



Position Description

POSITION TITLE:	Facilities Labourer
DEPARTMENT:	Assets and Infrastructure Services
REPORTS TO:	Urban Services Overseer
SALARY SYSTEM GRADE:	Grade 2
REMUNERATION PACKAGE:	Superannuation On Call Allowance (subject to roster) Access to a range of salary packaging benefits
HOURS OF WORK:	Full time

Our Mission

To meet the challenges of our unique and diverse region

Purpose of Position

As a member of a facilities maintenance team undertake cleaning, maintenance and construction on Council facilities including parks and gardens, swimming pools, community buildings, civic precinct, town streets and cemetery maintenance.

Award Provisions

Award:	Local Government (State) Award 2023
Award Grade:	Operational Band 3

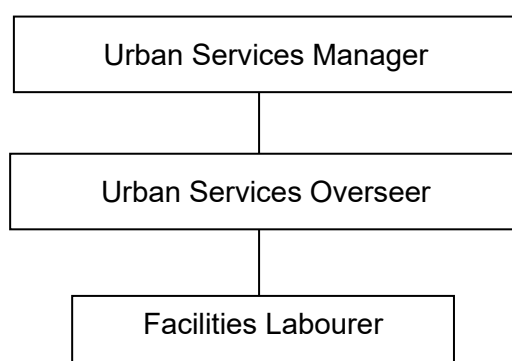
Organisational Relationships

WITHIN DEPARTMENT: Urban Services Manager
Overseers and Supervisors
Operational staff

WITHIN COUNCIL Salary staff
Contractors

EXTERNAL TO COUNCIL Members of the community
(e.g. community, business &
other government)

Organisational Chart



Schedule of Duties

- Undertake cleaning works, maintenance and construction on Council facilities including parks and gardens, cemeteries, pools, civic precinct, town streets, public toilets and community buildings.
- Undertake labouring tasks such as building, manual labouring, cleaning toilets and amenities, street cleaning, bin and litter collection, mowing, grave digging and minor construction and repairs in accordance with environmental, risk, quality and work health safety requirements
- Participate in after hours and on-call roster and emergency call-outs when directed.
- To actively participate in relevant training activities.
- To operate and maintain items of plant in an efficient and effective manner and in accordance with Councils policies and manufacturers procedures.
- To ensure all necessary paperwork including weekly timesheets are completed in accordance with Council policies and procedures.
- To work independently and as a team member
- To perform grave digging and headstone construction / foundation utilising Council's plant and equipment and task specific safety / risk documentation.
- To report any hazards or risks identified during work activities as soon as they are identified.
- To undertake other duties as directed by supervisor.

Role Capabilities

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>

Table 1 outlines the full list of capabilities and levels of competency required for appointment at each Grade under 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. Table 1 also outlines the qualifications and experience required for appointment at each Grade under this position.

Role Skills

To be eligible for progression through Council’s salary system, staff must demonstrate the role-based skills outlined in Table 3 below, in addition to meeting the technical requirements relevant to each Grade and demonstrating competency in the core capabilities described under the Local Government Capability Framework relevant to each Level.

Table 1: Role requirements

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

Focus Capabilities

The focus capabilities for the position are those judged most important at the time of recruiting to the position. The focus capabilities must be met at least at a satisfactory level for a candidate to be suitable for appointment to the role. The focus capabilities for this position are outlined in Table 2 and 3.

Table 2: Focus Capabilities for Grade 2		
Group and Capability	Level	Behavioural Indicators
Personal Attributes Manage Self <i>Show drive and motivation, an awareness of strengths and weaknesses, and a commitment to learning</i>	Intermediate	- Understands what needs to be done and steps up to do it - Pursues own and team goals with drive and commitment - Shows awareness of own strengths and weaknesses - Asks for feedback from colleagues and stakeholders - Makes the most of opportunities to learn and apply new skills
Relationships Community and Customer Focus <i>Commit to delivering customer and community focused services in line with strategic objectives</i>	Foundational	- Shows awareness that he/she is working for the community - Shows respect, courtesy and fairness when interacting with customers and members of the community - Listens and asks questions to understand customer/community needs - Informs customers of progress and checks their needs are being met
Results Deliver Results <i>Achieve results through efficient use of resources and a commitment to quality outcomes</i>	Intermediate	- Takes the initiative to progress own and team work tasks - Contributes to the allocation of responsibilities and resources to achieve team/project goals - Consistently delivers high quality work with minimal supervision - Consistently delivers key work outputs on time and on budget
Resources Assets and Tools <i>Use, allocate and maintain work tools appropriately and manage community assets responsibly</i>	Foundational	- Uses core work tools and equipment effectively - Takes care of work tools, equipment, accommodation and community assets

Table 4: Skill progression

Step	Skill required
1	• Understands risk management issues as they apply to their immediate work area and able to apply basic WHS in their daily work • Undertake maintenance and labouring duties • Able to operate small plant and equipment in accordance with Council policies and procedures • Able to undertake street cleaning and cleaning of amenities • Trained in chemical handling • Undertake and assist in after-hours call outs and on-call work
2	• Trained in Traffic Control (TCR) • Inspects Council public facilities to identify cleaning and basic maintenance requirements • Carry out basic maintenance of plant and equipment • Undertake asset infrastructure maintenance • Develops practical solutions to daily work issues • Identifies and classifies possible sources of risk
3	• Class MR Drivers Licence • Assist with digging and closure of graves and ash internments • Assist in the development of safe work method statements • Assists in the management of sub-contractors
4	• Trained in Chainsaw Operation • Read and Interpret Maps, Plans and Drawings • Assist with the measurement and calculation of materials • Assist in the coordination of small jobs

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 on

_____.

(insert date)

Signed: _____

Date: _____