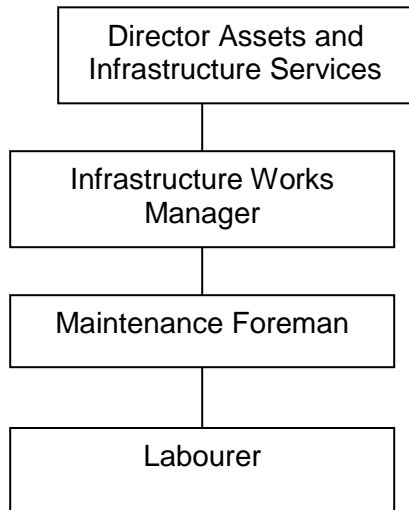
### *Award Provisions*

Award:	Local Government (State) Award 2020
Award Grade:	Band 1 Level 2

**Organisational Relationships:**  
*(the type of client/customer/community relationships that are critical to the effective functioning of the job)*

- WITHIN DEPARTMENT:      Overseer
  
- WITHIN COUNCIL              Operational Staff and Professional Staff
  
- EXTERNAL TO COUNCIL      Member of the Community  
*(e.g. community, business & other government)*      Contractors

**Organisational Chart:** *(Direct reporting relationships)*







## *Schedule of Duties*

- To perform labouring and traffic control duties.
- All occupational health and safety requirements are met including completion of risk assessments and working within safe work procedures. Use of necessary safety gear for the performance of various duties (eg hard hat, ear plugs, safety glasses etc).
- Report any occurrence of accident or injury on the job immediately when it occurs, and complete the required paper work and submit to immediate supervisor.
- Operate other small items of plant which may be required from time to time
- Maintain a diary of works carried out and works necessary to be carried out as part of the general construction and maintenance program and submit a copy of diary to Overseer weekly
- Any difficulties in carrying out assigned or cyclical works are reported to Overseer the same day they occur to ensure prompt action.
- Time sheets are recorded accurately with appropriate forms attached (eg leave form) and are submitted to overseer on time.
- Perform all task/duties in manner which promotes effective team work and good public and co-worker relations.
- Operate as a member of a work team and practice sharing of work duties and multi-skilling and on call and after hours duties.

### Capabilities for the role

The Local Government Capability Framework describes the core knowledge, skills and abilities expressed as behaviours, which set out clear expectations about performance in local government: “how we do things around here”. It builds on organisational values and creates a common sense of purpose for elected members and all levels of the workforce. The Local Government Capability Framework is available at <https://www.lgnsw.org.au/capability>

Below is the full list of capabilities and the level required for this position. The capabilities in bold are the focus capabilities for this position. Refer to the next section for further information about the focus capabilities

Local Government Capability Framework		
Capability Group	Capability Name	Level
 <b>Personal attributes</b>	<b>Manage Self</b>	<b>Intermediate</b>
	Display Resilience and Adaptability	Foundational
	Act with Integrity	Foundational
	Demonstrate Accountability	Foundational
 <b>Relationships</b>	Communicate and Engage	Foundational
	<b>Community and Customer Focus</b>	<b>Foundational</b>
	Work Collaboratively	Foundational
 <b>Results</b>	Influence and Negotiate	Foundational
	Plan and Prioritise	Foundational
	Think and Solve Problems	Foundational
	Create and Innovate	Foundational
 <b>Resources</b>	<b>Deliver Results</b>	<b>Intermediate</b>
	Finance	Foundational
	<b>Assets and Tools</b>	<b>Foundational</b>
	Technology and Information	Foundational
	Procurement and Contracts	Foundational

### Focus capabilities

The focus capabilities for the position are those judged to be most important at the time of recruiting to the position. That is, the ones that must be met at least at satisfactory level for a candidate to be suitable for appointment.

## Local Government Capability Framework

Group and Capability	Level	Behavioural Indicators
<b>Personal Attributes</b> Manage Self	Intermediate	<ul style="list-style-type: none"> <li>• Understands what needs to be done and steps up to do it</li> <li>• Pursues own and team goals with drive and commitment</li> <li>• Shows awareness of own strengths and weaknesses</li> <li>• Asks for feedback from colleagues and stakeholders</li> <li>• Makes the most of opportunities to learn and apply new skills</li> </ul>
<b>Relationships</b> Community and Customer Focus	Foundational	<ul style="list-style-type: none"> <li>• Shows awareness that he/she is working for the community</li> <li>• Shows respect, courtesy and fairness when interacting with customers and members of the community</li> <li>• Listens and asks questions to understand customer/community needs</li> <li>• Informs customers of progress and checks their needs are being met</li> </ul>
<b>Results</b> Deliver Results	Intermediate	<ul style="list-style-type: none"> <li>• Takes the initiative to progress own and team work tasks</li> <li>• Contributes to the allocation of responsibilities and resources to achieve team/project goals</li> <li>• Consistently delivers high quality work with minimal supervision</li> <li>• Consistently delivers key work outputs on time and on budget</li> </ul>
<b>Resources</b> Assets and Tools	Foundational	<ul style="list-style-type: none"> <li>• Uses core work tools and equipment effectively</li> <li>• Takes care of work tools, equipment, accommodation and community assets</li> </ul>

## Essential and Desirable Criteria

### Essential:

- Class C Drivers Licence
- Ability to operate minor plant items
- Good communication skills (oral and written)
  - Experience and ability to undertake manual labouring tasks.
  - Ability to operate as a member of a works team.
  - Occupational Health & Safety Workcover General Induction Ticket (Green Card).
- Demonstrated knowledge and understanding of the principles and practices of Equal Employment Opportunity and Occupational Health and Safety and an ability to apply them to the work practices.

### Desirable:

- School Certificate
- Traffic Controller Certification
- Chainsaw Ticket – Level 1 Crosscut
- Certificate II in Civil Construction
- Ability to work in confined spaces, excavations and at heights.

## *Verification of Qualifications*

### Guidelines:

- All original licences and tickets must be sighted by Council.
- Falsely claiming licences / qualifications will lead to dismissal and/or prosecution for any relevant offence.
- Applicants are to sign a declaration that states qualifications are genuine and acknowledges that false claims can lead to dismissal.

## *Job Specific Skills and Performance Standards Required*

NB: This section of the position description will be used to assess staff in the job specific skills. Staff are expected to have achieved the performance standard required of all skills within each step before progression to the next step.

<b>Skills</b>	<b>Performance Standard Required</b>
<b>Entry Level</b>	
Complete standard forms and reports (such as leave forms, accident reports, timesheets)	<ul style="list-style-type: none"> <li>• Able to print and write information legibly and clearly.</li> <li>• Understands Council procedures relating to regularly used standard forms and reports.</li> <li>• Completes forms to agreed timeframes.</li> </ul>
Undertake and observe employment conditions and Council Human Resources Policy and procedures (such as rules regarding alcohol consumption during work, using plant items for work use only, wearing issued uniform)	<ul style="list-style-type: none"> <li>• Able to interpret regularly used employment conditions, policies and procedures</li> <li>• Adheres to Employment Conditions and Council Policies and Procedures.</li> <li>• Conducts all areas of work practices and procedures in a manner that conforms to Council principles and practice of Equal Employment Opportunity, Environmental protection and Ethical Conduct.</li> </ul>
Implement WH&S in the workplace	<ul style="list-style-type: none"> <li>• Understands WH&amp;S as it applies to their immediate work area.</li> <li>• Understands risk management issues as they apply to their immediate work area</li> <li>• Able to practically apply basic WH&amp;S in their daily work</li> <li>• Uses protective clothing and equipment as appropriate for their work.</li> <li>• Complies with Council policies and procedures on a safe workplace (eg., no smoking, alcohol in the workplace)</li> <li>• Uses safety signage and safe working practices while working on or near roads or main thoroughfares.</li> </ul>
Undertake basic labouring duties	<ul style="list-style-type: none"> <li>• Work is undertaken according to council specifications</li> <li>• Equipment is used according to Council's WH&amp;S procedures</li> <li>• Work is carried out with regard to stated timeframes.</li> <li>• Work is undertaken according to design specification and instructions concerning quality and quantity.</li> </ul>
Operates a motor vehicle	<ul style="list-style-type: none"> <li>• Posses a relevant motor vehicle licence</li> <li>• Demonstrates a safe driving record</li> <li>• Maintains records of use and maintains vehicle to promote professional image in line with Council policy and procedures.</li> </ul>
<b>Step 1</b>	
Record Keeping	<ul style="list-style-type: none"> <li>• Complete plant sheets and other forms as required.</li> <li>• Complete incident reports for any accident / incident involving plant or personnel.</li> <li>• Forms are completed and returned within agreed timeframes.</li> </ul>

Maintain roads and pavements	<ul style="list-style-type: none"> <li>• Maintenance areas are set out according to instructions of maintenance plan</li> <li>• Maintenance areas are secured to prevent injury to the public, workers and damage to property and traffic</li> <li>• Private and public property areas and structures are restored in accordance with instructions</li> </ul>
Control and Direct Traffic	<ul style="list-style-type: none"> <li>• Ensure safety and relevant road signs are placed to clearly identify work being undertaken and in accordance with traffic control plan.</li> <li>• Work area conditions are constantly monitored to ensure safe and secure operations.</li> <li>• Traffic is directed in a courteous and professional manner in accordance with Council policies.</li> <li>• Ensures adequate separation of the public from the work area is maintained.</li> <li>• Identifies and communicates to Overseer any discrepancies or problems in traffic control plan or signage.</li> </ul>
Handles Chemicals and other hazardous materials safely	<ul style="list-style-type: none"> <li>• Understands and is able to identify chemicals regularly used in the workplace.</li> <li>• Understands Material Safety Data Sheets and applies them to work.</li> </ul>
Operate small plant and equipment	<ul style="list-style-type: none"> <li>• Understands the use of and is able to use small plant and equipment regularly used in work.</li> <li>• Understands and undertakes pre start checks for small plant used.</li> <li>• Uses equipment according to manufacturer's specification and/or Council policies and procedures.</li> <li>• Under direction, stores all equipment, tools and machinery safely, properly and securely in compliance with manufacturer's and/or Council guidelines.</li> <li>• Reports any faults or problems to the Overseer.</li> </ul>
<b>Step 2</b>	
Answer and process general enquiries/requests on Council activities (relevant to work area).	<ul style="list-style-type: none"> <li>• Answers enquiries from the public in a friendly and polite manner.</li> <li>• Accurate information is recorded or relayed to provide the service requested.</li> <li>• All processes involved are carried out within the agreed Council timeframes.</li> </ul>
Carry out basic maintenance of plant and equipment.	<ul style="list-style-type: none"> <li>• The performance of plant and equipment is monitored and deficiencies are reported.</li> <li>• Routine preventative maintenance is carried out in accordance with requirements.</li> <li>• Basic repairs and adjustments to plant and equipment are made in accordance with manufacturer's specifications.</li> <li>• Records of repairs and maintenance are maintained as required.</li> <li>• Recurring problems are reported to Overseer.</li> </ul>
Problem Solving	<ul style="list-style-type: none"> <li>• Develops practical solutions to daily work issues.</li> <li>• Applies a range of problem solving strategies to a given problem.</li> </ul>
Implement WH&S and environmental management in the workplace	<ul style="list-style-type: none"> <li>• Provides input into tool box meetings to ensure all procedures are implemented.</li> <li>• Contributes to the review of WH&amp;S and environmental procedures.</li> <li>• Follows correct procedures to minimise environmental effects during spillages.</li> <li>• Communicates in a timely and efficient manner WH&amp;S and environmental management hazards to supervisor.</li> </ul>



Pipe laying	<ul style="list-style-type: none"> <li>• Assists with the checking of excavation depths and grades for conformity to job requirements.</li> <li>• Foundation base is compacted and prepared.</li> <li>• Bedding materials are laid and compacted to specified depths and grades in accordance with job specifications.</li> <li>• Lifting apparatus is selected, checked and attached to the pipe in preparation for lifting.</li> <li>• Pipe ends are prepared as specified.</li> <li>• Pipe ends are aligned and pushed home.</li> <li>• Pipe is checked for line and level.</li> <li>• Backfilling requirements and pipe is backfilled and compacted to the required finish level.</li> <li>• Inlets and outlets are finished in accordance with pipe / culvert design specifications.</li> </ul>
<b>Step 3</b>	
Concrete work	<ul style="list-style-type: none"> <li>• Work is undertaken according to council specifications</li> <li>• Equipment is used according to Council's WH&amp;S procedures</li> <li>• Work is carried out with regard to stated timeframes.</li> <li>• Work is undertaken according to design specification and instructions concerning quality and quantity.</li> <li>• Appropriate items of personal protective equipment are selected and used correctly.</li> <li>• Tools and equipment consistent with job requirements are correctly selected and used.</li> <li>• Concrete is transported correctly and discharged into formwork, using correct manual handling techniques.</li> <li>• Discharge of concrete from concrete pump line into form work is controlled properly.</li> <li>• Concrete is placed correctly to appropriate levels / grades and finished.</li> <li>• Concrete is adequately covered and protected.</li> <li>• Site is cleaned free of debris.</li> <li>• Tools and equipment are routinely maintained, cleaned and stored.</li> </ul>
Operate a Chainsaw	<ul style="list-style-type: none"> <li>• Possesses the appropriate licence and ticket to operate a chainsaw.</li> <li>• Work is completed without causing damage or injury to any person or property .</li> <li>• Chain saw is operated correctly and safely in performing duties according to operation and legislation requirements.</li> <li>• All chain saw operations are carried out according to industry regulations and guidelines, WH&amp;S legislation and council procedures and policies.</li> </ul>
Assist in the development of safe work method statements	<ul style="list-style-type: none"> <li>• Assist in preparation of SWMS relevant to road construction / maintenance activities.</li> <li>• Consideration is given to the users and the environment in which the SWMS will be used.</li> <li>• Feedback is sought on the content of the SWMS.</li> <li>• Contributes to the updating of SWMS to match current operations.</li> </ul>
Training and Instruction in labouring activities	<ul style="list-style-type: none"> <li>• Is able to instruct and train others in labouring activities to ensure that the work is carried out safely and is in compliance with manufacturer's and Council guidelines and procedures.</li> <li>• Communicates training outcomes to Overseer.</li> </ul>

Step 4	
Read and Interpret Maps	<ul style="list-style-type: none"> <li>• Able to read and interpret maps relevant for work.</li> <li>• Assists with ensuring that work is undertaken according to maps provided.</li> <li>• Is able to use sound judgment to interpret situations and find acceptable solutions to basic problems when instructions are not clear.</li> <li>• Is able suggest more appropriate ways of undertaking work.</li> </ul>
Risk Management and Problem Solving	<ul style="list-style-type: none"> <li>• Identifies and classifies possible sources of risk.</li> <li>• Identifies problems proactively and puts in place appropriate strategies to mitigate them.</li> <li>• Liaises with Overseer where appropriate to solve issues.</li> <li>• Applies a range of problem solving skills to enable issues to be resolved without contravening any statutes, regulations or council policies.</li> </ul>
Assist with the measurement and calculation of materials	<ul style="list-style-type: none"> <li>• Provides input into the measurement and calculation for various types of work</li> <li>• Appropriate materials are identified</li> <li>• Materials are placed and applied in accordance with drawings and specifications</li> </ul>
Assist in the coordination of small jobs	<ul style="list-style-type: none"> <li>• Is able to assist to coordinate resources to ensure that work is done on time and to the specified standards.</li> <li>• Ensures that the appropriate equipment and materials are available to undertake the work.</li> <li>• Is able to instruct others in the operation of equipment and tools to ensure that work is carried out safely and is in compliance with manufacturer's and council guidelines and procedures.</li> </ul>

*Acceptance of Position Description*

I, \_\_\_\_\_, have read and understood this position description and agree to the conditions and responsibilities contained in it. I intend to commence duties as Labourer on \_\_\_\_\_(date)

Signed: \_\_\_\_\_

Date: \_\_\_\_\_