

## POSITION DESCRIPTION

<b>Title:</b>	<b>Civil Labourer</b>
<b>Group:</b>	<b>Services</b>
<b>Reports to:</b>	<b>Civil Coordinator</b>
<b>Grade:</b>	<b>7</b>
<b>Hours:</b>	<b>38</b>
<b>Vehicle:</b>	<b>No</b>

## Position Purpose

To lead and undertake civil activities to contribute to the construction and maintenance of Council's assets.

## Qualifications and Experience

*(Minimum required/essential for success in the job)*

### **Essential:**

- Demonstrated work performance and knowledge, skills and experience in civil works
- Well developed interpersonal and communication skills with work team, supervisor, coordinator, public and external bodies
- Understanding of work schedules
- Ability to work under instruction with minimal supervision, within a team environment
- Sound understanding and commitment to WHS and statutory requirements, quality standards and management systems
- Understanding of relevant practices and policies in this field
- Basic ability to use computers and mobile devices, particularly in application of asset management systems
- Experience in suggesting improvements in business processes
- Physically capable to undertake tasks relevant to the position
- General Induction for Construction Work Certificate
- Physically capable to undertake tasks relevant to the position
- Current Class C driver's license
- Traffic Controllers (stop/slow) Ticket or ability to gain within probationary period

**Desirable:**

- Certificate II in Civil Engineering or equivalent
- Local Government Experience
- Ability to record work costs
- Apply Traffic control ticket
- Select and modify Traffic control
- Working under overhead power lines accreditation

**Main Activities/Tasks**

Council operates on the principle of existing to provide benefits for our Community, Councillors, Customers and the Council itself – we call this the 4C's. This position is required to do everything they can to identify, develop, resource, provide, support and measure benefits to the 4C's.

Maintain Council's assets under your control (as well as work for external clients) and repair in the most satisfactory state in accordance with budget allocation by:

- Utilise assigned resources associated with civil works to provide the most efficient and cost effective environment.
- Assist in the maintenance, repair, security and care of plant, equipment, tools and other Council assets assigned to or utilised by you or your team.
- Identify improvements in operations, maintenance requirements and other activities within area of responsibility.
- Assist in the review of works undertaken
- Communicate with the community and internal customers regarding maintenance or construction works.
- Ensure accurate completion of timesheets, dockets, daily diary (if required), accidents and incident reports and other organisational forms as required.
- Ensure compliance with legislation and Council policy and procedure including Council's Code of Conduct, Purchasing, Risk Management and other relevant policies and legislations.
- Be aware of and protect public utilities on work site.
- Physically undertake civil labouring activities throughout the city
- Provide basic operational input to leading hand and Coordinator.
- Attend afterhours duty when required

Demonstrate effective leadership by:

- Continuing development of an organisational culture consistent with the Council's Purpose Approach and Values
- Maintain technical competency and continually improve quality of service provided.

Work within and apply environmental and sustainability principles within area of responsibility.

Assist in the maintenance of the Works Depot

Perform other duties as required consistent with the objectives of the position

**Work Health & Safety**

- Required to take reasonable care of self and others in the workplace
- Cooperate with all health and safety policies and procedures agreed to by management and staff
- Report any unsafe conditions that are identified
- Not bypass or misuse systems or equipment provided for WH&S purposes.
- Must participate in WH&S training as required and contribute to the identification of hazards and assessment of risks as required.

**Accountability and Behaviours**

- To ensure that they are accountable for their behaviours in the delivery of their duties noted in the position and other functions relating to their role.
- Follow Council policies and procedures.
- Work collaboratively within the team and across Council towards common goals.
- Develop and maintain positive and effective professional working relationships with community and customers.
- Contribute to a positive organisational culture.
- Continuous improvement – evaluate current activities and continuously look for ways to improve quality, effectiveness and efficiency.

**Organisational Values**

- Apply and demonstrate Council's Core Values of Collaboration, Accountability, Integrity, Respect and Sustainability.
- Apply and demonstrate the four principles that together form the focus of the organisation, namely the 4C's: Community, Councillors, Customer and Council.