

# POSITION DESCRIPTION

## Section 1 – POSITION DESCRIPTION

<b>Position Title</b>	<b>Labourer</b>
<b>Doc ID</b>	13670
<b>Department</b>	Infrastructure
<b>Grade</b>	2
<b>Status f/t, p/t, casual</b>	Full time
<b>Hours of Duty/days worked</b>	8.5 hours per day with a 9 day fortnight
<b>UV Rating</b>	High
<b>Directorate</b>	Infrastructure
<b>Supervisor</b>	Urban Team Leader
<b>Date Compiled</b>	<b>June 2009</b>
<b>Date Modified</b>	*Feb 2011 *May 2012 *November 2013 *November 2014 *March 2015 *October 2016 *April 2018*March 2019*July 2021*November 2021

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**Vision**

**ACHIEVING TOGETHER**

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**Corporate Values**  
“ECLAIRS”

- Ethical
- Caring
- Loyalty
- Accountability
- Integrity
- Respect
- Safety

### Purpose of Position

This section should contain an encompassing statement of the major focus of the position. It should not define/list tasks, or responsibilities.

To assist in all maintenance and construction activities and to be actively involved in team building and development programs.

### Key Responsibilities for the Position

The key responsibility areas (KRA's) are the major outputs for which the position is responsible and are not a comprehensive statement of the position activities. Ideally, each KRA should cover a separate area of the work function. Most positions should be adequately covered by 5-8 KRAs. No position should require more than 8 – maximum. The KRA's are each broadly defined explaining the essential functions of the position. In addition each KRA may also be accompanied by detailed lists of tasks of how work is to be carried out.

Key Responsibility Areas		
	<i>What</i>	<i>How</i>
1.	Undertake labouring duties	Complete tasks within the time allocated by supervisors and to a suitable standard
	Traffic Control	Understanding and erecting traffic signs correctly as indicated on the TCP
2.	Risk Management	Undertake hazard identification and risk assessment on site as required to ensure a safe work environment
	Plant / Equipment	By ensuring the safe and effective use of plant in construction and maintenance activities.
	Customer Service	By ensuring customer service is provided in a prompt, friendly, helpful and courteous manner and in accordance with Council procedures and requirements.
	Teamwork	By productively contributing to the outcomes of the Construction and Maintenance teams.

## SELECTION CRITERIA

**Experience / Knowledge / Attributes:** List the required experience and clearly indicate whether it is mandatory or desired by highlighting (underlining) the word 'Essential' or 'Preferable'.

<b>Qualifications:</b> Include all educational and training qualifications, licences, and professional registration or accreditation, criminal record checks etc. required for the position.		<b>Essential/ Preferable</b>
1	Work cover induction card	Essential
2	Class C drivers licence (manual vehicles)	Essential
3	Traffic controller's certificate (IMP and TCR)	Preferable
4	Certificate III in Civil Construction	Preferable
5	Chainsaw Operators Certificate	Preferable
<b>Experience / Knowledge / Attributes:</b> Required by the incumbent to successfully perform the positions key responsibilities. Most positions should be adequately covered by 8 Criteria's		
1	Well developed communication (oral written) and interpersonal skills to communicate within a team Environment	
2	The ability to work with minimal supervision	
3	Ability to carry out labour intensive activities	
4	Ability to form timberwork, carry out concrete works and prepare ground surfaces	
5	Minimum 6 months of relevant work experience	
6	Ability to operate small plant and machinery	
7	Ability to undertake Overtime where required	

<b>Required Vaccinations:</b>		<b>Essential/ Preferable/Not required</b>
1	COVID-19 Vaccination (or medical Exemption)	Essential
2	Influenza Vaccination	Preferable
3	Hepatitis A	Preferable
4	Hepatitis B	Preferable
5	Tetanus (dT or dTpa)	Preferable
6	Q Fever	Preferable

### Supervision Reporting Relationships:

**This position' reports to supervisor/manager:** A brief description of the breadth of supervision should be provided

1	Urban Team Leader
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**Positions reporting to this position:** A brief description of the roles of the staff supervised (and titles if relevant) should also be stated.

1	Nil
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### Location of Work:

**Provide a description of the places that this position will be working at.**

1	The jobholder will be required to operate in any location instructed by their supervisor
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### Extent of Authority

To what extent does this position have authority? For example, specific delegations, budget, expenditure authorisation, special decision-making authority.

**Specific Authority/ delegations**

1	The jobholder has no specific authority over staff members or contractors
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### Liaise With:

#### Internal:

**The internal positions that this position comes in contact with regularly.**

1	Urban Team Leader
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2	Works Coordinator
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3	Works Manager
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4	All other employees
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5	Deputy General Manager Infrastructure
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#### External:

**The external people or organisations that this position comes in contact with regularly**

1	Residents within Narrandera Shire Council
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## Section 2 - POSITION REQUIREMENTS FOR ALL EMPLOYEES

<b>Key Result Area</b> Compulsory for all employees		
<b>Task</b> – Describe the Task	<b>Standard</b> – To what qualitative or behavioural standard should the task be performed at.	
<b>1</b>	Customer Service	Achieve customer service standards in accordance with Council's customer service charter
<b>2</b>	EDRMS/ Record Keeping	All Staff are responsible for ensuring all records and documents in their use are accurate and recorded according to Council procedures.  All EDRMS operators are to undertake an annual competency assessment to ensure EDRMS record keeping skills are to required standards
<b>3</b>	Equal Employment Opportunity (EEO)	As per Council's EEO Management Plan in accordance with the EEO and the Anti-discrimination Act 1977
<b>4</b>	Policies, Procedures & Code of Conduct	Adhere to ALL Council Policies, Procedures and Code of Conduct
<b>5</b>	Enterprise Risk and Work Health & Safety (WHS)	In accordance with the Enterprise Risk requirements and WHS Act 2011. Refer to Section 4 of this Position Description for a list of the responsibilities
<b>6</b>	All Training Provided by Council	Attend all required skill development training.  Provide evidence of all licence and certificates to Human Resources.

## Section 3 – ESSENTIAL SCHEDULE OF TASKS

### Position Tasks

<b>Key Result Area</b> Undertake Labouring Duties	
<b>Task – Describe the Task</b>	<b>Standard – To what qualitative or behavioural standard should the task be performed at.</b>
<b>1</b> Assist maintenance and construction teams to complete programs	Undertake labour intensive tasks as instructed Operate minor plant in accordance with the appropriate Safe Work Method Statements Report any defects with any tools or plant to the Team Leader Complete any task within the time allocated by the supervisor and to a suitable standard Assist in Emergency Management work as required by Team Leaders or on call staff.

<b>Key Result Area</b> Traffic Control	
<b>Task – Describe the Task</b>	<b>Standard – To what qualitative or behavioural standard should the task be performed at.</b>
<b>1</b> Implement traffic control plans	Erect and remove traffic control signs and structures in accordance with the Traffic Control plan and Transport for NSW (TfNSW) guidelines Act as a traffic controller in accordance with TfNSW Guidelines

<b>Key Result Area</b> Risk Management	
<b>Task – Describe the Task</b>	<b>Standard – To what qualitative or behavioural standard should the task be performed at.</b>
<b>1</b> Carry out duties in accordance with Section 4.1 (WHS Responsibilities, Accountabilities and Authorities) of this position description	Use Safe Work Method Statements (SWMS) and standard operations procedures Ensure all work is performed in accordance with requirements of the WHS Policy, procedure and legislation Use and maintain all safety equipment and PPE in accordance with relevant standards Report all identified hazards, accidents and near misses to your supervisor Attend all compulsory and relevant training

<b>Key Result Area – Plant &amp; Equipment</b>		
<b>Task – Describe the Task</b>		<b>Standard – To what qualitative or behavioural standard should the task be performed at.</b>
<b>1</b>	Operate Plant	Operate plant in an efficient and effective manner – no downtime Operate plant with care and in a safe manner at all times Use plant safely and in accordance with the Operating Instructions and Council's Safe Work Method Statements Report damage to plant immediately to Supervisor. All tool and equipment replacements are authorised by Supervisor.
<b>2</b>	Use Tools & Equipment	Tools used efficiently and effectively – no downtime Tools and equipment respected and used with care – no breakages Tools and equipment losses/damages reported immediately to the Supervisor.
<b>3</b>	Maintenance & Storage of Plant, Tools & Equipment	Perform regular maintenance of plant, tools and equipment as per operating Instructions Ensure plant, tools and equipment are securely locked away when not in use as per Council's policy and procedure Tools and equipment kept in a clean and tidy state

<b>Key Result Area - Customer Service</b>		
<b>Task – Describe the Task</b>		<b>Standard – To what qualitative or behavioural standard should the task be performed at.</b>
<b>1</b>	Interface with the Community and Staff	Demonstrate a spirit of co-operation to other staff. Maintain communication with staff affected by decisions Act in a courteous and helpful way.
<b>2</b>	Provide excellent customer service	Minimal customer complaints. Provide prompt & courteous service at all times. Investigate customer requests as directed
<b>3</b>	Adherence to Council policies and Code of Conduct	Compliance with Councils Code of Conduct and Customer Service Charter at all times

<b>Key Result Area - Teamwork</b>		
<b>Task – Describe the Task</b>		<b>Standard – To what qualitative or behavioural standard should the task be performed at.</b>
<b>1</b>	Work within a team environment	Perform an active role within the team to achieve project objectives Regular consultation and co-operation with team members. Project objectives achieved through the efficient and effective use of resources at all times
<b>2</b>	Attend toolbox meetings	Attend toolbox meetings as required. Be actively involved in tool box meetings prior to projects commencing



## Section 4 – ENTERPRISE RISK & WORK HEALTH AND SAFETY RESPONSIBILITIES – WORKERS/STAFF

### Position Tasks

<b>Key Result Area</b> Enterprise Risk and WHS Responsibilities	
<b>Task</b> – Describe the Task	<b>Standard</b> – To what qualitative or behavioural standard should the task be performed at.
1	<p>Comply with safe working procedures</p> <p>Comply with the WH&amp;S Act section 28, Duty of workers;</p> <ul style="list-style-type: none"> <li>(a) Take reasonable care for his or her own health and safety; and</li> <li>(b) Take reasonable care that his or her acts or omissions do not adversely affect the health and safety of other persons; and</li> <li>(c) Comply, so far as the worker is reasonably able, with any reasonable instruction that is given by the person conducting the business or undertaking to allow the person to comply with this act; and</li> <li>(d) Co-operate with any reasonable policy or procedure of the person conducting the business or undertaking relating to health or safety at the workplace that has been notified to workers.</li> </ul> <p>Follow safe work procedures established by Council</p>
2	<p>Use of appropriate personal protective equipment and safety systems</p> <p>Where PPE is required to control exposure to hazards in the workplace, wear and maintain the PPE as directed, as indicated in a risk assessment, or as required in WH&amp;S procedures, or as in the safe work method statements.</p>
3	<p>Assist with the preparation of risk assessments and safe work method statements</p> <p>Before commencing work or job where there is an identified risk, conduct a risk assessment to identify, assess and control the hazards associated with the work or job. This must be conducted in conjunction with other relevant staff, and the supervisor;</p> <p>Assist in the annual review of safe work method statements.</p>
4	<p>Report WH&amp;S</p> <p>Report workplace hazards to the supervisor or manager and WHSO as soon as possible after they occur or are identified; and</p> <p>Report injury or illness arising from workplace activities using the Incident /Injury/ Near miss report form as soon as possible after incident.</p>
5	<p>Enterprise Risk and WHS Training</p> <p>Attend all required Enterprise Risk and WHS training.</p>

## Section 5 – PERFORMANCE AGREEMENT – LABOURER

I \_\_\_\_\_ have discussed this performance plan with my immediate supervisor and agree to the tasks, goals and standards that have been set.

I will raise with my immediate supervisor any difficulties arising with the delivery of this performance plan.

I undertake to review my performance plan with my immediate supervisor annually or more frequently if necessary.

I understand that the standards set in this performance plan will form the basis of my annual performance review.

Signed  
Employee:

\_\_\_\_\_

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

Signed  
Immediate Supervisor

\_\_\_\_\_

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

**POSITION:** LABOURER

**NAME:**

**GRADE:** 2

LEVEL	COMPETENCIES	Yes	No
Entry			
<i>The employee has the basic skills to meet the requirements of this type of work Entry will display the selection criteria of the position</i>	Demonstrate basic literacy and numeracy skills	<input type="checkbox"/>	<input type="checkbox"/>
	Demonstrate an understanding of WHS procedures and safe working practices	<input type="checkbox"/>	<input type="checkbox"/>
	Demonstrate ability to work with minimal supervision	<input type="checkbox"/>	<input type="checkbox"/>
	Demonstrate ability to co-operate with fellow employees in completion of tasks	<input type="checkbox"/>	<input type="checkbox"/>
	Project a positive image of Council to the Community	<input type="checkbox"/>	<input type="checkbox"/>
	Demonstrate ability to use hand tools eg. Shovel, pick, crowbar etc	<input type="checkbox"/>	<input type="checkbox"/>
Step 1			
<i>The employee has all the skills to do this job at NSC (using Council's systems, equipment, policies, standards)</i>	Have proven competencies for Entry Level	<input type="checkbox"/>	<input type="checkbox"/>
	Demonstrate knowledge of labouring tasks associated with road construction/maintenance	<input type="checkbox"/>	<input type="checkbox"/>
	Demonstrate ability to undertake simple concreting including preparation and boxing	<input type="checkbox"/>	<input type="checkbox"/>
	Demonstrate ability to operate small items of plant eg. Mower, edger, brushcutter, compressor, pedestrian roller etc	<input type="checkbox"/>	<input type="checkbox"/>
	Demonstrate ability to assist with site reinstatement and clean up	<input type="checkbox"/>	<input type="checkbox"/>
	Commence Certificate III in Civil Construction	<input type="checkbox"/>	<input type="checkbox"/>
Step 2			
<i>The employee has the skills that foster multiskilling in a team/section/department</i>	Have proven competencies for Step 1	<input type="checkbox"/>	<input type="checkbox"/>
	Be able to safely operate a chainsaw	<input type="checkbox"/>	<input type="checkbox"/>
	Demonstrate ability to install and maintain signage and roadside fixtures and a general knowledge of sign types	<input type="checkbox"/>	<input type="checkbox"/>
	Demonstrate ability to undertake hazard identification and risk assessment	<input type="checkbox"/>	<input type="checkbox"/>
	Demonstrate an understanding of and an ability to assist with minor pavement repairs in gravel or asphalt	<input type="checkbox"/>	<input type="checkbox"/>
Step 3			
<i>The employee has skills to confidently undertake higher duties</i>	Have proven competencies for Step 2	<input type="checkbox"/>	<input type="checkbox"/>
	Demonstrate ability to carry out advanced concreting work and finishing		
	Demonstrate ability to use simple levelling devices	<input type="checkbox"/>	<input type="checkbox"/>
	Demonstrate ability to understand and interpret plans and instructions	<input type="checkbox"/>	<input type="checkbox"/>
	Ability to work alone and complete tasks in a set timeframe	<input type="checkbox"/>	<input type="checkbox"/>
	Ability to competently undertake higher duties	<input type="checkbox"/>	<input type="checkbox"/>
	Holds additional Qualifications/licences for larger plant	<input type="checkbox"/>	<input type="checkbox"/>
Obtain Certificate III in Civil Construction	<input type="checkbox"/>	<input type="checkbox"/>	

**Completed Competencies**

I have reviewed the competencies for this employee and indicated the step that their skill set currently meets.

Signed:..... Date:.....

Employee:..... Date:.....