

POSITION DESCRIPTION



Works and Construction Labourer

Position Summary

This position is required to carry out general labouring, both manually and mechanically as required and to effectively operate plant and equipment applicable to road construction and maintenance.

You will work within a cohesive operational team that delivers high quality maintenance and construction work in a safe and efficient manner.

Position details

Directorate	Infrastructure Assets and Planning
Department	Operations
Appointment Type	Permanent Full Time
Classification	Band 3
Location	Operation Centre all employees may be directed to move either permanently or for temporary periods of other locations within the Shire due to operational requirements
Reports to	Team Leader
Supervises	Contractors and other staff
External relationships	General Public Contractors
Internal relationships	All other Council Staff
Date PD approved	June 2025

Key responsibilities and duties

- Assist in the construction and maintenance of roads, streets and other works to the standard required by the Team Leader
- Labouring duties and operation of plant as directed including concreting, road pavement repairs, roadside slashing, pipe laying, gutter sweeping and drain cleaning.
- Ensure that plant and equipment under your control is properly serviced and maintained by undertaking daily equipment checks and ensuring all servicing is completed in a timely manner and in accordance with recommended operating practice
- Perform in a team environment and behave in line with the organisational values.
- Attend training courses, seminars, team meetings and conferences.
- Correctly prepare and submit timesheets, work orders and other records where required.
- Observe safe working practices in accordance with Central Goldfields Shire Council's various policies and procedures including OH&S, Sun Protection, inclement weather and Working Alone
- Ensure work sites are clean, safe and tidy during and after the course of works
- Observe all Occupational Health & Safety requirements in relation to the work undertaken
- Develop an understanding of all Council policies and procedures that relate to the minimisation of risk
- Report any injury, illness, asset or financial loss, hazard and near miss incident to the department manager/supervisor as soon as they are detected.
- Accurate completion of documentation including Completion of Safe Work Method Statements ,risk assessments, timesheets and works orders when required.

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Organisational responsibilities

Council values	<ul style="list-style-type: none">• Demonstrate and encourage behaviour in line with the Council's adopted values
Customer Service	<ul style="list-style-type: none">• Accountable for the department complying with the Customer Service Charter.
Behaviour	<ul style="list-style-type: none">• Demonstrates behaviour of the highest of integrity; free from bullying, harassment and discrimination.• Abide by the Code of Conduct
Risk management and OHS	<ul style="list-style-type: none">• Identifying, managing and minimising risk to Council.• Contributing to the Council's Risk Register.• Ensuring that all OH&S obligations are met
Corporate records	<ul style="list-style-type: none">• Ensuring the department maintains Council records:• Within the approved record management system; and• In an accurate and timely manner.
Legislative framework	<ul style="list-style-type: none">• Accountable for all legislative and regulatory obligations relevant to the department.
Emergency management	<ul style="list-style-type: none">• May be required to assist municipal emergencies as detailed in Council's Municipal Emergency Management Plan.

Accountability and extent of authority

- Accountable for the efficient and effective operations of daily assigned tasks.
- Accountable for the maintenance and care of materials, tools and equipment used during the course of your work.
- Accountable for the quality of own work
- Responsible for notifying of any deficiencies with plant
- Setting up of roadwork signs to Australian Standards
- Completion of Safe Work Method Statement forms and risk assessments
- Responsible for the accurate completion of timesheets and work orders
- May be required to supervise and co-ordinate others in similar or related work

Judgement and decision making

- Ability to work well with limited supervision and on occasions without any supervision.
- Required to make personal judgment in relation to routine matters
- Ability to perform tasks which involve a range of techniques, systems, methods to complete the required tasks

Specialist skills and knowledge

- Knowledge of Occupational Health and Safety requirements
- Have a broad understanding of procedures used for performing various Infrastructure maintenance tasks such as road construction, footpath and kerbs
- Able to operate a variety of hand tools
- Sound knowledge of road construction and infrastructure maintenance principles
- Proficiency in the operation of a variety of equipment, or knowledge of the use of plant in relation to road construction and maintenance, street sweeping, concreting and general labouring duties.
- Demonstrated ability to perform basic plant maintenance.

Management skills

- Ability to effectively and efficiently carry out daily assigned works, taking into consideration all relevant planning and organisational requirements to ensure tasks are completed
- Ability to provide on the job training and supervision when required
- Ability to work with minimal supervision

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Interpersonal skills

- Ability to communicate and work with other employees and contractors in a team environment to resolve any issues.
- Ability to communicate with the public, in a polite and professional manner
- Ability to discuss/complete/plan including documentation to mitigate high risk tasks

Qualifications/experience

- Certificate 3 in Civil Construction OR knowledge and skills gained through on-the-job training commensurate with the requirements of the work
- OH&S White Card
- Knowledge of Levels, Plan Reading, Pegging Out Job Site and Processes in Construction works desirable
- Additional training competencies are desirable
- Current Victorian Heavy Ridged driver Licence, Heavy Combination would be a advantage
- Backhoe-Frontend Loader Licence
- Skid Steer, Excavator, Grader and Roller certificates.
- Some experience in operating heavy machinery (Excavator, Skid Steer, Frontend Loader/Backhoe)
- Grader operations in road maintenance and drainage.
- Traffic Management Certificate
- First Aid certificate
- Experience in the operation of various small plant items
- Experience in general labouring duties in the construction industry

Selection criteria

1. Certificate 3 in Civil Construction OR knowledge and skills gained through on-the-job training commensurate with the requirements of the work
2. Heavy Rigid Victorian Drivers licence
3. Demonstrated knowledge of OH&S procedures
4. Experience in Road, Bridge, Drainage and other asset maintenance and construction techniques
5. First aid certificate
6. Demonstrated ability to work in a team.
7. Willingness to undertake a **Pre-employment medical check, audiometric test** and a National Police Check.

Note: Appointment is subject to the successful completion of these checks.

Selection Criteria

The position description should be read carefully as this describes the core duties and requirements of the position and outlines the criteria used as a basis for selecting the most appropriate person for the job. Unless specified, it is mandatory to address the key selection criteria.

It is recommended that rather than stating you can meet each criterion; give specific examples illustrating particular skills which will enable us to determine how you meet the criteria of the position.

Conditions of Employment

Employment conditions for all employees are in accordance with the current certified agreements at this council and employment contract or industrial agreement, organisational policies and procedures as amended.

Current certified agreement pertaining to Central Goldfields Shire Council employees is Central Goldfields Shire Council Enterprise Agreement, No 7 2017.

Arrangements specific to your employment and workplace will be explained to you during the recruitment process. For further details, the Enterprise Agreement can be downloaded from www.fwc.gov.au.

You will be responsible for the duties as outlined in this position description and any such duties, which could be reasonably asked of a person in this position, as designated to you by your supervisor.

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Privacy Statement - Recruitment

Personal and Health Information will be collected by the Council during the recruitment process. The Personal and Health Information will be used solely by the Council for this purpose. Council may disclose this information to other organisations if required by legislation. The applicant may apply to the Council for access to and/or amendment of the information after finalisation of the appeals process. Information relating to unsuccessful applicants may be destroyed by Council after 12 months from this time. Requests for access and/or correction should be made to Council's Privacy Officer.

Application Process

The selection process has been designed to ensure that all eligible applicants have an equal opportunity to demonstrate their skills and suitability for the position. The selection process may include skills tests or work samples where appropriate, reference checking, psychological profiling, a medical examination or police check. Appointment to positions within Central Goldfields Shire Council is on the basis of merit.

Signatures

Veronica Hutcheson Manager People and Culture	Date
Works and Construction Labourer	Date