

Eurobodalla Shire Council information package

Position vacant: 4x Labourer

Ref no: ESC885

Closing date: Tuesday 2 April 2024 at 11:00pm

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Eurobodalla Shire Council
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Thank you for enquiring about this position.

If you would like more information after reading this package, please contact Greg Knight on 0417 049 911 or Scott Cunningham on 0417 461 466.

Important information

Use our online application system to apply for this position. This can be accessed through the Vacant positions page of Council's website at www.esc.nsw.gov.au/jobs-at-council.

Applicants found suitable through this recruitment process may be contacted for fixed term contract opportunities of less than 12 months where the position is similar in nature – meaning the position requires the same nature of duties, abilities, qualifications, experience and standard of work performance.

Claims against the selection criteria

This is the most important part of the application:

- Only applicants who address the selection criteria will be considered for the position.
- The job description outlines the duties of the role and describes the selection criteria that your application will be checked against. It is recommended that you include examples to demonstrate your knowledge and experience.
- Selection for interview is based on the responses you make to these criteria.
- The selection criteria are mandatory fields in the online application system and you will be required to provide a response to these criteria as part of the application process.

Prepare your resume (or CV)

- Prepare or update your resume (or CV) including your personal details, education and training, any relevant licences or certificates, employment history and contact details for at least two referees.
- Save your resume as a Microsoft word document or a PDF document, so it is ready for you to attach to your online application.
- Your resume should include a description of your skills, knowledge, personal qualities, experience and how they relate to the position.

Upload your resume, complete all sections of the online process and press submit to lodge your application.

Confidential referee checking will be carried out to verify the information provided in your application and at the interview. We will not contact any of your nominated referees without seeking your permission first.

For further information on how to make a great application please contact Council's recruitment team on 02 4474 7378.

Position description

4x Labourer

Position code:	Various
Division:	Works
Location:	Moruya Depot and Batemans Bay Depot
Band/Grade:	Operational Band 1 Level 3

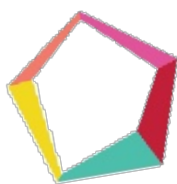
Council values

At Eurobodalla Shire Council we embrace diversity and inclusion and value the contribution and experience of all our people. We are proud to work on Yuin Country.

Our Council Values represent “the way we do things around here.” We value collaboration, respect, teamwork, professionalism, openness and trust. Our values guide our decision-making and behaviour and underpin the interactions and professional relationships we have with others in our day-to-day work.

Values also contribute to our organisation's strategic direction and reinforce our commitment to creating a safe and mentally and physically healthy workplace. We strive to build a workforce culture that embraces work-life balance, wellbeing, and flexibility.

We encourage applications from people of all backgrounds and abilities.



We are collaborative

We ask for and share ideas, insights and knowledge.
We find strength and reward in working together.

We are respectful

We show respect and compassion to each other and our community. When there are issues, we go to the sources.

We show team spirit

We nurture and value our relationships, bringing out the best in each other.

We are professional

We act with integrity, take pride in our work and always think first of our community. We aim for excellence in all that we do.

We are open and trusting

We are upfront and sincere and trust our colleagues to respect our honest and vulnerability. We look for the best in people and expect that in return.

Primary purpose of the position

Carry out physical labouring tasks and assist Work Supervisors and Assistant Work Supervisors to achieve a safe and well organised project/activity.

Main duties and key result areas (KRA):

1. Actively undertake physical labouring and other related construction or maintenance manual activities.
KRA: Tasks carried out safely using correct tools, equipment and other resources. Tasks are completed in a safe, timely manner to an acceptable industry standard with minimal guidance.
2. Assist in providing customer service with the public in relation to construction and maintenance project elements you are involved in.
KRA: Positive communications with all parties is maintained. Eurobodalla Shire Council customer service reputation is maintained or enhanced.
3. Actively participate in the continuous improvement of Council's construction and maintenance activities.
KRA: Workplace underperformance and inconsistencies are reported to supervisor. Suggestions for workplace performance improvement provided to supervisor. Improvements to focus on safety, performance reporting, productivity gains, quality and value for money aspects related to Council's construction and maintenance activities.
4. Assist in the preparation and completion of a work project for construction works or maintenance activity in area of responsibility.
KRA: Work well planned to allow for a safe, well-organized allocation and use of resources including plant, materials, sub-contractors and service providers. Agreed level of service is achieved. Programmed works are carried out as scheduled. Individual project documentation is accurate and timely.
5. Provide labouring assistance to other staff, contractors, and sub-contractors involved in construction and maintenance projects. Actively partake in work team performance reviews.
KRA: Project outcomes meet quality, safety and environmental obligations. Worker is keenly involved in achieving a willing work team culture. Positive communication is maintained with staff, contractors, public and others. All parties work constructively to achieve project outcomes in accordance with Council Policy and Procedures. Involved in regular team review, to promote service delivery improvement, remedy non-conformance and identify staff training opportunities.
6. Follow EEO and diversity principles and practices.
KRA: Work practices are compliant with EEO and diversity policies and procedures.
7. Maintain own health and safety and that of other people at the workplace or those who may be affected by the work being carried out.
KRA: Council's WHS Policy and procedures complied with.

Qualifications/experience (selection criteria)

Essential

1. Relevant qualification at Certificate III level. For example, Certificate III in Civil Construction (or willingness to complete with Council assistance).
2. Labouring skills in construction/maintenance area and knowledge of using machinery items and equipment capabilities and outputs.
3. Ability to do physical labouring duties for Council's construction/maintenance tasks.
4. Ability to work in a team.
5. Good oral and written communication, literacy and numeracy skills.
6. Willingness to complete further training and licencing offered by Council.
7. Willingness and ability to follow EEO and diversity principles and practices and knowledge of, or the ability to quickly gain knowledge of, Council's WHS Policy and procedures.

Licence and qualification requirements

Mandatory licences and qualifications required prior to commencement

1. Class LR licence (or current Class C driver's licence and willingness and ability to obtain LR within six months of commencement).
2. General Construction Induction certificate (White Card) (or willing and able to complete prior to start date).

Mandatory licences and qualifications required to obtain with Council assistance (if not currently held)

1. Implement Traffic Control Plans
2. Traffic Controller
3. Quick Cut Saw Operations
4. Work safely near live electrical apparatus
5. First Aid

The requirements outlined in Eurobodalla Shire Council's Policies and Codes of Practice apply to all employees of Council.

Supervisor:

Construction Coordinator

Date:

March 2024

Conditions of employment

Position title:	4x Labourer
Reference number:	ESC885
Grading:	Grade 5 of Council's salary system
Salary range:	<p>In the range of \$2,494.11 to \$2,688.34 gross per fortnight comprising:</p> <ul style="list-style-type: none">• \$2,210.39 to \$2,385.37 base salary per fortnight• \$36.56 Adverse Working Conditions allowance per fortnight• \$247.16 to \$266.41 superannuation per fortnight (calculated at 11%)
Award:	Local Government (State) Award 2023
Probation:	A probationary period of three months applies to new staff members. Ongoing employment is subject to successful completion of the probationary period.
Pre-employment medical:	An offer of employment for this position is subject to medical clearance to verify that you are safely able to undertake the duties of the position. Pre-employment medical examinations are at Council's expense.
Hearing test:	A hearing test must be completed within eight weeks from the date of offer. A copy of the report must be provided to WHS for review in order for probation to be signed off.
Hours of work:	<p>Full time, 76 hours per fortnight with hours currently arranged:</p> <p>Monday to Thursday 6.55am to 4.05pm Fri – Week 1 6.55am to 2.05pm Fri – Week 2 RDO</p> <p>with variations from time to time to meet work requirements.</p> <p>Eurobodalla Shire Council has a Council Agreement which provides for flexibility in working hours by individual agreement between employees and managers.</p>
Location:	Based from the Moruya Depot and required to work at various locations across the Shire.

Leave entitlements: 4 weeks annual leave per full year of service. Annual leave accrues progressively over a 12 month service period and accumulates from year to year.

3 weeks sick leave on commencement. Additional 3 weeks accumulated on each anniversary of appointment.

Organisation chart

