

# Position Description

POSITION TITLE		Maintenance Labourer (Masonry)			
REFERENCE/POSITION NUMBER		MTE0131 and MTE0191			
DEPARTMENT		Engineering and Works	<div></div>		
ACCOUNTABLE TO		Maintenance Coordinator			
SUPERVISOR		Maintenance Team Leader			
DIRECTLY SUPERVISES		None			
INDIRECTLY SUPERVISES		None			
VOLUNTEERS SUPERVISED		None			
GRADE	3	STATUS	Permanent	TYPE	Full time
HOURS	38		LOCATION	Works Depot	
MOBILE PHONE	No		LAPTOP	No	
VEHICLE		No vehicle			
LAST UPDATED		11/04/2018			



## **RESPECT**

We treat others as we expect to be treated  
- in a fair and professional manner.



## **INNOVATION**

We champion change in order to provide superior services to our community.



## **INTEGRITY**

We are open, honest and ethical in our behaviours  
- at all times.



## **TEAMWORK**

We are one team - working together with trust and commitment to achieve shared goals.



## **EXCELLENCE**

We aspire to be the best  
- in everything we do.

## OBJECTIVES

- To assist with the full range of maintenance activities of Council's assets including stone walls.
- To convey the image of Council as being both courteous and efficient in all activities.

## SELECTION CRITERIA

### ESSENTIAL

- Class LR Drivers Licence.
- WHS Construction Induction White Card.
- Safe Work NSW Traffic Control Blue card – Traffic Controller
- Safe Work NSW Traffic Control Yellow card – Traffic Management Implementer
- General handyperson and labouring experience.
- General literacy, numeracy and communication skills.

### DESIRABLE

- Level 1 Chainsaw Operators Ticket.
- ChemCert Accreditation.
- Experience in the use of chainsaws.
- Stone masonry certificate or experience.
- Class MR Drivers Licence
- Safe Work NSW Traffic Control Red Card – Prepare a work zone traffic management plan

## DUTIES

- Assist in the preparation, pouring and finishing of concrete structures
- Assist in the maintenance of footpaths, including clay pavers
- Assist with the maintenance of stone walls
- Undertake the installation of signage
- Undertake painting and line marking
- Assist in the installation of pipe work
- Undertake general tree pruning and removal under supervision
- Undertake maintenance work as directed on all other Council assets
- Undertake traffic control in accordance with Council policies
- Work in accordance with relevant SWMS.

## CORPORATE RESPONSIBILITIES

### RESPECT AND DIGNITY

All employees are required to:

- Promote respect for others and fairness and equity, acting in accordance with principles of EEO and Anti-Discrimination
- Demonstrate respect for others and contribute to a positive work environment
- Take appropriate action to prevent bullying, harassment and discrimination of others
- Identify and minimise exposure to risk for self and others

### INTEGRITY

All employees are required to:

- Comply with the Code of Conduct and all relevant legislative requirements, Council plans, protocols, policies and procedures
- Work within budget and time constraints to optimise outcomes while balancing resource requirements
- Apply policies, protocols and guidelines equitably and without personal bias
- Model Council's Values
- Use and protect Council's information, resources, equipment and systems in accordance with relevant protocols, policies and legislation

### INNOVATION

All employees are required to:

- Identify and, in consultation with their supervisor, initiate opportunities for improvements in processes and service and waste minimisation
- Seek to understand and embrace relevant best practice and industry trends relevant to own work area
- Participate in ongoing learning and embrace relevant technology and change

### TEAMWORK

All employees are required to:

- Actively share information, knowledge and skills with others to optimise organisational performance
- Take interest in and provide feedback on corporate initiatives
- Work positively and proactively with others, and to the best of your ability, to deliver organisational outcomes
- Provide support and advice, to others, in own area of expertise

### EXCELLENCE

All employees are required to:

- Meet or exceed functional responsibilities and service level agreements described in position description and operational plans
- Support and use contemporary frameworks designed to optimise systems and processes
- Demonstrate an understanding of the needs of internal and external customers, as relevant to the role, anticipating and meeting their needs with the parameters of Council requirements
- Ensure current competence and relevant accreditation/licencing
- Follow safe and ethical practices to minimise risk to self and others
- Actively participate in relevant training and seek opportunities for ongoing learning as applicable
- Report incidents, illnesses and injuries immediately and take appropriate follow-up action if required

## **WORK, HEALTH AND SAFETY AND EQUAL EMPLOYMENT OPPORTUNITY RESPONSIBILITIES**

In addition to the overall corporate responsibilities listed above and the statements below, you are required to perform your duties in accordance with this Position Description, Council's Code of Conduct, policies, protocols and procedures.

### **Work Health and Safety (WHS)**

- Follow safe practices/procedures to perform your duties in a manner, so as not to put yourself or others at risk of harm
- Participate in development of safe work methods and risk assessments with your supervisor when required
- Actively participate in WHS inductions and training when required
- Wear personal protective equipment (PPE) in the prescribed manner and when specified
- Participate in workplace inspections if required
- Take care of any plant or equipment of any kind, including computer and other telecommunication devices
- Participate in emergency preparedness training, including any required knowledge for business continuity plans
- Report all hazards, near misses and damage to Council's property to the responsible Manager

### **Certificates of Competency / Licences**

- Where required for the position, either by legislation or through Council's policies, protocols and procedures, maintain all certificates, licences, operative training etc for the group, and advise the responsible Manager of any change to these, including vehicle licences.

### **Injury Management**

- Report all injuries/illnesses to the responsible Manager immediately
- If injured at work, actively cooperate and participate to comply with obligations imposed under injury management and return-to-work plans where applicable

### **Risk Management**

- Report any potential public liability and professional indemnity exposures in your workplace to the responsible Manager

### **Equal Employment Opportunity (EEO)**

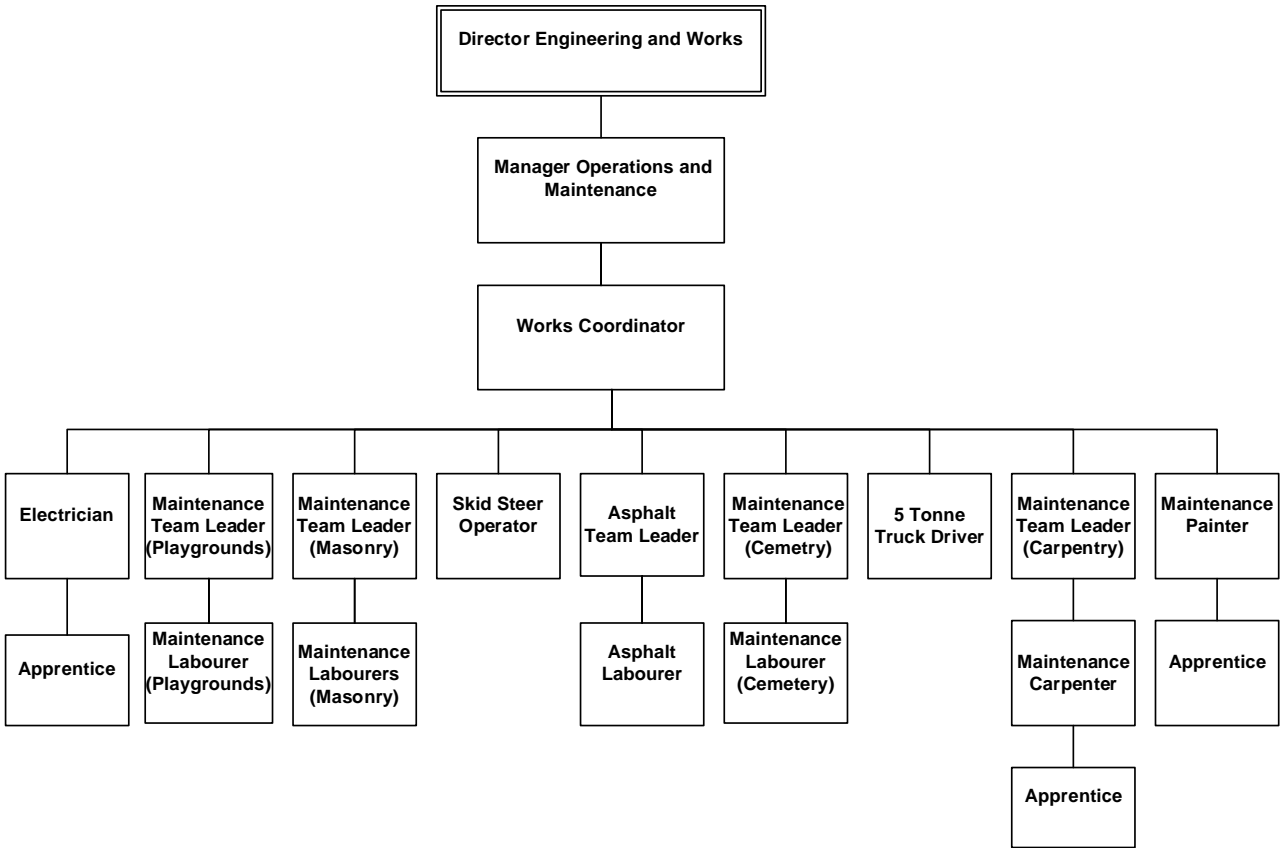
- Work to the best of your ability and provide quality service to customers
- Recognise the skills and talent of other staff members
- Act to prevent bullying, harassment and discrimination against others in your workplace
- Respect differences among your colleagues and customers such as cultural and social diversity
- Treat people fairly - don't discriminate against, bully or harass them
- Work in keeping with the Kiama Municipal Council's EEO management plan and other EEO policies

DELEGATIONS	
<b>FINANCIAL DELEGATION:</b>	Nil
<b>RESPONSIBILITY DELEGATION:</b>	Click or tap here to enter text.
<b>NO OF CONTRACTS MANAGED:</b>	Click or tap here to enter text.
<b>ANNUAL VALUE OF CONTRACTS MANAGED:</b>	None
<b>CONTROL AND MANAGEMENT OF EXPENDITURE PER ANNUM:</b>	No responsibility
<b>BUDGET DEVELOPMENT:</b>	None

CONDITIONS OF EMPLOYMENT		
<b>AWARD/AGREEMENT</b>	Choose an item.	
<b>PROTOCOLS:</b>	Employees are to comply with Council's Code of Conduct and Council protocols at all times.	
<b>PRE-EMPLOYMENT REQUIREMENTS:</b>	<ul style="list-style-type: none"> <li>Physical and mental capability to perform the inherent requirements of the position</li> </ul>	
	<ul style="list-style-type: none"> <li>Proof of ability to legally work in Australia</li> </ul>	
	<ul style="list-style-type: none"> <li>Pre-employment screening to Australian Standards in Employment Screening.</li> </ul>	
	<ul style="list-style-type: none"> <li>Criminal record check</li> </ul>	Yes
	<ul style="list-style-type: none"> <li>Pre-employment medical</li> </ul>	Yes
	<ul style="list-style-type: none"> <li>Working with children check</li> </ul>	No

REPORTING RELATIONSHIPS

Kiama Municipal Council  
Engineering and Works – Maintenance



I have read the above position description for my role; I accept the responsibility for achieving the above duties and understand that I am accountable for their achievement.

Employee Signature:

Date: Drop down for date