

Upper Lachlan Shire Council



Position	Labourer
Reports to	COORDINATOR
Group	INFRASTRUCTURE
Band/Level	1/2
Grade	4
Date revised	2023

Primary Purpose

To undertake general labouring duties in relation to the construction and maintenance of Council's assets and infrastructure as directed, in a safe and efficient manner.

Council Values

Council's values of sustainability, integrity, respect and professionalism guide the decisions, actions and conduct of all employees.

Accountabilities

- Undertake general labouring duties following safe work practices and procedures including but not limited to, pothole patching, sealing, repair or replacement of roadside furniture (including signs and guideposts), footpath maintenance and construction, kerb and gutter, concreting, drainage and stormwater pipes, street cleaning, litter control, parks and gardens maintenance and mowing.
- Operate small plant and equipment following safe work practices and procedures and in accordance with operating instructions.
- Ensure safe work practices including the development and implementation of safe work method statements, risk assessments, injury and incident reporting and any other work health and safety requirements/obligations under the Work Health and Safety Act.
- Ensure consistent delivery of the highest level of customer service.
- Control traffic at worksites, including the placement of signs, lights and barriers, in accordance with relevant legislative requirements and standards.
- Complete paperwork (including timesheets) accurately and within required timeframes.
- Maintain plant in a reliable, tidy and safe manner.
- Contribute to the performance of Council: leading by example, demonstrating professional conduct, making the best use of knowledge, experience and skills, and being accountable for the decisions made.
- Ensure a safe working environment by taking accountability for own actions and complying with Council's WHS policies and procedures.

The employee is required to undertake any other duties, projects or tasks as directed by their manager, which are within his/her skills, competence and training.

Key relationships

Internal	External
Construction & maintenance teams	Community members
Other staff	Government Agencies and Authorities

Essential Criteria

1. WHS General Construction Induction (White) card.
2. Contemporary knowledge and demonstrated experience in undertaking labouring duties for civil maintenance and construction works.
3. Demonstrated experience in the safe operation of small plant and equipment including ride on mowers, edgers, rollers and hand held tools.
4. Proven ability to work productively as a member of a team and contribute to team goals.
5. Current Class C Drivers Licence.

Desirable Criteria

1. Certificate of competency in front end loader/backhoe, excavator and forklift.
2. Traffic Controller certification.
3. Implement Traffic Control Plans certification.
4. MR licence.

The position description should be read and applied, in conjunction with other corporate documentation that guides decision-making, actions and conduct including, but not limited to, the Code of Conduct, Delegations of Authority, legislation, policies, procedures and plans.

I have read and understand the requirements and accountabilities of this position.

Name (please print)

Signature

Date

SALARY PROGRESSION CRITERIA

LABOURER



The emphasis at this level will be placed on the demonstrated application of the skills and knowledge required of the position. Assessments will be made based on the experience/qualifications of the jobholder and their ability to apply skills and knowledge to meet the accountabilities defined in the job description.

MINIMUM JOB REQUIREMENT

The jobholder is required to have met the essential criteria as described in the job description.

STEP 1 SKILLS	
Before being assessed for Step 1 Skills, the jobholder must have demonstrated achievement of all Essential Criteria described in the job description.	
When the jobholder demonstrates the achievement of all Skills in Step 1, they are eligible for an increase in their rate of pay.	
1	Knowledge of council activities, policies and procedures.
2	Demonstrated experience in a labouring position.
3	Demonstrated ability to work autonomously with minimal direction from supervisor.
4	Proven ability to work productively as a member of a team and contribute to team goals.
5	Demonstrated knowledge of responsibilities under Work Health and related legislations
6	Appropriate licences and certificates; including class c drivers licence, general induction for construction work in NSW (whitecard).

STEP 2 SKILLS	
Before being assessed for Step 2 Skills, the jobholder must have demonstrated achievement of all Essential Criteria and Step 1 Skills.	
When the jobholder demonstrates the achievement of all Skills in Step 2, they are eligible for an increase in their rate of pay.	
1	Acceptance of responsibility for and ability to prioritise workflow.
2	To be able to effectively participate in workplace change processes.
3	Traffic controller certification.
4	Demonstrated ability to work unsupervised.

STEP 3 SKILLS

Before being assessed for Step 3 Skills, the jobholder must have demonstrated achievement of all Essential Criteria, Step 1 and Step 2 Skills.

When the jobholder demonstrates the achievement of all Skills in Step 3, they are eligible for an increase in their rate of pay.

1	Implement traffic control plans certification.
2	MR licence.

STEP 4 SKILLS

Before being assessed for Step 4 Skills, the jobholder must have demonstrated achievement of all Essential Criteria, Step 1, Step 2 and Step 3 Skills.

When the jobholder demonstrates the achievement of all Skills in Step 4, they are eligible for an increase in their rate of pay.

1	Meets the requirements of the position description.
2	Maintain effective work practices.
3	Contributes to the team environment.
4	Quality and quantity of work regularly meets expectations.
5	Consistently completes work on time or reports to supervisor.
6	Seeks to improve and learn more for further advancement.
7	Certificate of competency in front end loader/backhoe, excavator or forklift.

STEP MAXIMUM SKILLS REQUIREMENT

To achieve Step Maximum Skills the jobholder must apply a superior level of skills, knowledge, competencies and expertise to the position. Step Maximum Skills will be achieved by the attainment of:-

1. Agreed competency and/or training/qualifications
2. Demonstrated efficiency and productivity improvements
3. Development and/or delivery of an innovative project
4. Continuous work improvement for a defined timeframe

Step Maximum Skills will be subject to determination and assessment by the relevant Director, in consultation with the jobholder. Before the jobholder can be assessed at Step Maximum, the jobholder must have achieved Steps 1, 2, 3 and 4 Competencies.

Note: Competencies will be obtained and/or developed from a combination of the following sources:-

- Training.gov.au
- Job-specific competencies developed by Council
- WHS standards
- Former position description skill steps