

POSITION DESCRIPTION

Position Title:	Multiskilled Labourer	Directorate:	Infrastructure & Works
Position Number:	100959	Department:	Works
Employment Status:	Full-Time	Section:	Urban Services
Employment Type:	Permanent	Location:	Works Centre
Classification:	Schedule B, Salary Point 4		
Reports to:	Urban Services Coordinator		

PRIMARY PURPOSE:

The primary function of this role is to effectively and efficiently undertake labouring, plant operation and maintenance works within the Municipality that meets with legislation, industry standards and GCC's annual maintenance plans.

The activities include but are not limited to, hands on tasks, the use of tractors, trucks, mowers, brush cutters, hedge trimmers, pole saws, chainsaws, powered hand tools and spraying equipment.

KEY RESPONSIBILITIES:

RESPONSIBILITIES/TASKS	DUTIES
Urban Services Operations	<ul style="list-style-type: none"> Work as a member of a team undertaking duties associated with the maintenance, construction or installation of various Council assets including but not limited to roads, footpaths, kerb & gutter, walls, street furniture, signage and sign posting, traffic management and parks. Read, analyse, and interpret construction plans, design specifications and material safety data sheets (MSDS). Operate and maintain plant, equipment and tools including spraying equipment and personal protective equipment. Collect and remove rubbish and ensure work sites are clear to commence maintenance works Ensure work tools, environment, and council assets are cared for, including servicing of plant and equipment and reporting all faults and concerns Contribute to the planning and delivery of service and collect, interpret information sources including but not limited to asset condition assessments, performance and provide recommendations as required
Teamwork	<ul style="list-style-type: none"> Collaborate with council staff and pro-actively share knowledge help build and maintain other skills and capability Perform activities in a manner that promotes cooperation and good relationships with the team members Provide on the ground support to Operations and Maintenance teams to complete activities Respect others and their viewpoints Deliver quality and compliant products and advice that build trust and respect

	<ul style="list-style-type: none"> • Work together with team members and others to achieve outcomes in effective and timely manner • Take responsibility to delivery activities for our community
Organisational Responsibilities	<ul style="list-style-type: none"> • Promote a positive image of the Council while representing the council to internal and external clients • Identify and share new and continuous improvement opportunities in urban services • Maintain knowledge and expertise in the relevant field/s and keep abreast of best practice and developments in legislative requirements • Contribute to personal Performance Plan objectives and undertake appropriate professional development opportunities and training opportunities • Take responsibility for own work priorities to ensure accuracy, quality, value, and timeliness of work undertaken • Ensure all allocated works are completed to the required standard in a timely manner and within budget • Support a diverse and inclusive workplace that values the safety and wellbeing of children, young people, the community and employees
Safety & Compliance	<ul style="list-style-type: none"> • Undertake the activities in accordance with GCC's practices, procedures, and relevant legislation. • Assist in delivering the daily operations of the team including toolbox discussions, first aid contract officer and allocation of work tasks as required • Operate equipment efficiently and safely adhering to Safe Operating Procedures (SOPS) and Safe Work Method Statements (SWMS) to ensure satisfactory completion of assigned duties • Monitor and report on compliance with relevant Acts, Regulations and standards to meet legal and certification requirements and report non-conformances and provide and implement recommendations as required • Complete required record keeping such as Prestart Hazard Identification, Facility and site inspections, and Incident/Hazard Reports • Complete and maintain all certificates, compliance training and allocation training and certification as required • Assists in the investigation of incidents/accidents. Able to interpret information from detailed construction plans, design specifications and material safety data sheets and applies it to the job

ADDITIONAL INFORMATION

This role may require reasonable after-hours activities and overtime when required by business needs.

Employees may be required to undertake additional duties within the limits of their skill, competence and training, consistent with their classification level, in any area of Council, as directed.

ORGANISATIONAL REPORTING RELATIONSHIPS:

1. Internal:

- The **Multiskilled Labourer** reports to the **Urban Services Coordinator** for all operational and management matters.
- The role is a key contributor to the **Urban Services Team** and will liaise with employees of Council.

2. External:

- The role will liaise with external stakeholders such as members of the general public, ratepayers, residents, visitors and contractors to the City of Glenorchy.

SPECIALIST DELEGATIONS:

- Nil

LICENSES/ACCREDITATIONS/QUALIFICATIONS – ESSENTIAL:

- Vehicle and Medium Rigid Truck “MR” Class license
- White Card
- Chainsaw accreditations
- Traffic Management Accreditation
- First Aid Certification

KEY SELECTION CRITERIA:

1. Demonstrated experience in the operation and maintenance of plant and equipment.
2. A well-developed understanding and knowledge of Workplace Health and Safety and Safe Operating Procedures
3. Physically fit and proven ability to work in an environment with uneven terrain in all weather conditions.
4. Ability to work as part of team or independently accompanied with good communication and time management skills.

OUR VALUES:

We respect each other

We respect the skills, knowledge and diversity of our team mates

Everyone is heard and is valued

We care for the well-being and safety of each other

We check in on each other without being prompted

Listening and being listened to matters

We are trusted

I've got your back and you've got mine

We do what we say we will

We are empowered

Have honest and open conversations

We are trusting and trustworthy

We learn from our mistakes and share what we learn

Together we are better

Robust and thoughtful decision making together

Solving important problems together

We reach out to others and across teams for help

We collaborate more and handball less

Share our skills and knowledge

We deliver

We serve and stand up for our community

We knuckle down and focus on what matters

We are courageous and determined to find a way

We seek opportunities to continually improve outcomes and then we act on them

OUR CULTURE:

We foster and model a culture where:

- We **RESPECT** others and their viewpoints as being as important as our own.
- We trust and are **TRUSTED** by each other.
- We know that by working **TOGETHER** we achieve better outcomes.
- We take personal responsibility, and together we **DELIVER** for our community.

This is **OUR WAY** to achieve results through our people and teams to make Glenorchy a better place every day.

AUTHORISATION:

I hereby agree that this position description accurately reflects the work requirements.

Manager Name:			
Manager Signature:		Date:	
Director Name:			
Director Signature:		Date:	

I have read and agree to abide by the requirements of this position description.

Employee Name:			
Employee Signature:		Date:	