

## Position Description

### A. POSITION PROFILE

**Position:**

**Labourer - Works**

*Salary System Grade: 2*

**Conditions of Employment:**

*Australian Citizen or Right to Work in Australia  
Local Government (State) Award  
Permanent Full-time*

**Additional Benefits:**

*Nine Day Fortnight*

**Position Occupant:**

*Vacant*

**Department:**

*Deputy General Manager*

**Section/Group:**

*Civil Works*

**Location:**

Cootamundra ☒

Gundagai ☐

**Direct Supervisor:**

*Works Foreman*

**Number of Staff Supervised by this position:**

*Nil*

### B. STATEMENT OF FUNCTION

Performs manual tasks as directed by the Works Supervisor and /or Works Foreman to meet Council's Operational Plan requirements.

### C. KEY RESPONSIBILITIES

1. Ensure work tasks are completed efficiently and effectively, as directed by supervisors.
2. Work and tasks are conducted responsibly ensuring the safety for self and fellow employees.
3. Act as traffic controller (subject to qualification) when required, ensuring the safety of the general public and fellow employees on or near a work site.

### D. DUTIES

1. Control traffic at worksites (subject to qualification).
2. Manually repair roads, pavements, pathways, footpaths and bikeways using tools, equipment and/or machinery.
3. Manually maintain surface drainage systems including drains, culverts and pollutant traps.
4. Install and maintain roadside fixtures, including signposts, guideposts, barriers and fencing.
5. Erect and dismantle temporary fencing, concreting formwork, shoring and other construction.
6. Manually collect and empty rubbish bins.
7. Clear and remove vegetation, rubbish and debris from thoroughfares, roadsides and streets.
8. Assist with worksite preparation, measuring and marking and basic levelling.
9. Maintain worksite/workplace tidiness and cleanliness.
10. Carry out manual excavation with due care of underground services.
11. Spread and compact materials manually.

12. Support plant operators through directing movement of plant and loads and communicating work site conditions and information.
13. Assist with the installation of culverts, headwalls, gross pollutant traps and other pre-fabricated infrastructure components.
14. Use and maintain tools and equipment to complete tasks effectively and efficiently.
15. Assist to Erect and dismantle concreting formwork.
16. Attend to repairs, maintenance and cleaning of Council assets as directed.
17. Respond to emergency situations as requested.
18. Assist with repair and maintenance of storm water infrastructure, including installing and maintaining pipes.
19. Complete required workplace records.
20. Operate hand held tools and minor plant to the level of training achieved.
21. Undertake training to update, maintain and advance personal skill levels and in compliance with relevant workplace legislation.
22. Respond to inquiries from members of the public and provide information within scope of responsibility.
23. Carry out any other duties that are within the limits of the employees' skill, competence and training.

#### **E. ESSENTIAL CRITERIA**

1. Demonstrated experience in a labouring role preferably gained within a civil works environment.
2. Current NSW Class C Drivers Licence or above or equivalent (Red P's acceptable).
3. WHS Construction Induction (NSW White card) or equivalent.
4. Demonstrated experience in the operation and maintenance of small plant and equipment.
5. Demonstrated literacy and numeracy skills to follow written communication and complete standard forms.
6. Demonstrated interpersonal and communication skills.
7. Working knowledge of roles and responsibilities under the WHS Act 2011.

#### **F. DESIRABLE CRITERIA**

1. Current Class MR Drivers Licence or above or equivalent.
2. RMS Traffic Controller Certification (Blue Card or equivalent).
3. Chainsaw Operations certification.