



POSITION DESCRIPTION

Our Values:



Position title:	Skilled Labourer
Section:	Roads and Quarry, Chief Operating Office
Position reports to:	Team Leader
Band and level:	Band 1, Level 3
Salary grade:	Grade 4
Staff management:	Nil
Budget responsibility:	Nil

Primary function:

The Skilled Labourer is a member of the Roads and Quarry Section of the Chief Operating Office. This position plays a key role in supporting the Team Leader in ensuring the efficient and effective use of resources under their control to undertake duties associated with road construction and maintenance labouring and associated plant operations within the road construction and maintenance works crews.

Person Description:

- The right person for this role will be self-motivated, proactive, observant and aware
- They will be a team player
- They will embody Council's values
- They will be committed to their job at all times
- They will be open and honest
- Always strive for the best outcome

Responsibilities and duties:

- General road construction and maintenance labouring
- Pipe laying labouring
- Traffic control including sign placement
- Operation of small plant & equipment (eg. Plate compactors, trench rollers, hand trolleys etc.)
- Concrete construction/finishing
- Relief on small truck and other plant items (Rollers)

- Co-operate and communicate with other team members and staff
- Setting out & pegging works on construction & drainage maintenance sites

Key responsibilities and performance goals:

	Responsibilities	Accountability
Work Health and Safety	Follow defined work health and safety policies and procedures relating to the work being undertaken in order to ensure own safety and that of the public and others in the workplace.	<ul style="list-style-type: none"> • An engaged workforce fostering a culture of safety and behaviour based on safety principles.
Governance and Risk	Identify and report any operational risks to management.	<ul style="list-style-type: none"> • Provide timely feedback and/or hazard reports to appropriate person/register to prevent and minimise incidents and operational risks
Customer driven service delivery	Provide a level of service which meets the expectations of the community.	<ul style="list-style-type: none"> • Align service delivery to meet current schedules and tasks. • Enhance your knowledge base • Drive a customer service approach in all internal and external interactions • Embrace continuous improvement principles to improve delivery of services to Council customers
People	Effectively co-operate with other team members to ensure quality service outcomes.	<ul style="list-style-type: none"> • Demonstrate accountable and constructive behaviours in all interactions • Commitment to participating in a positive team environment • Be flexible and adaptable to the changing needs of the team • Be flexible to take on other roles as required (e.g. in leave periods)
Drive Innovation	Contribute to creating a culture that inspires people to generate innovative solutions that optimise revenue to Lismore City Council	<ul style="list-style-type: none"> • Provide feedback to team meetings for suggestions on potential improvements that may assist with continuous improvement activities
Communication	Level of written, verbal and interpersonal communication skills to liaise with team, follow instruction and complete related documentation as required.	<ul style="list-style-type: none"> • Provide clear concise information to all • Contribute to providing effective communication to foster a team-based culture • Complete required documentation

Entry Level Qualifications:

Skills and Experience

Qualifications, certificates and licences

Essential

- The required qualification for this job is either general schooling, Year 12 standard, or TAFE Certificate Levels 1&2 (1 year full time) or relevant work experience.
- Driving licence Class LR (Light Rigid)

- Traffic Controller Ticket
- WorkCover Construction Induction Certificate
- Current Class C Driver's Licence

Experience, skills and knowledge

- Customer Service
- Manual handling techniques
- Road construction & maintenance labouring
- Teamwork
- Levels/String lines and work layout
- Store procedures
- Pipe laying labouring
- General concreting principles
- Operation of relevant plant & equipment
- Controlling traffic around a worksite and sign placement
- Work Health and Safety requirements.
- Problem solving by applying standards, practices and procedures or operating instructions and involving analysis of information.
- The practical application of practices integral to the effective delivery of services and operations.
- The ability to develop and improve methods and techniques.
- Communication including - verbal, written, preparing reports on re-works and incidents.
- Contribute to work improvement processes.
- Familiarity with Council structure, products and customers.
- Work and communicate with others to gain cooperation for work production or service quality.
- Ensure services are consistent with Council standards.
- Ensure that all corporate records are fully and accurately captured and maintained, to comply with legislative requirements and business needs.
- Undertake sustainable work practices that align with Council's commitment to the principles of sustainability.

