

Civil Construction Labourer

Position Number	1119
Directorate	Infrastructure
Service Unit/Department	Urban Infrastructure
Location	Municipal Depot, Selkirk Drive, Horsham
Position Classification	Band 3 Level A
Position Appointment	Permanent Full-time
Enterprise Agreement	Horsham Rural City Council Enterprise Agreement Number Ten, 2022-2025
Reports to	Team Leader Urban Infrastructure

Organisation Values - **FAIR**

Flexibility

We are adaptable to changing circumstances

Accountability

We are responsible for our behaviour and actions

Integrity

We are ethical, transparent and honest in our conduct

Respect

We value diversity and appreciate others and will not tolerate sexual or others forms of harassment

1. Position Objectives

Provide labour and minor plant operation for the Urban Infrastructure Team, in support of works associated with construction and maintenance of footpaths, kerb and channel and drainage.

2. Key Responsibility Areas

- provide labour and operational assistance to the unit in support of the development and maintenance/repair of concrete infrastructure such as footpaths, kerb and channel and drainage.
- undertake footpath inspections, as required.
- operate a range of plant and equipment items to support the activities of the unit, including excavator, front-end-loader/backhoe, medium truck.

General

- routine daily safety check of any plant items under direct control including cleaning and minor routine maintenance requirements.
- maintenance of an accurate daily record of work undertaken, including plant usage.
- record faults and repairs on tablet.

Note: In accordance with award provisions, Council may direct an employee to carry out such duties as are within the limits of the employee's skill, competence and training, provided such duties do not promote a narrowing of the employee's skills base.

3. Occupational Health and Safety (OH&S) Responsibilities

- Wear the correct personal protective equipment.
- Comply with safe work method statements and procedures.
- Report incidents and hazards.
- Don't interfere with or misuse anything at the workplace to support health, safety, and welfare.
- Participate in safety training apply learnings and requirements of the training.
- Take reasonable care for your health and safety and health and safety of others.

4. Accountability and extent of Authority, Judgement and Decision Making

- responsible to the Team Leader Urban Infrastructure for the satisfactory completion of duties within the set time schedule; to the appropriate standard and in a safe and efficient manner in accordance with the Occupational Health & Safety Act, regulations and requirements and Council policies which apply.
- under direct supervision and specific guidelines, carry out tasks either individually, or as part of a group.

5. Skills and Knowledge

- backhoe and excavator skills and experience.
- a thorough understanding of the day-to-day maintenance requirements of plant and equipment.

6. Management and Administrative skills

- ability to work constructively as part of a team to achieve objectives set by manager or supervisor but also to work independently as directed.
- good time management skills.
- basic computer/tablet skills and knowledge.
- basic first aid skills.
- ability to fully concentrate on duties when operating equipment and performing other tasks in distracting situations.

7. Interpersonal skills

- a reasonable standard of oral and written English skills.
- good personal presentation and the ability to deal courteously and efficiently with the public.

8. Qualifications and Experience (Selection Criteria)

- MR truck licence essential
- experience and current licences to operate an excavator and front-end-loader/backhoe desirable
- suitable experience undertaking a majority or all of the duties described.
- Certificate III in Civil Construction is desirable.
- current driver's licence (Medium Rigid endorsed).
- able to pass a pre-employment medical examination, with a focus on the manual handling and outdoor nature of the work, and police records and other referee checks.

9. Organisational Relationships

Reports to:	Team Leader Urban Infrastructure
Supervises:	Nil
Internal Liaisons:	Other Infrastructure employees Depot Staff (Administration)
External Liaisons:	The Public

10. About Horsham and Horsham Rural City Council

Horsham Rural City is a vibrant, multi-cultural community situated in the heart of the Wimmera region of Victoria, approximately 300 kilometres north-west of Melbourne. The municipality has a population of approximately 20,000, covering an area of 4,267 square kilometres, with approximately three quarters of residents living within the urban area of Horsham.

Horsham is the major provider of retail, community and government services in the Wimmera, with dryland and broadacre agriculture being our major industry. There are a range of quality educational and health care facilities including secondary colleges, a university and an agricultural college.

Council is committed to working with the community to develop the municipality through strong leadership, vision, good governance, responsive services and quality infrastructure, whilst enhancing our liveability and natural environment.

Accessible and Inclusive Employer

Horsham Rural City Council supports flexible and accessible working arrangements for all staff. We are progressive, open to new approaches, and aim to be an inclusive and diverse workplace that celebrates the contribution made by all our staff.

Occupational Health and Safety/Risk Management

All employees are required to follow workplace health and safety requirements and obligations in accordance with legislative frameworks, Council policies (including the OHS Responsibility and Accountability Procedure) and other workplace procedures at all times.

Employees will also observe and comply with Council's Risk Management Policy and the application of sound risk management practices within the workplace and the community.

11. Further information

Horsham Rural City Council is an Equal Opportunity and Child Safe Employer and values Flexibility, Accountability, Integrity and Respect. We encourage and celebrate all cultures, heritage and diversity. We recognise the important and ongoing place that all Indigenous people hold in our community.

Council encourages applications from people of all abilities and can make information available in alternative formats if required.

Council and its employees also have obligations under Victoria's Charter of Human Rights and Responsibilities. See the People & Safety Department or www.humanrightscommission.vic.gov.au for further information.

Manager People & Safety
Horsham Rural City Council
PO Box 511
Horsham Victoria 3402
Email: hr@hrcc.vic.gov.au

12. Sign Off

I confirm I have read the Position Description, understand its content and agree to work in accordance with the requirements of the position.

Document prepared by: People & Safety Department

Approved by:
(Director Infrastructure)

Date:

Employee name:

Signature:

Date: