

To apply for this position, please answer the questions on the advertisement

POSITION DESCRIPTION	
Title:	Civil Labourer
Group:	Services
Reports to:	Civil Coordinator
Grade:	7
Hours:	Casual
Vehicle:	No
Position Purpose	
To lead and undertake civil activities to contribute to the construction and maintenance of Council's assets.	
Qualifications and Experience <i>(Minimum required/essential for success in the job)</i>	
<p><u>Essential:</u> (to apply for this position, please answer the questions on the advertisement)</p> <ul style="list-style-type: none"> • 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 drivers 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.

Organisational Values

- Apply and demonstrate the key organisational values – Collaboration, Accountability, Integrity, Respect and Sustainability.

Position Description and Competency Assessment Record

Main Activities/Tasks (Units of Competency)	Assessment Criteria/Standards for the Use of Skills	Acquired Yes/No	Applied Yes/No	Comments/Training Required
Salary Step 1				
Progression is subject to the ongoing demonstration of the essential skills required for appointment to the position as well as the following additional competencies (skills). Typically, the time taken to acquire and use Level 1 skills is 3 months experience and/or training	In relation to each of the main tasks identify the assessment criteria (the agreed standard for the use of skills in performing the task) which will provide evidence that the skills have been applied to the required standard.			
Activity/Task 1	<u>Basic level</u>			
Activity/Task 2	<u>Basic level</u>			
Activity/Task 3	<u>Basic level</u>			
Activity/Task 4	<u>Basic level</u>			
Activity/Task 5	<u>Basic level</u>			
Adhere to Shellharbour City Council's corporate standards, systems and procedures	<u>Basic level</u> Complete essential elements of Council 3 month induction Provide effective service to customers Follow defined OHS policies and procedures Ability to work as part of a team Ability to accept responsibility for and manage own work Knowledge of Council's information systems: <i>Place examples here, which may include</i> <ul style="list-style-type: none"> • Microsoft Office (may specify Word/Excel) • Dataworks • Finance One • GIS 			
Participate in Performance and Development Review process to manage own performance	Evaluates own progress against agreed objectives, as set in Performance and Development Review			
Demonstrates the Key Organisational Values	Consistently demonstrates the Key Organisational Values in all work performed			
Salary Step 2				

Main Activities/Tasks (Units of Competency)	Assessment Criteria/Standards for the Use of Skills	Acquired Yes/No	Applied Yes/No	Comments/Training Required
Progression is subject to the ongoing demonstration of the competencies (skills) previously required at Step 1 against the assessment criteria/standards; as well as the following additional competencies (skills). Typically, the time taken to acquire and use Level 2 skills is one year experience and/or training	In relation to each of the additional tasks identify the assessment criteria (the agreed standard for the use of skills in performing the task) which will provide evidence that the skills have been applied to the required standard			
Activity/Task 1	<u>Solid working level</u>			
Activity/Task 2	<u>Solid working level</u>			
Activity/Task 3	<u>Solid working level</u>			
Activity/Task 4	<u>Solid working level</u>			
Activity/Task 5	<u>Solid working level</u>			
Adhere to Shellharbour City Council's corporate standards, systems and procedures	<u>Solid working level</u> Knowledge of council structure and services is applied Knowledge of council policies and procedures is applied Works in a local government context with the ability to assess the political implications of situations Competent working knowledge of Council's information systems: <i>Place examples here, which may include</i> <ul style="list-style-type: none"> • Microsoft Office (may specify Word/Excel) • Dataworks • Finance One • GIS 			
Participate in Performance and Development Review process to manage own performance	Evaluates own progress against agreed objectives, as set in Performance and Development Review			
Demonstrates the Key Organisational Values	Consistently demonstrates the Key Organisational Values in all work performed			
Salary Step 3				
<ul style="list-style-type: none"> • List the additional tasks that an employee would be expected to undertake for progression to Step 3 	In relation to each of the additional tasks identify the assessment criteria (the agreed standard for the use of skills in performing the task) which will provide evidence that the skills have been applied to the required standard			

Main Activities/Tasks (Units of Competency)	Assessment Criteria/Standards for the Use of Skills	Acquired Yes/No	Applied Yes/No	Comments/Training Required
<p>as additional skills are acquired and applied at Step 2</p> <ul style="list-style-type: none"> This represents the ‘fully skilled’ level. The skills for Step 1, 2 and 3 are the total skills required to perform the main activities/tasks <p>Typically, the time taken to acquire and use Level 3 skills is one year experience and/or training</p>				
Activity/Task 1	<u>Comprehensive level</u>			
Activity/Task 2	<u>Comprehensive level</u>			
Activity/Task 3	<u>Comprehensive level</u>			
Activity/Task 4	<u>Comprehensive level</u>			
Activity/Task 5	<u>Comprehensive level</u>			
Adhere to Shellharbour City Council’s corporate standards, systems and procedures	<p><u>Comprehensive level</u></p> <p>Expert working knowledge of Council’s information systems: <i>Place examples here, which may include</i></p> <ul style="list-style-type: none"> Microsoft Office (may specify Word/Excel) Dataworks Finance One GIS <p>Recommend improvements to existing systems and procedures</p>			
Participate in Performance and Development Review process to manage own performance	Evaluates own progress against agreed objectives, as set in Performance and Development Review			
Demonstrates the Key Organisational Values	Consistently demonstrates the Key Organisational Values in all work performed			
Salary Step 4				
<p>Step 4 is the “Higher or Advanced Skill Level”, and the progression requirements are to be identified by the responsible supervisor/manager in agreement with the employee. This may include:</p> <ul style="list-style-type: none"> The acquisition and use of additional skills of agreed benefit to Council: or 	In relation to each of the additional tasks identify the assessment criteria (the agreed standard for the use of skills in performing the task) which will provide evidence that the skills have been applied to the required standard			

Main Activities/Tasks (Units of Competency)	Assessment Criteria/Standards for the Use of Skills	Acquired Yes/No	Applied Yes/No	Comments/Training Required
<ul style="list-style-type: none"> Demonstrating an enhanced level of existing skills. <p>Typically, the time taken to acquire and use Level 4 skills is one year experience and/or training</p>				
Undertake a limited number of tasks of higher graded position under supervision	Higher level position base skills/tasks undertaken include: <ul style="list-style-type: none"> Place examples here – <i>may include activities such as assisting in specific duties of manager e.g. budget preparation, management plan involvement</i> 			
Gain exposure to other sections of Council	Participate in activities unrelated to normal tasks/activities involving other sections including: <ul style="list-style-type: none"> Place examples here – <i>may include participation in projects with different sections, involvement in a corporate process review team</i> 			
Progress with professional development/ specialist experience/management exposure (undertaken at the employee's own expense and time, unless specifically identified as a requirement under Council policy where support will be provided)	Has continued professional development by obtaining relevant qualifications and experience such as: <ul style="list-style-type: none"> Place examples here – <i>may include Local Government Certificates, Masters degree, work related certificates such as Grader Operation, HR driver's licence</i> Has undertaken the following duties associated with managing staff; <ul style="list-style-type: none"> Place examples here - <i>may include being wholly responsible for a small project or having involvement in determining labour requirements and rosters</i> 			
Adhere to Shellharbour City Council's corporate standards, systems and procedures	<p><u>Solid working level</u></p> Relevant policies and procedures are followed including: <i>Place examples here, which may include</i> <ul style="list-style-type: none"> <i>Purchasing policy</i> 			
Participate in Performance and Development Review process to manage own performance	Evaluates own progress against agreed objectives, as set in Performance and Development Review			
Demonstrates the Key Organisational Values	Consistently demonstrates the Key Organisational Values in all work performed			
Contribute to the overall management of the organisation	Ability to relieve in Manager/Supervisor's position. Work is organised to ensure a smooth workflow, All tasks are completed in an accurate and timely manner, in accordance with established procedures			
Salary Step 5				
Step 5 is the "Higher or Advanced Skill Level", and the progression requirements are to be identified by the responsible	In relation to each of the additional tasks identify the assessment criteria (the agreed standard for the use of skills in performing the task) which will provide evidence that the skills have been applied to the required standard			

Main Activities/Tasks (Units of Competency)	Assessment Criteria/Standards for the Use of Skills	Acquired Yes/No	Applied Yes/No	Comments/Training Required
supervisor/manager in agreement with the employee. This may include: <ul style="list-style-type: none"> The acquisition and use of additional skills of agreed benefit to Council: or Demonstrating an enhanced level of existing skills. Typically, the time taken to acquire and use Level 5 skills is one year experience and/or training				
Undertake a limited number of tasks of higher graded position under supervision	Higher level position base skills/tasks undertaken include: <ul style="list-style-type: none"> Place examples here – <i>may include activities such as assisting in specific duties of manager e.g. budget preparation, management plan involvement</i> 			
Gain exposure to other sections of Council	Participate in activities unrelated to normal tasks/activities involving other sections including: <ul style="list-style-type: none"> Place examples here – <i>may include participation in projects with different sections, involvement in a corporate process review team</i> 			
Progress with professional development/ specialist experience/management exposure (undertaken at the employee's own expense and time, unless specifically identified as a requirement under Council policy where support will be provided)	Has continued professional development by obtaining relevant qualifications and experience such as: <ul style="list-style-type: none"> Place examples here – <i>may include Local Government Certificates, Masters degree, work related certificates such as Grader Operation, HR driver's licence</i> Has undertaken the following duties associated with managing staff; <ul style="list-style-type: none"> Place examples here - <i>may include being wholly responsible for a small project or having involvement in determining labour requirements and rosters</i> 			
Adhere to Shellharbour City Council's corporate standards, systems and procedures	<u>Solid working level</u> Relevant policies and procedures are followed including: <i>Place examples here, which may include</i> <ul style="list-style-type: none"> <i>Purchasing policy</i> 			
Participate in Performance and Development Review process to manage own performance	Evaluates own progress against agreed objectives, as set in Performance and Development Review			
Demonstrates the Key Organisational Values	Consistently demonstrates the Key Organisational Values in all work performed.			
Contribute to the overall management of the organisation	Ability to relieve in Manager/Supervisor's position. Work is organised to ensure a smooth workflow, All tasks are completed in an accurate and timely manner, in accordance with established procedures			

Certificate and Acknowledgment of the Content Above (This is both a certification and acknowledgment of the position as described)

_____/____/____
(Signature of Supervisor/Manager)

_____/____/____
(Signature of Occupant)