

# POSITION DESCRIPTION

<b>Position Title:</b>	General Labourer/Operator (PN 5166, 5170, 5384 )		
<b>Position Type:</b>	Permanent Full-time		
<b>Department:</b>	Infrastructure Delivery		
<b>Date Approved:</b>	October 2024		
<b>Hours per week:</b>	38	<b>Award Classification:</b>	Band 1, Level 3
<b>FTE</b>	1	<b>Salary Classification</b>	Grade 2

## Position Purpose

The position is primarily responsible for:

- Performing general labouring duties.
- Carrying out other duties such a traffic control and using small plant and tools as directed.
- Relief in plant operations when required.
- Civil construction duties – Form working/Concreting/Concrete Finishing.

## Key Accountabilities

- Work as part of a team involved in road/civil construction and maintenance works.
- Undertake labouring and traffic control duties as required to facilitate the work requirements of the team.
- Operate small items of plant as required from time to time.
- Follow instructions courteously, promptly and accurately.
- Work with minimum supervision.
- Satisfactory completion of allocated works within nominated timeframes.
- Maintain a satisfactory rate of productivity.
- Operate motor vehicles and plant in an efficient, effective and safe manner as required in compliance with relevant laws, standards, Council policy and having regard for the safety of the public, road users and other employees.
- Competence to correctly complete standard forms and reports (such as timesheets, leave forms, plant sheet entries, WHS forms).
- Actively participating in team site inspection and toolbox meetings.
- Ensure compliance with relevant Council Policies.
- Promote high levels of Customer Service.
- Perform other reasonable duties as directed by the Manager or their delegate.

## Core Competencies (Knowledge Skills and Experience)

### Qualifications

- Certificate III in Civil Construction or Certificate III in Plant Operations, or be willing to obtain.
- Traffic Controller and Implement Traffic Management Plan certification or be willing to obtain.
- Current Construction Induction Card.
- Current Driver License class C, MR will be looked on favorably.

**Note:** All licenses/tickets stated in the position description must be current/valid during the duration of your employment. Should there be a change in status it is the employee's responsibility to notify Council as soon as practicable.

### Skills and Experience

- Previous experience in at least some of the following areas:
  - stormwater drainage/pipelaying,
  - civil formwork/concrete construction,
  - Maintenance/construction of road pavements,
  - formwork,
  - steel fixing,
  - placing and finishing concrete,
  - laying of brick or concrete pavers,
  - kerb and gutter construction,
  - bitumen patching of roads,
  - mowing and brushcutting,
  - traffic control at worksites
  - Machinery skills with heavy or small plant
- Demonstrated working knowledge of Work Health and Safety in particular the understanding of the role of Safe Work Method Statements and experience in assisting in their preparation
- Physical ability to undertake labouring duties
- General handyperson skills
- Proven ability in using a range of hand and power tools
- Proven ability in using a range of small and heavy plant
- Proven ability to be an active and effective member of a Team
- Demonstrated high-level customer service focus

## Values

Kempsey Shire Council's values are at the core of our work. It is expected that your conduct will reflect Council values, and your commitment to these values will be central to your successful performance as an employee.

Value	Expected behaviour
Passion	<ul style="list-style-type: none"><li>• We approach our work with enthusiasm and drive to make a difference</li><li>• We inspire others with our thirst for excellence</li><li>• We take pride in the customer service we deliver</li></ul>
Integrity	<ul style="list-style-type: none"><li>• We act ethically and honestly and work to build the trust and confidence of the community and staff</li><li>• We act with pride and respect while being loyal and accountable</li></ul>
Innovation	<ul style="list-style-type: none"><li>• We challenge the status quo and are prepared to take risks, to achieve creative and efficient solutions</li><li>• We promote and deliver change in the way we work</li></ul>
Communication	<ul style="list-style-type: none"><li>• We ensure open communication for all</li><li>• We openly and proactively listen and provide information</li></ul>
Respect	<ul style="list-style-type: none"><li>• We consider workmates, community, the workplace and environment</li><li>• We treat people as we would like to be treated</li></ul>
Collaboration	<ul style="list-style-type: none"><li>• We seek what is best for the team, not what is best for the individual</li><li>• We work together to achieve a shared vision</li><li>• We are connected with and care for each other</li><li>• We encourage and pay attention to those around us</li></ul>

## Supervision Received

This role reports to the Team Leader as allocated.


## Supervision Exercised

Nil.

## Position Description Endorsement


### Learning and Development

Position Description reviewed and approved by:

People and Culture Representative:	
Position Title:	Learning and Development Officer
Date:	May 2025

### People and Culture

Position Description reviewed and approved by:

People and Culture Representative:	
Position Title:	People and Culture Advisor
Date:	May 2025

### Role Authorisation

«InternalApprovalSignature\_tag»

### Role Acceptance

I have read and understood the content of the Position Description for my role. I will undertake the responsibilities and behaviour required of me and expect to be held accountable for work performed in accordance with this role.

«CandidateSignature\_tag»