

POSITION DESCRIPTION

TITLE:	Assistant Civil Labourer	Position Number	6003
Classification:	Level 1A		
Hub:	Community	Program Area:	Civil Infrastructure – Concrete
Reports to:	Supervisor Concrete Services		
Direct Reports:	Nil		

OUR VISION and MISSION

Darwin 2030 – City for People. City of Colour.

We will work with the community and partners, provide leadership and deliver services that create opportunities to enhance the economic, cultural and environmental sustainability of Darwin.

OUR STRATEGIC DIRECTIONS

- A capital city with best practice and sustainable infrastructure
- A safe, liveable and healthy city
- A cool, clean and green city
- A smart and prosperous city
- A vibrant and creative city

ORGANISATION OPERATING MODEL

City of Darwin's organisational operating model is an agile high -performance operating model based on supporting collaboration, improving speed of delivery of strategic outcomes, and growing innovation. The model consists of four operating hubs, the Office of the Lord Mayor and CEO, Community, Corporate and Innovation, and incorporates:

- an agile organisational structure,
- high-performance culture,
- enterprise leadership,
- psychological safe working environment, and
- high collaboration and communication.

POSITION OBJECTIVE:

To actively participate in the construction and maintenance of the Council's civil infrastructure including roads, drains, footpaths, driveways, cycle paths, disabled access, and public places across the Darwin Municipality. This role is expected to ensure all works are completed to standard, in an efficient and safe manner and ensure the appropriate care, maintenance and use of associated council resources.

KEY RESULT AREAS:

CORPORATE IDENTITY

- Promote and embody City of Darwin's Vision and Mission
- Promote and embody City of Darwin's staff values, CARES
Customer Service, Accountability, Respect, Excellence and Solidarity
- Act in accordance with and abide by the City of Darwin's Code of Conduct



SERVICE DELIVERY

- Undertake labouring duties as instructed within the scope of your experience, knowledge, and skill such as, but not limited to:
 - Site mobilisation and setup including the completion of site documentation.
 - Demolition and excavation utilising hand and power tools.
 - Demobilisation activities such as stripping of form work, pressure cleaning, spreading top soil, and other tasks associated with site clean-up.
- Under supervision, undertake more specialised tasks and duties relevant to civil infrastructure works, such as, but not limited to:
 - Assist in the setup of traffic control devices.
 - Saw cut Concrete and other materials using hand tools and small plant.
 - Assist in preparation and construction of formwork and moulds.
 - Work with plant operators to ensure excavations are completed to the correct depth and levels.
 - Set forms, reinforcement, and expansion joints to the correct depth and pitch.
 - Level, smooth and spread concrete using a variety of tools, including shovels, floats, rakes, trowels, and screeds. Compact concrete with power vibrator when required.
 - Mould expansion edges and joints using jointers and straightedge as well as edging tools.
 - Finish concrete as directed including, but limited to, exposed aggregate, and broomed.
 - Operate small plant and machinery
- Ensure all civil labouring tasks are undertaken in accordance with daily / weekly or project schedules assigned.
- Report all maintenance or site issues to the Leading Hand or Team Leader as soon as practicable.
- Utilise resources, hand tools and fleet in accordance with the Code of Conduct and relevant procedures or policies.
- Actively participate in on and off the job training as directed or required to maintain competency and expertise needed to complete civil infrastructure works.
- Communicate and engage appropriately with community members when out on site in accordance with our Code of Conduct.

TEAM SUPPORT (People and Capability)

- Work professionally, cooperatively and respectfully with other team members to accomplish joint tasks and build positive working relationships.
- Be flexible and adaptable to working in various work locations throughout the municipality as needed to perform the role effectively.
- Undertake any other duties within the skill and scope of the position or your skill set, as directed.
- Actively participate and contribute to team meetings and other relevant forums, events or organisational meetings as required.
- Proactively engage in performance management processes (ie. probation reviews and annual performance appraisals) as required.

WORKPLACE HEALTH AND SAFETY

- Ensure your personal health and safety and that of others in the workplace, and report all accidents, incidents and hazards immediately via WHS systems
- Comply with all CoD Workplace Health and Safety (WHS) policies, procedures, guidance and other-directed requirements
- Comply with any reasonable directions (such as safe work procedures, wearing personal protective equipment) given by management for health and safety purposes
- Report all accidents, incidents, near misses and hazards immediately.



POSITION PREREQUISITES

- ☐ C Class Licence
- ☐ General Construction Industry - White Card

APPROVED BY:


General Manager Community – Matt Grassmayr

Date:

1/6/23

Employee Acknowledgement

I, _____ have read and understood the requirements of the role; responsibilities and accountabilities as outlined within this Position Description. I understand that I am also responsible for complying with Council's policies & procedures as they relate to my position.

Signed: _____

Date: _____

