



# Skilled Labourer

## POSITION PROFILE

Division	Shire Infrastructure	Status	Full-Time, Permanent
Unit	Civil Operations	Salary Grade	Grade 2
Reports to	Team Leader / Leading Hand	Reviewed	Nov 2022

## STRATEGIC INTENT

The Civil Operations business unit is an operational unit which is responsible for delivering reactive and planned maintenance/restoration works on civil assets to agreed levels of service for quality, function and safety. The business unit's key objectives focus on maintaining the LGA's infrastructure to improve life span and usability of its assets.

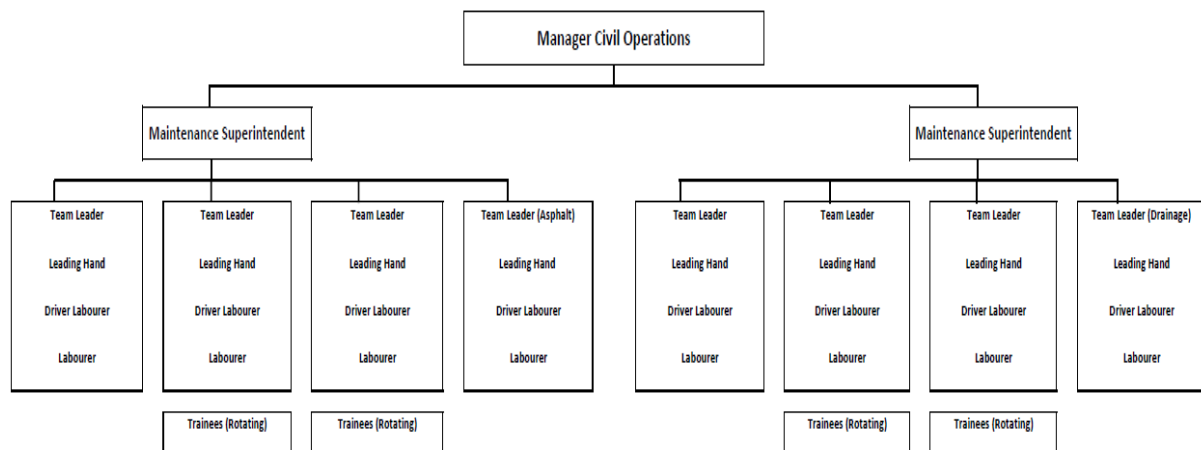
## POSITION PURPOSE

The position is responsible under the direction of Council's Team Leader or Leading Hand to deliver reactive and planned maintenance / restoration and construction works on civil assets to agreed levels of service for quality, function and safety.

The Labourer will be expected to maintain and construct Council's civil assets which include all road and stormwater infrastructure. The role involves physical tasks including but not limited to working with ready-mixed concrete and asphalt, excavation, concrete cutting, limited plant operation, traffic management (after accreditation if necessary) and surveying.

The incumbent may be directed to work in other areas of the unit to satisfy workload and resourcing requirements.

## STRUCTURE



## POSITION OUTCOMES AND ACCOUNTABILITIES

OUTCOME TO BE DELIVERED	PERFORMANCE STANDARD
Complete works in accordance with Council's WH&S policies and procedures.	<ul style="list-style-type: none"> <li>- The incidence of failure to comply with Council's WH&amp;S policies and procedures.</li> <li>- The incidence of injury caused by a failure to comply with Council's WH&amp;S policies and procedures.</li> <li>- The incidence of abuse of issued safety equipment.</li> </ul>
Act as a Traffic Controller and Implement Traffic Guidance Plans when directed by the Team Leader or Leading Hand.	<ul style="list-style-type: none"> <li>- The incidence of accident or injury caused by inadequate performance of traffic control duties.</li> <li>- Failure to correctly Implement Traffic Guidance Plans</li> </ul>
Ensure that the requirements of Council's EEO Policy are followed at all times.	<ul style="list-style-type: none"> <li>- No incidence of breach of Council's EEO Policy</li> </ul>
Complete assigned tasks in the shortest possible time and report back to the Team Leader or Leading Hand immediately when a task is completed.	<ul style="list-style-type: none"> <li>- The time taken to complete assigned tasks.</li> </ul>
Be proactive with general duties throughout the day including but not limited to; maintaining sediment traps and cleaning of site, site shed and truck.	<ul style="list-style-type: none"> <li>- The incidence of lack of cooperation and motivation during work hours.</li> </ul>
Commence work punctually at the start of the day and after the lunch break.	<ul style="list-style-type: none"> <li>- The incidence of failure to arrive at work on time and the incidence of failure to commence work punctually.</li> </ul>
Ensure that all tools and equipment placed in your care are adequately secured to prevent loss or damage when not in use.	<ul style="list-style-type: none"> <li>- The incidence of loss or damage to tools and equipment due to failure to secure those items.</li> </ul>
Offer suggestions as to alternative work methods that you think could be used to improve performance.	<ul style="list-style-type: none"> <li>- The number and nature of suggestions made.</li> </ul>
Behave politely to residents and road users at all times.	<ul style="list-style-type: none"> <li>- The number and nature of positive and negative comments received relating to works executed by the Work Team.</li> </ul>
Awareness and Compliance with Council's Code of Conduct and associated policies.	<ul style="list-style-type: none"> <li>- All activities must comply with Council's Code of Conduct and associated policies.</li> <li>- Be accountable, transparent and ethical in your work.</li> <li>- Co-operate with Council's policies and procedures including the Code of Conduct, Conflicts of Interest Policy, Secondary Employment Policy and other relevant policies.</li> <li>- Adherence to legislation and codes.</li> </ul>

## SELECTION CRITERIA / SUCCESS PROFILE

Qualifications, Certificates or Licences	Essential	<ul style="list-style-type: none"> <li>- Certificate II in Civil Construction or equivalent plus experience</li> <li>- Class C driver's License</li> <li>- WHS Induction Card (Whitecard)</li> <li>- Traffic Controllers Certificate (or to be obtained within first 3 months of employment)</li> </ul>
	Desirable	<ul style="list-style-type: none"> <li>- Certificate III in Civil Construction or equivalent experience</li> <li>- First Aid Certificate</li> <li>- Confined Spaces Certificate</li> <li>- Class MR Driver's Licence</li> </ul>
	Essential	<ul style="list-style-type: none"> <li>- Or proven extensive experience in the construction industry</li> <li>- Able to carry out verbal and written instructions</li> <li>- Concrete finishing experience</li> <li>- Asphalt laying experience</li> </ul>
	Desirable	<ul style="list-style-type: none"> <li>- Bricklaying experience.</li> <li>- Civil drainage experience</li> <li>- Survey experience</li> </ul>

## CORE CAPABILITIES

Attributes	<p><b>Decision making:</b> Achieving desired outcomes by evaluating and identifying options, and involving others in decisions affecting them.</p> <p><b>Goals oriented:</b> Works to achieve self-set goals, taking on challenging tasks when necessary in order to achieve them</p> <p><b>Critical thinking:</b> Critically examine work and activities, considering alternative points of view and approaching an issue as it relates to different stakeholders.</p> <p><b>Communication skills:</b> able to articulate complex and technical matters in simple terms.</p> <p><b>People skills:</b> empowers others to think for themselves, able to approach and attempt to resolve disputes in a constructive way and able to provide positive and constructive feedback when necessary.</p> <p><b>Team focussed:</b> Willing to be mentored, and to share skills, experience and knowledge via formal and informal collaboration with colleagues</p>
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## OUR VALUES

Behaviours	<p><b>Collaborate</b> - We are a united team. We work together to deliver great outcomes for our community</p> <p><b>Achieve</b> - We have a can-do attitude and deliver on our commitments. We pursue excellence and believe in making a positive contribution to our community</p> <p><b>Respect</b> – We communicate openly, act with integrity and are inclusive</p>
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**Evolve** – We look for opportunities and embrace change, championing new ideas, and celebrating solutions.

## CORPORATE OBLIGATIONS

<b>Employees</b>	No direct reports
<b>Delegations</b>	Authority to operate within the Delegations attached to the position
<b>Risk Management</b>	Managing work practices to mitigate all identified risks, identifying and reporting additional risk and threats and assist in devising strategies to mitigate these risks.
<b>Financial Management</b>	Managing budgets and expenditure, undertaking relevant checks and applying rules, regulation, process and procedures in dealing with financial matters
<b>Workplace Health and Safety</b>	Comply and co-operate with WHS policies, procedures, instructions and safe systems of work.
<b>Code of Conduct</b>	All employees are responsible for adhering to Council's Code of Conduct and the policies and procedures that support it
<b>Workplace Behaviour &amp; EEO</b>	All activities must comply with Council's Workplace Behaviour Guidelines.
<b>Enterprise Content Management</b>	Comply with Council's Enterprise Content Management Determination and associated guidelines including creation of appropriate records in Council's records management system and proper custodianship of records to ensure against loss, removal or destruction
<b>Continuous Improvement</b>	Identify obsolete and inefficient practices and recommend changes where appropriate
<b>Customer Focus</b>	Championing an exceptional customer experience, and evaluating customer satisfaction in order to continually improve service delivery
<b>Procurement</b>	Activities are conducted in accordance with the Purchasing Policy and Procedures to provide transparency and cost effectiveness in procurement

## SPECIFIC CONDITIONS OF EMPLOYMENT

Sutherland Shire Council wages Staff Enterprise Agreement, 9 day fortnight, based on 38 weekly hours of operation from Monday to Friday, licences must be valid and maintained and can be asked to work at various locations across the LGA.