



## Position Description

POSITION TITLE:	Skilled Labourer – Bridges and Concrete
REPORTS TO:	Overseer
LOCATION:	Works Depot
WORK AREA:	Various locations within Kyogle Council Area
LEVEL:	Band 1 Level 2/3
REMUNERATION PACKAGE:	Superannuation Adverse Working Conditions Allowance Access to a range of salary packaging benefits
HOURS OF WORK:	38 hours per week

### *Our Mission*

To meet the challenges of our unique and diverse region

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

To effectively and efficiently operate Council's plant and perform labouring tasks associated with Council's bridge construction and maintenance and concrete works operations.

### *Award Provisions*

Award:	Local Government (State) Award 2020
Award Grade:	Grade 2/3

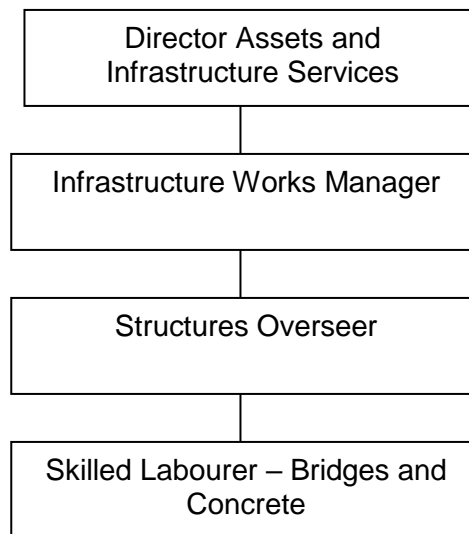
**Organisational Relationships:**  
*(the type of client/customer/community relationships that are critical to the effective functioning of the job)*

WITHIN DEPARTMENT:      Overseer Bridges and Concrete, Apprentice Bridge Carpenter,  
Plant Operator, Bridge and Maintenance Ganger

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 undertake manual concrete labouring tasks for bridge construction and maintenance and other works in an efficient and safe manner as required in compliance with relevant laws, standards, Council policy and having regard for the safety of the public, road users and other employees.
- Carry out carpentry work in the construction and dismantling of formwork in jobs such as footpaths, kerb and gutter, timber bridge maintenance and stormwater drainage, concrete bridge construction etc.
- Be proactive in reporting and carrying out minor maintenance tasks as may be located during patrol maintenance activities.
- Place and finish concrete in the construction and maintenance of tasks such as footpaths, kerb, slabs and gutter and stormwater drainage, concrete bridge construction etc
- Provide support to Overseer and /or Ganger in the coordination of construction activities and assist with the allocation of resources on a day to day basis so that the objectives of the activities and works program are met.
- Traffic control signage, barricades etc are erected as directed and ensure that they are maintained appropriately during all construction and maintenance operations.
- Operate other items of plant, which may be required from time to time provided that relevant accreditations are held by the operator.
- All work 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.
- Perform other work duties within capabilities as allocated from time to time by supervisory staff.
- Any difficulties in carrying out assigned or cyclical works are reported to Overseer the same day they occur to ensure prompt action.
- Problems with the operation of plant are reported to the Plant Manager when they occur to enable plant to be repaired before major failures occur.
- Time sheets are recorded accurately with appropriate forms attached (eg leave form) and are submitted to overseer on time.
- Perform all task/duties in a 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.

## 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
 Personal attributes	Manage Self	Intermediate
	Display Resilience and Adaptability	Foundational
	<b>Act with Integrity</b>	<b>Foundational</b>
	Demonstrate Accountability	Intermediate
 Relationships	Communicate and Engage	Intermediate
	Community and Customer Focus	Foundational
	<b>Work Collaboratively</b>	<b>Intermediate</b>
	Influence and Negotiate	Foundational
 Results	Plan and Prioritise	Intermediate
	Think and Solve Problems	Foundational
	Create and Innovate	Foundational
	<b>Deliver Results</b>	<b>Adept</b>
 Resources	Finance	Foundational
	<b>Assets and Tools</b>	<b>Intermediate</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> Act with Integrity	Foundational	<ul style="list-style-type: none"> <li>Is open and honest</li> <li>Tells the truth and admits to mistakes</li> <li>Follows the code of conduct, policies and guidelines</li> <li>Has the courage to speak up and report inappropriate behaviour and misconduct</li> </ul>
<b>Relationships</b> Work Collaboratively	Intermediate	<ul style="list-style-type: none"> <li>Encourages an inclusive, supportive and co-operative team environment</li> <li>Shares information and learning within and across teams</li> <li>Works well with other teams on shared problems and initiatives</li> <li>Looks out for the wellbeing of team members and other colleagues</li> <li>Encourages input from people with different experiences, perspectives and beliefs</li> <li>Shows sensitivity to others' workloads and challenges when asking for input and contributions</li> </ul>
<b>Results</b> Deliver Results	Adept	<ul style="list-style-type: none"> <li>Takes responsibility for the quality and timeliness of the team's work products</li> <li>Ensures team understands goals and expectations</li> <li>Shares the broader context for projects and tasks with the team</li> <li>Identifies resource needs, including team, budget, information and tools</li> <li>Allocates responsibilities and resources appropriately</li> <li>Gives team members appropriate flexibility to decide how to get the job done</li> </ul>
<b>Resources</b> Assets and Tools	Intermediate	<ul style="list-style-type: none"> <li>Uses a variety of work tools and resources to enhance work products and expand own skill set</li> <li>Ensures others understand their obligations to use and maintain work tools and equipment appropriately</li> <li>Contributes to the allocation of work tools and resources to optimise team outcomes</li> </ul>

## *Essential and Desirable Criteria*

### Essential:

- Successful completion of Year 10 or equivalent.
- Relevant experience and competency in concrete and carpentry works.
- Current MR Drivers Licence.
- Working knowledge of general earthworks, drain maintenance procedures, pavement Construction procedures and earthworks operations.
- Demonstrated working knowledge of operational activities in the areas of bridge maintenance and construction, footpath, kerb and gutter and stormwater drainage construction including erecting and dismantling of formwork.
- Ability to operate as a member of a works team.
- Experience and ability to undertake manual labouring tasks.
- Work Health and Safety Workcover General Induction Ticket (White Card).
- Demonstrated knowledge and understanding of the principles and practices of Equal Employment Opportunity and Work Health and Safety and an ability to apply them to the work practices.

### Desirable:

- Traffic Control Ticket Stop / Slow - Blue Card
- Apply Traffic Control Plans – Yellow Card
- WorkCover certification e.g. Scaffolding, Rigging, Dogging.
- Chainsaw Ticket (Level 1 – cross cutting)
- Ability to operate items of plant (backhoe, front end loader, excavator etc.)
- HR Licence, Bobcat and Crane

## *Verification of Qualifications*

### Guidelines:

- All original certificates or certified (by the institution) academic transcripts must be sighted by Council. Cost of providing documentation is to be borne by applicant.
- To facilitate the verification of qualifications, written permission must be given to Council for the relevant educational institution to be contacted.
- Falsely claiming 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.

## *Working with Children Check*

The position is subject to the requirements of the Child and Young Person Protection legislation and all applicants will be required to complete a Prohibited Employment Declaration at the time of their application.

**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.

Skills	Performance Standard Required	Standard met? Yes/No (evidence required)
<b>Grade 2 - Entry Level</b>		
Complete standard forms and reports (such as leave forms, accident reports, production reports and 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 WHS, Environmental Management, Risk and Quality in the workplace	<ul style="list-style-type: none"> <li>• Understands WHS, Quality as it applies to their immediate work area.</li> <li>• Contributes to the review of WHS, risk and environmental practices and procedures.</li> <li>• Ensures works are undertaken in accordance with environmental management</li> <li>• Understands risk management issues as they apply to their immediate work area</li> <li>• Able to practically apply basic WHS in their daily work</li> <li>• Uses protective clothing and equipment as appropriate for their work.</li> <li>• Complies with Council policies and</li> </ul>	

	<p>procedures on a safe workplace (eg., no smoking, alcohol in the workplace)</p> <ul style="list-style-type: none"> <li>• Uses safety signage and safe working practices while working on or near roads or main thoroughfares.</li> </ul>	
Undertake construction 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 WHS 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>	
Operate Truck	<ul style="list-style-type: none"> <li>• Possesses the appropriate licence to operate a MR truck</li> <li>• Is able to operate and drive a truck in a safe manner with regard to relevant statutes and Council policies and procedures.</li> <li>• Pre-start checks are carried out.</li> <li>• Demonstrates a good driving track record.</li> </ul>	
Basic 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>	
<b>Grade 2 - Step 1</b>		
Record Keeping	<ul style="list-style-type: none"> <li>• Adheres to Council's information management policies.</li> <li>• Maintains accurate work records and stock sheets.</li> <li>• Identifies errors and omissions in record keeping and corrects them.</li> <li>• Ensures all costs are correctly assigned to the appropriate cost centres.</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</li> </ul>	

	<p>is carried out in accordance with requirements.</p> <ul style="list-style-type: none"> <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>	
<p>Undertake concrete labouring work</p>	<ul style="list-style-type: none"> <li>• Work is undertaken according to council specifications and adhering to WHS risk, quality and environmental procedures.</li> <li>• Equipment is used according to Council’s WHS 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>• Basic welding is undertaken relevant to concrete labouring work.</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 correctly mixed and volumes accurately estimated.</li> <li>• Concrete is transported correctly and discharged into formwork, using correct manual handling techniques.</li> <li>• Concrete is placed correctly.</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>	
<p>Handles Chemicals and other hazardous materials safely</p>	<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>	

<b>Grade 2 - Step 2</b>		
Answer general customer enquiries/requests on concrete activities	<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>	
Read and Interpret Maps, Plans and Drawings	<ul style="list-style-type: none"> <li>• Ensures that work is undertaken according to plans provided.</li> <li>• Is able suggest more appropriate ways of undertaking work.</li> </ul>	
Control and Direct Traffic	<ul style="list-style-type: none"> <li>• Ensure safety and relevant road signs are placed to clearly identify concrete work being undertaken.</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 Traffic Control Training and Council policies.</li> <li>• Ensures adequate separation of the public from the work area is maintained.</li> <li>• Identifies and communicates to supervisor any discrepancies or problems in traffic control plan or signage.</li> </ul>	
Concrete Work	<ul style="list-style-type: none"> <li>• Concrete is correctly screed to levels/grades.</li> <li>• Curing process is applied to specifications.</li> </ul>	
Quality Control	<ul style="list-style-type: none"> <li>• Materials are placed and applied in accordance with drawings, specifications and standards.</li> <li>• Identifies and communicates to Supervisor identification of poor or incorrect material.</li> </ul>	
Operate general road construction and maintenance plant and equipment (eg small plant items).	<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 the basic maintenance of all plant and equipment regularly used.</li> </ul>	

	<ul style="list-style-type: none"> <li>• Uses plant and equipment according to manufacturer's specification and/or Council policies and procedures.</li> <li>• 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>	
Lay Pipes	<ul style="list-style-type: none"> <li>• Excavation location is set out and clearly marked.</li> <li>• Plant operator is advised of excavation requirements.</li> <li>• Excavation depths and grades are checked 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>• Plant operator is advised of 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 in accordance with supervisor's instructions.</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 WHS and environmental management in the workplace	<ul style="list-style-type: none"> <li>• Contributes to the review of WHS, risk, quality and environmental practices and procedures.</li> <li>• Ensures works are undertaken in accordance with environmental management procedures / guidelines.</li> </ul>	

	<ul style="list-style-type: none"> <li>• Follows procedures and correct use of personal protective equipment.</li> <li>• Ability to respond to emergency environmental situations to ensure environmental safeguards are implemented and action reported to Overseer.</li> <li>• Provides input into toolbox meetings to ensure all procedures are implemented</li> </ul>	
<b>Grade 2 - Step 3</b>		
<p>Assist in the maintenance of bridges / pathways</p>	<ul style="list-style-type: none"> <li>• Faults in structure/ material / connections are identified and reported to supervisor.</li> <li>• Repairs and routine maintenance is carried out to job specifications.</li> <li>• Painting/protective coating carried out where applicable.</li> <li>• Deterioration or faults in abutment are identified and reported to supervisor.</li> <li>• Pathway/roadway is maintained to an even and consistent surface.</li> <li>• Faults in decking structure/ surface finish are identified and appropriate repair is determined.</li> <li>• Deck panels/timbers are removed and replaced to job specifications where applicable.</li> <li>• Spikes/bolts are maintained to ensure no protrusion or safety hazards occur.</li> <li>• Kerbing, stairs and safety railings are maintained/ repaired according to specifications</li> </ul>	
<p>Assist in the development of safe work method statements</p>	<ul style="list-style-type: none"> <li>• Assist in preparation of SWMS relevant to concrete works activities.</li> <li>• Consideration is given to the users and the environment in which the SWMS will be used.</li> <li>• Feedback is provided on the content of the SWMS.</li> </ul>	
<p>Operate a Chainsaw</p>	<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</li> </ul>	

	<p>according to operation and legislation requirements.</p> <ul style="list-style-type: none"> <li>• All chain saw operations are carried out according to industry regulations and guidelines, WHS legislation and council procedures and policies.</li> </ul>	
<p>Training and instruction in concrete and bridge labouring work</p>	<ul style="list-style-type: none"> <li>• Is able to instruct and train casual labouring staff to ensure that the work is carried out safely and is in compliance with manufacturer's and Council guidelines and procedures.</li> <li>• Records training outcomes and reports outcomes to Overseer.</li> </ul>	
<b>Grade 2 - Step 4</b>		
<p>Undertake complex concrete work and construction /bridge labouring activities</p>	<ul style="list-style-type: none"> <li>• Work instructions and operational details are obtained, confirmed and applied.</li> <li>• Tools and equipment selected to carry out tasks are consistent with the requirements of the job, checked for serviceability and any faults are rectified or reported prior to commencement.</li> <li>• Material quantity requirements are calculated in accordance with plans and/or specifications.</li> <li>• Materials appropriate to the work application are identified, obtained, prepared, safely handled and located ready for use.</li> <li>• Materials are checked for quality in accordance with specifications.</li> <li>• Work area requirements are prepared in accordance with working drawings, specifications and established work procedures.</li> <li>• Set out, levelling, construction and erection/installation of project is implemented in accordance with line, level and plumb.</li> <li>• Construction project is completed to specification and checked for conformity to plans and design specifications.</li> </ul>	
<p>Scaffolding, rigging and dogging</p>	<ul style="list-style-type: none"> <li>• Possesses the appropriate licence and ticket to undertake scaffolding, rigging / dogging.</li> <li>• Work is completed without causing</li> </ul>	

	<p>damage or injury to any person or property.</p> <ul style="list-style-type: none"> <li>• Plant / equipment is operated correctly and safely in performing duties according to operation and legislation requirements.</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>• Negotiates with multiple stakeholders 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>	
Coordination of worksite activities	<ul style="list-style-type: none"> <li>• Is able to coordinate staff to ensure that work is done on time and to the specific standards.</li> <li>• Ensures that the appropriate equipment and materials are available to undertake work.</li> <li>• Undertakes estimating of materials</li> <li>• Is able to instruct others in the operation of equipment and tools to ensure work is carried out safely and is in compliance with manufactures and council guidelines and procedures.</li> </ul>	
Assists in supervision of contractors	<ul style="list-style-type: none"> <li>• Tasks/Jobs are monitored to ensure compliance with plans in terms of time, quality assurance issues and organizational requirements.</li> <li>• Guidance is provided to contractors and sub-contractors in a timely manner and accordance with plans.</li> <li>• Maintenance activities are monitored to ensure compliance with WHS and environmental regulations.</li> <li>• Unsatisfactory performance is identified and reported to Supervisor.</li> </ul>	
Plant Operation	<ul style="list-style-type: none"> <li>• Possesses the appropriate licence and ticket (where appropriate) and</li> </ul>	

	<p>ability to operate more than one (minimum of two) pieces of plant (eg roller, backhoe, front end loader, small excavator,)</p> <ul style="list-style-type: none"> <li>• Plant operation is completed without causing damage to any workplace property or vehicle sections, systems or components.</li> <li>• Plant is operated correctly and safely in performing loading/moving and unloading duties according to licensing and legislation requirements.</li> <li>• All operations are carried out according to industry regulations and guidelines, WHS legislation and council procedures and policies.</li> </ul>	
<b>Grade 3 - Step 3</b>		
Plant operation	<ul style="list-style-type: none"> <li>• Possesses the appropriate licence and ticket (where appropriate) and ability to operate more than one (minimum of three) pieces of plant (eg roller, backhoe, front end loader, small excavator,)</li> <li>• Plant operation is completed without causing damage to any workplace property or vehicle sections, systems or components.</li> <li>• Plant is operated correctly and safely in performing loading/moving and unloading duties according to licensing and legislation requirements.</li> <li>• All operations are carried out according to industry regulations and guidelines, WHS legislation and council procedures and policies.</li> </ul>	
<b>Grade 3 - Step 4</b>		
Plant Operation	<ul style="list-style-type: none"> <li>• Possesses the appropriate licence and ticket (where appropriate) and ability to operate more than one (minimum of four) pieces of plant (eg roller, backhoe, front end loader, small excavator,)</li> <li>• Plant operation is completed without causing damage to any workplace property or vehicle sections, systems or components.</li> <li>• Plant is operated correctly and safely in performing loading/moving and unloading duties according to</li> </ul>	

	<p>licensing and legislation requirements.</p> <ul style="list-style-type: none"> <li>• All operations are carried out according to industry regulations and guidelines, WHS legislation and council procedures and policies.</li> </ul>	
Develop and Apply Knowledge	<ul style="list-style-type: none"> <li>• Keeps up to date with changes to road construction and maintenance plant operation functions.</li> <li>• Distributes information to other staff regarding developments in the work area.</li> <li>• Has a wide and practical understanding of road construction and maintenance functions.</li> <li>• Uses knowledge to keep other staff up to date with road construction and maintenance plant operation related matters.</li> </ul>	
Levelling	<ul style="list-style-type: none"> <li>• Understand basic level principles for road construction and maintenance works.</li> <li>• Provides assistance in undertaking levelling.</li> <li>• Identifies and communicates to Overseer any discrepancies found whilst levelling.</li> </ul>	
Training and Instruction in use of plant	<ul style="list-style-type: none"> <li>• Is able to instruct and train others in the operation of plant item to ensure that the work is carried out safely and is in compliance with manufacturer's and Council guidelines and procedures.</li> <li>• Records training outcomes and forwards written training outcomes to Overseer.</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 – Bridge Construction and Maintenance on \_\_\_\_\_(date)

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

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