

# POSITION DESCRIPTION



**Position Title:** Concrete Labourer  
**Department:** Infrastructure Works  
**Division:** Technical Services & Operations  
**Grade:** 2  
**Approved Status:** Permanent Full Time  
**Last Reviewed:** June 2016  
**Reviewed By:** Operations Manager, Civil Infrastructure

## 1. Objectives of Position

- 1.1. To work as part of a team, which includes contractors, to ensure all infrastructure works are constructed and maintained in accordance with service agreements and schedules
- 1.2. To demonstrate a high commitment to quality performance in all work performed to support Council's goal of continuous improvement
- 1.3. To project the image of Council as both efficient and courteous

## 2. Key Accountabilities

### 2.1. Technical / Operational

- 2.1.1. Implement construction and maintenance of civil infrastructure to a commercially competitive standard. This may include, but not be limited to, road pavements, kerb and gutter, footpaths, drainage, traffic facilities, paving and streetscape enhancement, sea walls, private works, minor landscaping, pit construction and asphalt work.
- 2.1.2. Operate plant, equipment and tools associated with infrastructure construction and maintenance work.
- 2.1.3. Maintain site safety by implementing appropriate site security to prevent access to non-authorised personnel, and the provision of appropriate traffic control.
- 2.1.4. Carry out routine maintenance work on plant and equipment.
- 2.1.5. Carry out inspections of infrastructure as directed.
- 2.1.6. Complete works as allocated and requested in the most cost effective manner.

### 2.2. Management & Leadership

- 2.2.1. Take on responsibility and act up into team leader positions when required.
- 2.2.2. Maintain a proactive approach to problem solving and team leading.
- 2.2.3. Make decisions as appropriate and as per delegation.

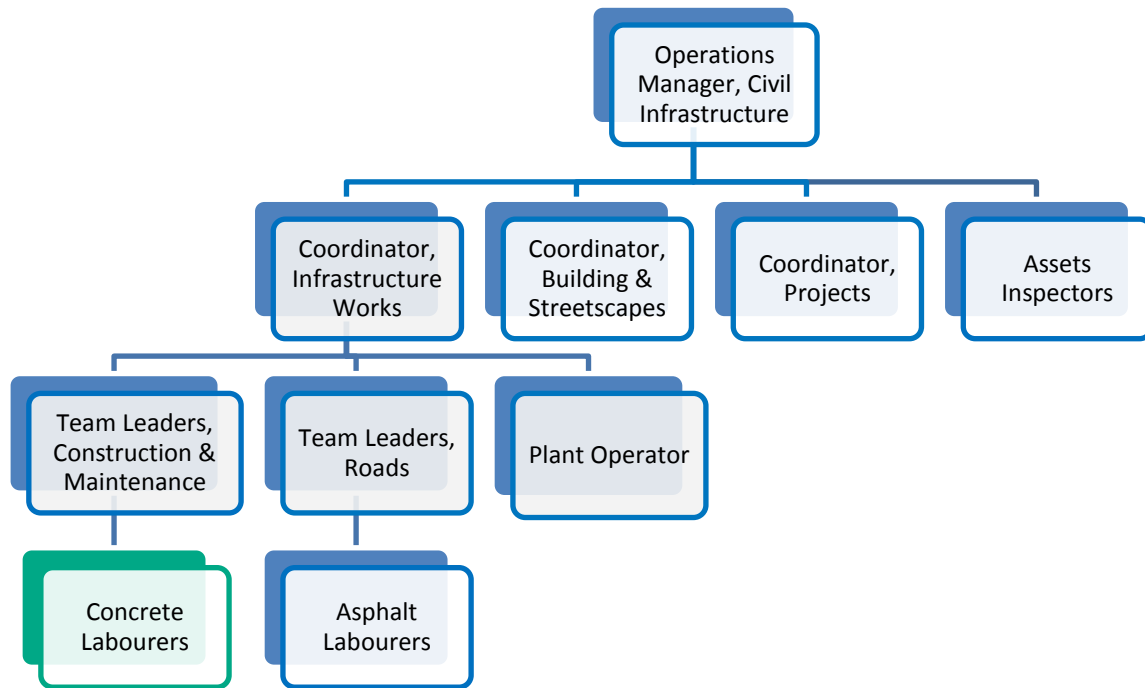
### 2.3. Communication, Consultation & Engagement

- 2.3.1. Provide courteous, efficient and timely customer service to internal and external customers.
- 2.3.2. Maintain effective communication with all staff.
- 2.3.3. Support and promote team work through co-operation, communication, sharing information, provision of accurate advice and maintenance of effective communication between staff across the organisation.
- 2.3.4. Ensure that all Council policies, initiatives and practices relating to customer service are adhered to in the work environment.
- 2.3.5. Comprehend instructions, complete basic work records and be able to clearly and positively communicate with supervisors, team members and members of the public.

## 2.4. General

- 2.4.1. To comply with the operational responsibilities unique to the position as outlined in the attached schedule.
- 2.4.2. Complete paperwork associated with the performance of tasks outlined above.
- 2.4.3. Perform duties in a manner that constantly seeks to build and improve on abilities.
- 2.4.4. Carry out additional duties that are within the limits of skill, competence and training, to assist the section in meeting its overall objectives.

## 3. Position / Department Structure



## 4. Essential Knowledge, Skills and Experience (Essential Criteria)

- 4.1. Current MR Licence
- 4.2. Current OH&S Induction Training for Construction Industry Workers
- 4.3. Traffic Control Certificate – Level 1 (previously BLUE TICKET)
- 4.4. Previous experience working in a civil construction / maintenance environment
- 4.5. Demonstrated ability to work effectively as part of a team, follow instructions and work within a set timeframe
- 4.6. Sound communication and customer service skills with the ability to solve problems and recommend and implement improvements
- 4.7. Ability to maintain accurate written and computerised records, undertake calculations and complete forms

## 5. Desirable Knowledge, Skills and Experience (Desirable Criteria)

- 5.1. Traffic Control Certificate – Level 2 (previously YELLOW TICKET)
- 5.2. Ability to lead and manage the workload of others

## 6. Agreement

We the undersigned agree that the position description and competencies contained herein are accepted as appropriate for the performance of this position.

Signed: \_\_\_\_\_ Date: \_\_\_\_\_  
Appointed employee

Signed: \_\_\_\_\_ Date: \_\_\_\_\_  
Supervisor / Manager

Signed: \_\_\_\_\_ Date: \_\_\_\_\_  
Director / General Manager

## **SCHEDULE OF OPERATIONAL RESPONSIBILITIES**

### **1. Work, Health & Safety Responsibilities**

#### **1.1. Worker**

A worker's responsibilities include, but are not limited to:

- 1.1.1. Taking reasonable care for his/her own health and safety.
- 1.1.2. Taking reasonable care that his or her acts or omissions do not adversely affect the health and safety of others.
- 1.1.3. Compliance, so far as the worker is reasonably able with any reasonable instructions that are given by Council or a Person Conducting a Business or Undertaking (PCBUs) for City of Canada Bay where applicable.
- 1.1.4. Cooperating with any reasonable policy or procedure of the City of Canada Bay or PCBUs working at or for City of Canada Bay or where applicable at the workplace that has been notified to workers.
- 1.1.5. Reporting all incidents, hazards and near misses to their direct supervisor.
- 1.1.6. Actively participating in injury management and rehabilitation programs.
- 1.1.7. Using Personal Protective Equipment (PPE) where required and in accordance with the manufacturer's instructions.
- 1.1.8. Maintaining all tickets, licences, operative training etc, required for the job either by legislation or through Council's or a PCBU's policies and procedures and advise Team Leaders of any change to these.
- 1.1.9. Attending all specified training and induction courses.
- 1.1.10. Contributing to workplace practice and procedure reviews.
- 1.1.11. Advising Team Leaders/Coordinators of any WHS issue that they believe should be addressed in the workplace.
- 1.1.12. Ensuring all hazards identified are reported to their immediate supervisor and appropriate forms completed.
- 1.1.13. Participating in workplace inspections.
- 1.1.14. Ensuring appropriate supervisory staff are advised of any person who is not engaging or complying with safe work practices or Council policies and procedures.

### **2. Equal Employment Opportunity Responsibilities**

Comply with Equal Employment Opportunity (EEO) legislation as well as Council's EEO policies & procedures.

### **3. Sustainability Responsibilities**

Contribute to Council's environmental sustainability objectives and targets through active participation and compliance with Council's policies & procedures.

### **4. Record Keeping Responsibilities**

Comply with Council's Records Management Policy and the State Records Act 1998.

### **5. Designated Person Classification**

This position is not classified as a "designated position" under section 449 of the Local Government Act 1993 and is therefore not required to complete a 'Disclosures by Councillors and Designated Persons Return'.

## 6. Code of Conduct Obligations

Comply with the requirements of Council's Code of Conduct.

## 7. Delegations

Delegations for the position are listed in the Register of Delegations for Technical Services & Operations – City Maintenance and are to be exercised in accordance with the requirements of the register and the "Delegations Practice Guide".

## 8. Organisation Values

### 8.1. Creativity

All staff are encouraged to explore opportunities and new ideas.

### 8.2. Fun

We choose to create a great place to work.

### 8.3. Leadership

We inspire and enable staff to bring out the best in themselves and each other.

### 8.4. Teamwork

We work together collaboratively, and in support of each other.

### 8.5. Respect

We treat each other the way we would like to be treated.

## 9. Acknowledgement

I have read and understood, and agree to comply with, the Operational Responsibilities as outlined above:

Initialled: \_\_\_\_\_  
Appointed employee

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

Initialled: \_\_\_\_\_  
Supervisor / Manager

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

## SKILL PROGRESSION & ASSESSMENT RECORD CONCRETE LABOURER



### Generic skills - Apply at all salary steps

Common Skills	Standard for the Use of Skills	N/A	Employee		Reviewer		Comments
			Standard		Standard		
			Yes	No	Yes	No	
Accept responsibility for and manage own work	Work area is well organised and safe in accordance with relevant standards/policies						
	Instructions are clearly understood and factors effecting work requirements are identified and appropriate action taken						
	Workload is reviewed and prioritised within allocated timeframes						
	Responsibilities and duties are performed in accordance with work standards and Council policies, procedures and code of conduct						
	Appropriate persons are informed if additional support is required to complete allocated work within agreed timeframes						
Communication	Communication with staff at all levels is appropriate to the workplace standards and promotes co-operation at all times						
Code of Conduct, organisational policies, operating management standards and procedures	Comply with the requirements of Council's Code of Conduct						
	Comply with all organisational policies, operating management standards and procedures						

Customer Service	Communication with the public is conducted in a courteous manner and the information provided is accurate and timely in accordance with Council policy						
	A standard of personal presentation and contact with customers is in accordance with Council policy and guidelines						
	Complaints or disputes are identified and resolved promptly or referred to the appropriate person(s)						
EEO	The principles of equal employment opportunity are observed and implemented						
Maintain Records	Confidentiality of information and records is maintained						
	Records are secured, accessible, accurate and up to date						
	Complies with Council's Records Management Policy and the State Records Act 1998						
Organisational Values	<i>Creativity</i> – explore, and encourage others to explore, opportunities and new ideas						
	<i>Fun</i> – Maintain a positive attitude and get to know others in the workplace						
	<i>Leadership</i> – Inspire and enable themselves and others to reach their full potential						
	<i>Respect</i> – Work together collaboratively and in support of each other						
	<i>Teamwork</i> – treat others the way you would like to be treated						
Sustainability	Contribute to Council's environmental sustainability objectives and targets through active participation and compliance with Council's policies and procedures						
WH&S and Risk Management	Take reasonable care for the health and safety of themselves and others						
	Cooperate with any reasonable policy or procedure of Council in relation to WH&S						

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	Reports all incidents, hazards and near misses to their direct supervisor						
	Use Personal Protective Equipment (PPE) where appropriate						
	Maintain all tickets, licences, operative training etc, required for the job.						
	Attend all specified training and induction courses						
	Participate in workplace inspections						



**Step 1**

Common Skills	Standard for the Use of Skills	N/A	Employee		Reviewer		Comments
			Standard		Standard		
			Yes	No	Yes	No	
Meet Essential Qualifications and Experience							
Undertake basic concrete and asphalt and form work duties	Work undertaken includes placement, saw cutting, shovelling in and edging to required standard.						
	Shows basic awareness of Industry codes and standards.						
	Work is undertaken in accordance to Council specifications.						
	Equipment is used according to Council WH&S procedures.						
	Work is carried out with regard to stated timeframes.						
	Work to be undertaken according to design specifications concerning both quality and quantity.						
	Assists in site set out.						
Read and interpret maps, plans, drawings and customer service requests	Shows a basic understanding of reading plans, specifications and customer service requests.						
	Work is undertaken according to plans provided.						
Operate plant and equipment	Understands the use of and is able to use small plant and equipment regularly used in work.						
	Understands the basic maintenance of small plant regularly used.						
	Uses equipment according to manufacturer's specifications and/or Council policies and procedures.						
	Reports any faults or problems to Team Leader.						

Carry out basic maintenance of plant and equipment	The performance of plant and equipment is monitored and deficiencies are reported.						
	Recurring problems are reported to Team Leader.						
Clean up work area	Work area is cleared in accordance with directions given.						
	Tools and equipment are cleaned and stored after use in accordance with manufacturers' recommendations and standard work practices.						
	Formwork is stripped of nails, concrete sludge and oiled as appropriate.						
	Ensures that site compound is left in a clean and tidy manner.						
Handles fuels and other hazardous materials safely	Understands and is able to identify fuels regularly used in the workplace.						
	Uses and stores fuels, flammable liquids and other hazardous materials in the appropriate manner to minimise risk.						
Operate a motor vehicle	Possesses a relevant motor vehicle licence.						
	Demonstrates a safe record in driving.						
Control traffic at work site	Safety signs and barriers are in place at the worksite as directed.						
	Vehicle and pedestrian traffic is controlled using clear signals according to workplace procedures.						
	Safety and personal protective equipment are used in accordance with manufacturers' recommendations and workplace procedures.						
Inspections and reporting	Problems and faults with Council assets are recorded and reported in accordance with Council requirements.						
Work Health and Safety	Understands and complies with Safe Work Method Statements.						
	Understands WH&S as it applies to the immediate work area.						

	Understands risk management issues as they apply to the immediate work area.						
	Able to practically apply basic WH&S in daily work.						
	Uses protective clothing and equipment as appropriate to work.						
	Uses safety signage and safe work practices to maintain own and public safety.						
	Hazards in the work area are recognised and reported to designated personnel according to workplace procedures.						
	Safety requirements are followed in accordance with safety plans and policies.						
Communication / Customer Service / Identify Customers Needs	Answers enquiries in a friendly and polite manner.						
	Appropriate rapport is established and maintained with customers to ensure the delivery of a quality service.						
	Customer complaints are directed to appropriate supervisor.						
Maintain Records	Completes leave forms as required.						
	Forms are completed accurately, within the specified format and returned within agreed timeframes.						

**Step 2**

Common Skills	Standard for the Use of Skills	N/A	Employee		Reviewer		Comments
			Standard		Standard		
			Yes	No	Yes	No	
Undertake concrete and asphalt duties	Work undertaken includes screeding, bull floating and levelling to required standard.						
	Work instructions and operational details are obtained, confirmed and applied.						
	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.						
	Materials appropriate to the work application are identified, located and safely handled.						
	Set out, levelling, construction and erection / installation of project is implemented in accordance with line, level and plumb.						
	Construction is completed to specification and checked for conformity to plans and design specifications and Council / client requirements.						
Read and interpret maps, plans and drawings	Sound judgement is used to interpret basic situation and find acceptable solutions to basic problems when instructions are not clear.						
Problem solving	Develops practical solutions to daily work issues.						
	Applies a range of problem solving strategies to a given problem.						
Identify Customers Needs	Limitations in addressing customers' needs are identified and appropriate assistance is sought from designated individuals.						
	Minor customer complaints are handled sensitively and courteously (under direction) in accordance with organisational requirements.						
Clean up work area	Materials are disposed of, reused or recycled in accordance with legislation / regulations / codes						

	of practice and job specification.						
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**Step 3**

Common Skills	Standard for the Use of Skills	N/A	Employee		Reviewer		Comments
			Standard		Standard		
			Yes	No	Yes	No	
Undertake concrete duties	Work undertaken includes trowel, broom and final finish to required standard.						
	Assist in planning jobs to ensure materials and labour are available to ensure works are undertaken in a cost effective manner.						
	Basic material quantity requirements are calculated in accordance with plans and/or specifications.						
	Environmental protection requirements are identified in accordance with environmental plans and regulatory obligations and applied.						
	Feedback is provided to Team Leader in relation to work undertaken.						
Supervision of Operational staff	Assists in providing on site training for non-skilled staff						
	Communicates effectively with team members to negotiate and resolve minor disputes.						
	Gives immediate and appropriate feedback to team leader in relation to work undertaken.						
	Assists team leader to motivate staff to repeat exceptional performance and to improve poor performance.						
Coordination of Worksite activities	Assists staff to ensure that work is done on time and to the specified standard.						
	Helps ensure that appropriate equipment and materials are available to undertake the work.						

	Assists with the instruction of others in the operation of equipment and tools to ensure that work is carried out safely and is in compliance with manufacturers and council guidelines and procedures.						
Identify Customers Needs	Active listening techniques are used to determine client needs.						
	Expectations are clarified and accurately identified using appropriate interpersonal skills.						
	Discretion is used to handle customer complaints with minimal direction. Complaints are handled sensitively and courteously in accordance with organisational requirements.						
	Direct feedback is provided to customers as required.						
Estimation and Costing	Assists with the estimating and costing of materials.						
	Assists with the compilation of scope of works from Dataworks and customer requirements.						
Measure and calculate materials	Assists in the calculation of volumes for various types of works.						
	Able to identify appropriate amount of civil materials needed to complete works.						
	Materials are placed and applied in accordance with drawings and specifications.						
Inspections and reporting	Verbal updates to Team Leader are clear and concise and any written reports are completed to the format required and in the timeframe agreed.						

## Step 4

Common Skills	Standard for the Use of Skills	N/A	Employee		Reviewer		Comments
			Standard		Standard		
			Yes	No	Yes	No	
Plan and prepare work	Assistance provided for the planning and organisation of the workload of others.						
Identify Customer needs	Customers are provided with information about available choices for meeting their needs and assisted in the selection of preferred options.						
	Customers' needs are assessed for urgency to determine priorities for service delivery in accordance with organisational requirements.						
Manages subcontractors	Activities of subcontractors are monitored to ensure compliance with WH&S and environmental regulations.						
	Progress is monitored and records are maintained in accordance with organisational standards.						
	Changes to meet unforeseen requirements, resources, reallocation / rescheduling and the extent of the change are communicated promptly for approval.						

**Step 5**

Common Skills	Standard for the Use of Skills	N/A	Employee		Reviewer		Comments
			Standard		Standard		
			Yes	No	Yes	No	
Undertake pavement repairs	Shows basic awareness of Industry codes and standards.						
	Plans jobs to ensure materials and labour are available to ensure works are undertaken in a cost effective manner.						
	Able to calculate basic material quantity requirements in accordance with plans and/or specifications.						
Estimation and costing	Assists in the estimation of time requirements for maintenance to perform required services.						
Co-ordination of Worksite activities	Assists in providing onsite training for non-skilled staff.						
	Assists with the instruction of others in the operation of equipment and tools to ensure that work is carried out safely and is in compliance with manufacturers and council guidelines and procedures.						



**Step 6**

Common Skills	Standard for the Use of Skills	N/A	Employee		Reviewer		Comments
			Standard		Standard		
			Yes	No	Yes	No	
Use of technology	Able to apply basic organisational software (e.g. Microsoft Word, Excel. Outlook) to facilitate work.						
Identify customer needs	Customers' needs are assessed for urgency to determine priorities for service delivery in accordance with organisational requirements.						
Supervision of subcontractors and operational staff	Assists team leader to motivate staff to repeat exceptional performance and to improve poor performance.						
	Assists in the monitoring of subcontractor activities to ensure compliance with OH&S and environmental regulations.						
	Progress is monitored and records are maintained (under direction) in accordance with organisational standards.						
	Assists with the communication of changes to work due to unforeseen requirements, resources, reallocation / rescheduling.						

**Agreement**

The Skills Descriptors are current and accurately reflect the requirements of the position.

Manager Name:	<input type="text"/>	Signature:	<input type="text"/>	Date:	<input type="text"/>
Employee Name:	<input type="text"/>	Signature:	<input type="text"/>	Date:	<input type="text"/>