![MIDCOAST council logo]

Position description

Team Member - Labourer

Division:	**Engineering and Infrastructure**
Department:	**Operations North/South**
Reports to:	**Team Leader**
Number of direct reports:	**Nil**
Location:	**Taree /Tuncurry /Tea Gardens /Stroud /Bulahdelah /Gloucester**
Grade:	**2**
Employment status:	**Permanent , Full-Time**
Hours of work:	**38**
Date approved:	**May 18**

Our Mission

"We deliver benefits for our community in a way that adds value and builds trust".

Our Values

Organisational values are a critical component of our organisational culture. Council staff and management have created and adopted the following set of organisational values which help guide our decisions and behaviours.

Wellbeing	We value safety, security, health and happiness
Integrity	We are open, honest, accountable and take pride in all we do
Sustainability	We use efficiencies, innovation and cooperation to achieve sustainable results
Respect	We work together respectfully ensuring inclusion, equality and open communication

Position Overview

This position sits within the Operations North/South section and is responsible for undertaking road, bridge and drainage construction and maintenance tasks as part of Council's operations.

Key Accountabilities & Duties

- Perform safe, effective and efficient road, bridge and drainage construction and maintenance tasks as directed.

- Carry out maintenance and construction duties in diverse areas and working conditions, including pedestrian and vehicle traffic zones.

- Operate designated road, bridge and drainage construction and maintenance tools and equipment safely and effectively.

- Compliance with WHS and environmental requirements and procedures.

- Handle all dealings with the public in a courteous manner.

- Record and provide information relevant to daily operations.

- Perform traffic control duties at work sites safely and effectively as directed.

- Other duties within the employee's skill, competence and training as directed and in accordance with the Local Government (State) Award.

- Work Health & Safety - All Council staff are accountable for ensuring that they fulfil their specific responsibilities, duties and due diligence requirements under the NSW Work, Health & Safety legislation. Staff are also required to adhere to Council's relevant safe work instructions, policies and procedures.

- Equal Employment Opportunity (EEO) - All Council staff are required to adhere to Council's EEO policies and procedures.

- Delegations - All Council staff are required to comply with the financial and operational delegations issued to them as per Council's delegations register.

- Other duties within the employee's skill, competence and training level, as required to meet business needs.

Selection Criteria

1. Demonstrated knowledge and experience of road, bridge and drainage construction and maintenance techniques.

2. Demonstrated experience in the proper use of tools and equipment.

3. Current approved Traffic Controller's and Implement Traffic Control Plans Card, or equivalent qualifications.

4. Completed WorkCover accredited course in WHS general induction for construction work in NSW, including a demonstrated sound knowledge of Work, Health and Safety procedures.

5. Current NSW Class C Drivers Licence (or higher).

6. Demonstrated ability to work in a team environment and ability to work with minimum supervision.

7. Demonstrated communication and public relation skills.

8. Licence or competency to drive other construction plant and trucks.

9. Current First Aid Certificate.

10. Demonstrated ability to develop and maintain constructive relationships and partnerships, both internally and externally, that contribute to the achievement of organisational outcomes.

11. Demonstrated ability to meet the focus capability requirements of this position as defined in the position capabilities.

Position Capabilities

The Local Government Capability Framework describes the core knowledge, skills and abilities expressed as behaviours, which set out clear expectations about performance in local government: "how we do things around here". It builds on organisational values and creates a common sense of purpose.

More detailed descriptors of capabilities are available at: http://capability.lgnsw.org.au/?staff-member

Below is the full list of capabilities and the level required for this position. The capabilities in bold are the focus capabilities for this position.

Local Government Capability Framework		
Capability Group	**Capability Name**	**Level**
Personal attributes	**Manage Self**	**Foundational**
	Display Resilience and Adaptability	**Intermediate**
	Act with Integrity	Foundational
	Demonstrate Accountability	Foundational
Relationships	**Communicate and Engage**	**Foundational**
	Community and Customer Focus	Foundational
	Work Collaboratively	**Intermediate**
	Influence and Negotiate	Foundational
Results	Plan and Prioritise	Foundational
	Think and Solve Problems	Foundational
	Create and Innovate	Foundational
	Deliver Results	Foundational
Resources	Finance	Foundational
	Assets and Tools	Foundational
	Technology and Information	Foundational
	Procurement and Contracts	Foundational

ACKNOWLEDGEMENT

This position description is a broad description of the accountabilities, duties and required capabilities relating to this position. The role and position are dynamic and may evolve and change over time in line with changing strategic and operational requirements. Continuing development, change and improvement of processes, practices, knowledge, skills and behaviours is expected at MidCoast Council.

I have signed below in acknowledgement of reading, understanding and accepting the contents of this document. I accept that, with consultation, my duties may be modified by MidCoast Council from time to time as necessary.

Employee's Signature:	Date:

HR USE ONLY

Is a Working with Children Check required for this position?	**Yes** ☐ **No** ☐
Is a criminal record check required for this position?	**Yes** ☐ **No** ☐