

Position Description

POSITION	Multi Skilled Labourer	
REPORTS TO	Supervisor	
DIRECTORATE	Infrastructure Services	
BRANCH	Works	
CLASSIFICATION	Grade 2	
STAFF	N/A	
CONTACTS	Internal General Management and staff at all levels	External Customers Consultants Contractors Government Departments Community Organisations

Position Objective

To provide a high level of service in the construction and maintenance of Council's Infrastructure.

Organisation Values

You will demonstrate the Byron Shire Council's Organisational Values as an integral component of your position within the organisation.

It is expected that every action you take, as a representative of Byron Shire Council will be underpinned by a commitment and belief in our Organisational Values, which are:



WE LEAD WITH ENTHUSIASM
AND PURPOSE



WE ARE OPEN, HONEST AND
RESPECTFUL



WE FOSTER WELLBEING
AND CREATIVITY



WE ACHIEVE OUR GOALS AND
SUCCEED TOGETHER

Key Responsibilities

Organisational Relationships

- Contribute to corporate goals and harmony by accepting responsibility for own work, participating in a positive manner and contributing to workplace change.
- Contribute to a culture of continuous improvement and effective and enjoyable work practices and relationships.

Operations Management

- Undertake general labouring duties in any of the following areas:
 - Road construction and maintenance, including traffic control and line marking;
 - Signs installation, repair and maintenance including removal of graffiti;
 - Installation of banners;
 - Bridge construction and repairs;
 - Stormwater construction and maintenance;
 - Water and sewer construction and maintenance;
 - Parks and gardens construction and maintenance;
 - Concrete structures, footpaths, and paving, including estimating quantities.
- Undertake small plant and light truck operation within the employee's accredited license requirements.
- Plan and monitor daily work schedules in collaboration with Supervisor and / or Leading Hand.
- Ensure resources (equipment, vehicles, plant, tools etc.) are used and maintained in accordance with manufacturer's specification and operated in a responsible, safe, and efficient manner.
- Contribute toward the achievement of team goals and harmony within the broader Works Team by accepting responsibility for own work, participating in a positive manner, and contributing to workplace change.
- Ensure daily work activities are achieved in a timely and cost-effective manner.

- Liaise with ratepayers / customers when required and provide a strong customer focus in the implementation of Infrastructure Services functions.
- Work in accordance with Councils' Code of Conduct, policies, and procedures.
- Undertake other duties as directed within the Works Section.

Financial Management

- Ensure compliance with delegations of the position is maintained.
- Ensure that activities operate within budgetary constraints.

Human Resource Management

- Comply with Council's Code of Conduct, Equal Employment Opportunity, Work Health Safety, corporate and human resources policies and procedures.

Work Health & Safety Management

- Work in a safe manner having regard for the environment, self and others and contribute to the development and implementation of Council's and the Directorate's Work Health Safety and environmental management policies, protocols, procedures and practices.
- Report all risks, hazards, incidents and injuries immediately to supervisor.

Other Duties

- Other such duties as required that are within the limits of the employee's skill, competence, and training.
- Works provide an essential service which requires a rostered-on call system 24 hours/day, 365 days/year. The holder of this position will be required to participate in the rostered-on call system and may be required to work scheduled and non-scheduled overtime. Staff will not be required to work more than one (1) week in four (4) in the rostered-on call system.

Qualifications

- Class C Drivers licence.
- WorkCover Construction Induction Certificate.

Experience

- Demonstrated experience in general labouring duties.

- Demonstrated experience in small plant operation.

Knowledge

- Knowledge of Work Health and Safety principles and requirements and other legislation relevant to the area of work.

Competencies

Demonstrated ability to:

- Working within a team to achieve agreed outcomes and a positive work environment.
- Completing work activities daily with the flexibility to adjust to meet changing priorities.
- Operating and maintaining minor plant.
- Being self-motivated and showing initiative in the delegated areas of responsibility.
- Interpersonal skills to deal courteously with staff and members of the public, providing a high level of customer service.
- Applying Work Health and Safety practices to minimise risk and ensure safe work practices are adopted in the workplace.
- Provide excellent customer service and delivery quality service outcomes.
- Coordinate, manage and prioritise own workload in a busy complex environment.
- Apply high level interpersonal skills including the ability to communicate both in writing and verbally.
- Work independently and contribute positively to a team environment.
- Be flexible in your approach to work and adapt well to workplace change.
- Work to timelines within budget.
- Effectively use information technology.

Selection Criteria

Essential Criteria

- Undertake general labouring duties in any of the following areas:
 - Road construction and maintenance, including traffic control and line marking;
 - Signs installation, repair and maintenance including removal of graffiti;
 - Installation of banners;
 - Bridge construction and repairs;
 - Stormwater construction and maintenance;
 - Water and sewer construction and maintenance;
 - Parks and gardens construction and maintenance;
 - Concrete structures, footpaths, and paving, including estimating quantities.
- Demonstrated experience in operation and maintenance of items of minor plant and machinery (e.g. whipper snipper, trench roller, vibraplates, etc.).
- Ability to work within a team to achieve agreed outcomes and a positive work environment and the flexibility to adjust to meet changing priorities.
- Sound organisation skills and ability to plan and prioritise multiple tasks while consistently meeting agreed timeframes.
- Sound interpersonal skills and ability to provide excellent customer service and deliver quality service outcomes as part of a multi-disciplinary team.
- Demonstrated commitment to Work Health Safety, Equal Employment Opportunity, and Cultural Diversity principles.
- Basic computer literacy.
- Current Drivers Licence.
- WorkCover Construction Induction Certificate.

Preferred Criteria

- Traffic Controller ticket.
- Chainsaw operations level 1 ticket.
- Chainsaw operations level 2 ticket.

- Implement Traffic Control Plans ticket.
- Working near Overhead Power Lines ticket / competency.
- Demonstrated experience and licence to operate Light Rigid (LR) Truck.
- Commitment to and understanding of process improvement and sustainability principles.

PRESENT OCCUPANT:

SIGNATURE:

SUPERVISOR:

Supervisor

SIGNATURE:

People and Culture use:

National Criminal History Check ☐

Working with Children Clearance ☐

Functional Health Assessment ☐

Immunisations ☐