

POSITION DESCRIPTION

Position Title:	Multi-Skilled Labourer (Asphalt)	Directorate:	Infrastructure & Development
Position Number:	100976	Department:	Works
Employment Status:	Full-Time	Section:	Roads
Employment Type:	Permanent	Location:	Works Centre
Classification:	Schedule B, Salary Point 4-5		
Reports to:	Roads Maintenance Coordinator		

PRIMARY PURPOSE:

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

ORGANISATIONAL REPORTING RELATIONSHIPS:

1. Internal:

- The **Multiskilled Labourer - Asphalt** reports to the **Roads Coordinator** for all operational and management matters.
- The role is a key contributor to the **Roads Maintenance 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.

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.

KEY RESPONSIBILITIES:

RESPONSIBILITIES/TASKS	DUTIES
Maintenance/Construction of Assets	<ul style="list-style-type: none">• To operate/ equipment efficiently and safely adhering to Safe Operating Procedures (SOPS) and Safe Work Method Statements (SWMS) to ensure satisfactory completion of assigned duties.• Undertake duties associated with maintenance and construction of roads and civil infrastructure including earthworks, bitumen, concrete and pipelaying work.• Hands on labouring work tasks associated with maintenance and construction of roads and other civil infrastructure.• Provide competent traffic management associated with the control and direction of vehicular traffic through and around work sites.• Reading plans and recording accurately all 'as constructed' information as required.• The ability to read, analyse, and interpret detailed construction plans, design specifications and material safety data sheets (MSDS).• Competent operation of rigid motor vehicle with GVM up to 15 tonne.• Competent operation of small plant and equipment including compactors, rollers etc.
Communication Skills	<ul style="list-style-type: none">• Skills sufficient to write detailed correspondence or standard reports that document facts, for example, risk assessments, incident and insurance report forms.• Assists other employees to complete required correspondence and ensures correct completion. Assists in the investigation of incidents.• Requires the ability to inform, influence, gain cooperation from, persuade, and motivate others to a particular point of view to have effect for the medium term.• Courtesy and politeness and the ability to exchange information of a more complex or detailed nature, to give explanations and gather information; to speak and present detailed, factual information effectively to Coordinators, Managers and before a number of customers, the general public, or other employees.• Must have good oral communication skills and be able to deal with the general public and other Council customers in an effective and efficient manner.

Customer Service	<ul style="list-style-type: none"> • Promote the positive image of Council as a whole • Ensure that a high standard of customer service is maintained to both internal and external customers • Engage, listen to and act where appropriate on feedback from our customers • Implement, evaluate and continuously improve quality systems and processes for the section
General	<ul style="list-style-type: none"> • Assist in the achievement of agreed outcomes consistent with department business plans and budgets • Perform any other duties as directed • Complete required record keeping such as Prestart Hazard Identification, Facility and site inspections, and Incident/Hazard Reports • Completing timesheets and other associated paperwork • Effective management of time and resources to meet agreed service levels
Organisational Responsibilities	<ul style="list-style-type: none"> • Support and adhere to Council's policies and procedures, code of conduct and relevant acts

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.

SPECIALIST DELEGATIONS:

- Nil

LICENSES/ACCREDITATIONS/QUALIFICATIONS – ESSENTIAL:

- Medium Rigid Truck "MR" Class license
- White Card
- Chainsaw accreditations
- Traffic Management Accreditation

KEY SELECTION CRITERIA:

1. Certificate III in Civil Construction or equivalent experience in the construction industry with the operation and maintenance of plant and equipment.
2. Current Medium Rigid Truck "MR" Class license, White Card, Traffic Management accreditation with current experience
3. A well-developed understanding and knowledge of Workplace Health and Safety. Experience with following Safe Operating Procedures (SOPS).
4. Ability to work well within a team environment and to adapt to a changing environment.
5. Physically fit and proven ability to work in an environment with uneven terrain in all weather conditions.
6. Sound literacy, communication and interpersonal skills coupled with efficient time management skills.

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:	