

## POSITION DESCRIPTION

<b>Position Title:</b>	Labourer	<b>Position Code:</b>	LAB
<b>Division:</b>	Infrastructure	<b>Grade:</b>	A
<b>Location:</b>	Dubbo/Wellington	<b>Hours/Week:</b>	38-9 day fortnight
<b>Reports to:</b>	Works Supervisor		
<b>No. Direct Reports:</b>	Nil	<b>No. Indirect Reports</b>	Nil

### Primary Purpose of Position

The Labourer is to work with their team in Works Services Branch in providing beneficial and cost efficient civil engineering services to the Local Government area of Dubbo Regional Council.

### Key Accountabilities / Duties

Key Result Area	Primary Activities
Undertake civil works	<ul style="list-style-type: none"> <li>Undertake the following civil works duties: <ul style="list-style-type: none"> <li>traffic control</li> <li>pot hole patching</li> <li>heavy patching</li> <li>road construction/maintenance</li> <li>minor sealing works</li> <li>footpath work</li> <li>pipe laying</li> <li>concrete work,</li> <li>other assigned duties.</li> </ul> </li> </ul>
Conform with policies and procedures	<ul style="list-style-type: none"> <li>Knowledge of requirements of Council and Works Services management systems.</li> <li>Collate and record information required for works undertaken.</li> <li>Present records to supervisor / systems office.</li> </ul>
Team building	<ul style="list-style-type: none"> <li>Maintain team harmony</li> </ul>
Plant operation	<ul style="list-style-type: none"> <li>Undertake plant maintenance as per manufacturer's guidelines</li> <li>Drive / operate machine competently</li> <li>Comply with safety requirements</li> </ul>

### Inherent Requirements of the Position

- Class C Drivers Licence.
- Willingness to undertake further training as required.
- Internal licence for specific plant items

- This position is required to wear an approved DRC uniform at all times.
- This position requires a Pre-Employment Health Assessment.
- General Construction Induction Card.
- This position is required to work outside, in public and non-public areas as part of the role, thus a reasonable level of fitness and good manual handling technique are inherent requirements of the role.

## Selection Criteria

### Essential

1. Physical fitness to undertake the inherent requirements of the job
2. Basic literacy and numeracy
3. Class C Drivers Licence
4. General Construction Induction Card (White card)

### Desirable

5. Demonstrated experience and skills in civil infrastructure related works such as road construction and maintenance
6. Higher grade truck licences, ability to operate other plant
7. RMS Traffic Controller and Implement Traffic Control Plan tickets

## Organisation Wide Accountabilities

### Corporate Values

#### Creating Community for Today and Tomorrow

All employees have a responsibility to uphold the values of Dubbo Regional Council being:

- **Progressive**
  - Be Curious, Courageous And Committed
- **Sustainable**
  - Balanced Approach To Growth & Opportunity
- **One Team**
  - Working Together
- **Integrity**
  - Accountable For Our Actions

### Work Health and Safety

All employees are responsible for the Work Health and Safety (WHS) for Dubbo Regional Council and their duties include:

- Complying with Council's WHS policies and procedures
- Working with due diligence and consideration to safeguard their own health and safety and the health and safety of others
- Reporting any potential hazards, incidents or injuries to their Supervisor or People, Culture & Safety within 48 hours
- Participating in any WHS consultation arrangements
- Complying with any Return to Work Plan if injured and supporting rehabilitation in the workplace
- Correctly using all personal protective equipment

	<ul style="list-style-type: none"> <li>• Complying with emergency and evacuation procedures and site rules if applicable</li> <li>• The Chief Executive Officer, Directors (Officers), Managers and On-Site Supervisors have additional responsibilities as defined in the Dubbo Regional Council Work Health and Safety and Consultation Policy</li> </ul>
Sustainability	Staff will give equal priority to improving and enhancing Council's economic, social and environmental outcomes by integrating sustainability into all decision making processes. This includes continuously increasing efficiencies, reducing resource use, sustainable procurement, maintaining service levels and protecting our natural assets. It is expected that all staff can demonstrate awareness and participation in sustainable work practices.
Code of Conduct and Equal Employment Opportunity	<p>Staff will, at all times, adhere to:</p> <ul style="list-style-type: none"> <li>• Council's adopted Code of Conduct.</li> <li>• Council's Anti-Discrimination, Harassment and Equal Employment Opportunity Policy to foster a fair and equitable workplace free of illegal discrimination, harassment and bullying behaviour.</li> </ul>

#### Acceptance:

I, \_\_\_\_\_ confirm I have read and understood the Position Description. As the incumbent of this position, I agree to work in accordance with the requirements of the position and will abide by Dubbo Regional Council's policies and procedures.

I understand this Position Description is designed to guide the responsibilities and activities to be undertaken in this position and is not intended to be an exhaustive list. I acknowledge that the organisation, in response to changing priorities, may vary tasks and responsibilities from time to time.

Signature:

Date: