

POSITION DESCRIPTION

POSITION DETAILS			
Position Title:	Labourer		
Position Number:	260, 263, 265, 318, 42, 50, 5222, 75	Standard Position Hours:	38 Hours
Directorate:	Works and Infrastructure	Unit:	Works Delivery
Salary Grade:	1	Award Band and Level:	Band 1 Level 2
Position Reports to:	Team Leader		
Staff Management:	Nil		
Budget Responsibility:	Nil		
Date Created:	1 December 2013	Date Last Reviewed:	17 August 2016
Version:	2	Document Number:	DOC2014/003650

ORGANISATIONAL ENVIRONMENT

Cessnock City Council employees approximately 320 employees and is responsible for a local government area of approximately 1,950 square kilometres within the Hunter Valley of New South Wales, approximately 120 kilometres north of Sydney and 40 kilometres west of Newcastle.

Cessnock City Council provides a diverse range of services and facilities for the residents and visitors of the local government area. Cessnock City Council comprises of 3 Directorates;

- Works and Infrastructure
- Planning and Environment
- Corporate and Community Services

ORGANISATIONAL CONTEXT OF POSITION

The Works and Infrastructure Services directorate manages services associated with the following functions within Cessnock City Council;

- Works Delivery
- Design Delivery
- Strategic Asset Planning
- Recreation Services
- Waste and Environment Services

WORKPLACE HEALTH & SAFETY

The Responsibilities, Authorities and Accountabilities (RAA's) applicable to this position is level Level 6.

For specific WHS Responsibilities, Authorities and Accountabilities applicable to this position, refer to the WSH RAA Handbook.

The person accepting this position is required to read and comply with the RAA's applicable to this position.

PRIMARY OBJECTIVE

The primary objective of this position is to undertake general labouring duties associated with the maintenance and construction of roads, paved areas, drainage facilities and parks within the Cessnock City Council local government area.

KEY ACCOUNTABILITIES

1. Undertake general labouring duties including:
 - Manual handling of materials, e.g. excavation and spreading of material, pipe laying, concrete works, erection of roadside furniture and roadside cleaning.
 - General concreting works including erection of formwork, fixing of reinforcement, placement and finishing of concrete.
 - General asphalt and bituminous sealing works e.g. pothole patching, asphalt works and sealing operations.
 - Erection of erosion and sediment control measures such as silt fences, gabions, laying turf.
 - Landscaping work such as spreading of topsoil, laying turf, planting of trees and shrubs, hand watering and minor civil works.
2. Undertake the safe operation of all other plant as required such as Roller and Compactor.
3. Undertake the safe operation and maintenance of small plant and equipment, such as chainsaws, hand mowers, hand tools, brush cutters and concrete vibrators.
4. Ensure that traffic at work sites is appropriately controlled in accordance with relevant legislative requirements and standards, including the placement of signs, lights and barriers.
5. Ensure that best practice work methods are adopted on work tasks.
6. Respond to emergency events on a roster basis if required.
7. Undertake works in accordance with all relevant quality, environmental and WHS requirements.
8. Develop and maintain a positive team culture focused on teamwork and cooperation.
9. Maintain the health and safety of the general public and Council staff during the execution of works by ensuring safe work practices are adopted and adhered to in accordance with Council's WHS policy and procedures.
10. Ensure a positive image of Council is promoted throughout the community through courteous, responsive and efficient service.
11. Any other accountabilities or duties as directed which are within the employee's skills, competence and training.

POSITION SELECTION CRITERIA

Essential

1. Demonstrated experience and competence in undertaking labouring duties for civil projects and maintenance works.
2. Demonstrated basic knowledge of road and drainage construction and maintenance requirements.
3. Demonstrated experience in the safe operation of minor plant and equipment.
4. Demonstrated ability to work cooperatively in a team environment.
5. Demonstrated basic literacy, numeracy, verbal and written communication skills.
6. Demonstrated knowledge and understanding of Workplace Health and Safety requirements.

Essential Certificates, Licences and Tickets

7. Holder of all the following;
 - Current Class C driver's licence; and
 - Work Safely in the Construction Industry Certificate (White Card)
8. Holder of, or willingness to obtain within 6 months of commencement, all of the following:
 - RMS Traffic Controller Certificate
 - RMS Traffic Controller Certificate (Implement Traffic Control Plans).
 - Safe Work Near Power Lines certificate
 - Confined Space
 - Safe Working at Heights
 - Erosion and Sediment control

Highly Desirable

1. Demonstrated experience and competence in concrete construction and finishing.
2. Holder of Crane Chaser's / Dogman / Riggman certificate
3. Demonstrated experience and understanding of sediment and erosion control techniques.
4. Current Class MR driver's licence
5. Demonstrated ability to determine materials and labour requirements to complete basic work components.

SIGNATURE

Employee

Full Name:			
Signature:		Date:	