

## ROLE DESCRIPTION

### Multi Purpose Labourer Water Sewer

<b>Directorate</b>	Community Service Delivery
<b>Unit</b>	Water Sewer
<b>Reporting to</b>	Overseer Water Sewer
<b>Position Number</b>	100604
<b>Band</b>	1/3
<b>Grade</b>	4
<b>Date of Review</b>	August 22

### Council Overview

The Richmond Valley LGA is the base of the Northern Rivers region of NSW, extending from the coastline of Evans Head to the foothills of the Great Dividing Range. We have rolling hills, beautiful beaches, state forests, national parks, Crown lands and nature reserves.

We are proud to have won multiple awards for our culture including: Outstanding Employer of the Year by NSW Northern Business Chamber 2019, and Large Employer of the Year by Training NSW 2016, Best Tap Water in Australia 2022 and much more!

### Our Values and Behaviours



## Primary purpose of the role

The primary purpose of the role is to provide a high level of service in the maintenance, construction and repair of water, sewer and drainage infrastructure in line with Council's delivery and operational plans.

## Key Accountabilities

- Undertake general and trades related labouring duties in the maintenance, construction and repair of water, sewer and drainage infrastructure.
- Assist with CCTV inspections and associated cleaning of infrastructure.
- Use and maintain small plant and hand tools in a safe and effective manner.
- Set out works and establish line and level for construction purposes.
- Assist in preparing Works-As-Executed drawings showing locations of mains, structures, fittings etc.
- Assist with the operation and maintenance of water and wastewater treatment systems.

## Key Challenges

- Working in changing environments, including open sewer systems and remaining aware of hazards to manage your safety and that of fellow team members
- Managing yourself to perform in a team environment.
- Being accountable to your team leader.
- Being respectful and polite when interacting with customers and stakeholders and maintaining a customer focused attitude.
- Representing Council in the field in a professional manner ensuring you're wearing the correct PPE and clean council uniform and that vehicles and plant are cleaned and maintained to look professional.

## Organisational Obligations

- Adhere to Code of Conduct
- Council Policies and Procedures
- WHS Obligations and Responsibilities

## Qualification Requirements

### Essential

- SafeWork Construction Induction Certificate (WHS White Card)
- Current Class MR Driver Licence

### Desirable

- SafeWork accredited certificate for Implement Traffic Control Plans
- SafeWork accredited certificate for Prepare Work Zone Traffic Management Plan
- SafeWork accredited certificate for Traffic Controller
- Nationally accredited certificate for Work Near Overhead Powerlines
- Certificate II or III Water Industry Operations
- SafeWork approved High Risk Licence for DG - Dogging
- Approved Certificate for Confined Space operations
- Nationally accredited certificate for Plant Location
- Nationally accredited certificate or proven competency for LL - Front End Loader
- Nationally accredited certificate or proven competency for LS - Front End Loader - Skid Steer
- Nationally accredited certificate for Chainsaw Operation - Crosscut (Level 1)
- Approved certificate for Chemical User Applications
- Proven competency for Welding - Oxy Acetylene
- Proven competency for Welding - Basic

## Key Relationships

Who	Why
Internal	
Overseer Water Sewer	<ul style="list-style-type: none"><li>✓ Report on progress towards achieving projects and tasks</li><li>✓ Contribute to discussions and report issues</li></ul>
Water and Sewer staff	<ul style="list-style-type: none"><li>✓ Receive advice and directions on tasks at hand</li><li>✓ Contribute to team discussions and knowledge share across the team</li></ul>
External	
Customers	<ul style="list-style-type: none"><li>✓ Communicate needs, provide advice and resolve issues</li></ul>
Contractors	<ul style="list-style-type: none"><li>✓ Communicate with them effectively and work with them to achieve outcomes on projects</li></ul>

## Role Dimensions

### Decision Making

- Problems are solved by applying standards, established practices and procedures, or operating instructions.
- Contribute to improvement practices

### Direct Reports

None

### Financial Delegation

None

### Leaseback Motor Vehicle

None

### Technology

Access to WHS Tablet

### Emergency Warden Responsibilities

None

### Immunisation Requirements





Activities of this position could involve exposure to Hepatitis A and B or Q Fever. Vaccination against these hazards or proof of immunity is required.

### On-Call

Participation in an On-Call Roster is required (up to 2 weeks rotation)

## Capabilities

Below is the full list of capabilities and the level required for this position. View more details of the <https://capability.lgnsw.org.au/>

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

## Focus Capabilities

The focus capabilities for the position are those judged to be most important.

Local Government Capability Framework		
Capability	Level	Behavioural Indicators
<b>Personal Attributes</b> Act with Integrity	Advanced	<ul style="list-style-type: none"> <li>• Takes responsibility for own actions</li> <li>• Completes tasks he/she has agreed to on time</li> <li>• Is aware of the decisions that need to be referred to a manager or supervisor and acts accordingly</li> <li>• Takes care of own and others' safety and wellbeing by following safe work practices</li> <li>• Identifies and speaks up about risks in the workplace</li> </ul>
<b>Relationships</b> Work Collaboratively	Foundational	<ul style="list-style-type: none"> <li>• Keeps team and supervisor informed of what he/she is working on</li> <li>• Shares knowledge and information with team members and other staff</li> <li>• Offers to help colleagues and takes on additional tasks when workloads are high</li> <li>• Is aware of the wellbeing of co-workers and provides support as appropriate</li> <li>• Is open to input from people with different experiences, perspectives and beliefs</li> </ul>
<b>Results</b> Deliver Results	Foundational	<ul style="list-style-type: none"> <li>• Takes the initiative to progress work tasks</li> <li>• Clarifies work required and timeframe available</li> <li>• Identifies what information/resources are needed to complete work tasks</li> <li>• Checks own work for accuracy, quality and completeness</li> <li>• Completes tasks under guidance, on time and to the required standard</li> </ul>
<b>Resources</b> Assets and Tools	Intermediate	<ul style="list-style-type: none"> <li>• Uses a variety of work tools and resources to enhance work products and expand own skill set</li> <li>• Ensures others understand their obligations to use and maintain work tools and equipment appropriately</li> <li>• Contributes to the allocation of work tools and resources to optimise team outcomes</li> </ul>

## Acknowledgement

### **Multi Purpose Labourer Water Sewer**

Employee Name: \_\_\_\_\_ Date: \_\_\_\_/\_\_\_\_/\_\_\_\_

Signature: \_\_\_\_\_

### **Manager Infrastructure Services**

Employee Name: \_\_\_\_\_ Date: \_\_\_\_/\_\_\_\_/\_\_\_\_

Signature: \_\_\_\_\_