

POSITION DESCRIPTION

Position Title:	General Labourer/Operator (PN5094)		
Position Type:	Permanent Full-time		
Department:	Infrastructure Delivery		
Date Approved:	February 2022		
Hours per week:	38	Award Classification:	Band 1, Level 3
FTE	1	Salary Classification	Grade 2

Position Purpose

Operate and maintain a range of plant and equipment, including tractor/slasher units with slopes mower attachments and road patching plant, ensuring all assigned plant is kept to the highest standard. Perform competent operation of other plant items as required and undertake additional duties such as traffic control and general labouring in accordance with operational needs.

Key Accountabilities

- 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
- Operate Tractor Slasher units / Slopes Mower and other items of plant which may be required, provided that the relevant accreditation/competencies are held by the operator
- Work competently in a high-volume traffic environment
- Mitigate/minimise risks when mowing on slopes and near highways
- Prioritise tasks and manage own workload.
- Ensure plant is serviced/maintained in accordance with manufacturers requirements and Council Standards and to perform minor maintenance where required
- Undertake traffic control and carry out a variety of labouring functions relating maintenance of Kempsey Shire Council sealed road network to facilitate the work requirements of the team
- Follow instructions with respect, promptly, and accurately
- Work with minimum supervision
- The continual improvement of skills and knowledge for the benefit of the individual, the team, and the organisation
- The satisfactory completion of allocated works within nominated timeframes
- Being competent to correctly complete standard forms and reports (such as timesheets, leave forms, plant sheet entries, WHS forms)
- Actively participating in team and toolbox meetings
- Perform any other duties within your skill, ability and competency level as reasonably directed by Council from time to time.

Core Competencies (Knowledge Skills and Experience)

Mandatory

- Current Class C Drivers Licence
- General Construction Induction Card

Desirable

- Certificate III in Civil Construction or Certificate III in Plant Operations
- Traffic Controller (TCR) and Implement Traffic Control Plans (IMP)
- High Risk Work Licence; Dogging, Basic Rigging, Vehicle Loading Crane,
- Medium or Heavy Rigid Licence
- HLT - Apply first aid
- RII - Work safely at heights
- UET - Working safely near live electrical apparatus as a non-electrical worker
- Asbestos Awareness
- AQF3
- RII - Conduct tractor operations

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

Experience

- Minimum twelve months experience in operating plant items. Experience in operating tractor/slasher units or other attachments will be highly regarded
- Proven ability in the understanding of Traffic Control Plans and signage

Skills

- Demonstrated knowledge of and ability to care for and maintain plant and vehicles
- 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 tractor operating and labouring duties
- Demonstrated ability to operate as a member of a team which has diverse and demanding responsibilities but to also work with a minimum of supervision when required.
- 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">• We approach our work with enthusiasm and drive to make a difference• We inspire others with our thirst for excellence• We take pride in the customer service we deliver
Integrity	<ul style="list-style-type: none">• We act ethically and honestly and work to build the trust and confidence of the community and staff• We act with pride and respect while being loyal and accountable
Innovation	<ul style="list-style-type: none">• We challenge the status quo and are prepared to take risks, to achieve creative and efficient solutions• We promote and deliver change in the way we work
Communication	<ul style="list-style-type: none">• We ensure open communication for all• We openly and proactively listen and provide information
Respect	<ul style="list-style-type: none">• We consider workmates, community, the workplace and environment• We treat people as we would like to be treated
Collaboration	<ul style="list-style-type: none">• We seek what is best for the team, not what is best for the individual• We work together to achieve a shared vision• We are connected with and care for each other• We encourage and pay attention to those around us

Supervision Received

This role reports to the Works Coordinator Maintenance.

Supervision Exercised

The following roles report to the General Labourer/Operator:

Nil

Position Description Endorsement

Learning and Development

Position Description reviewed and approved by:

People and Culture Representative:	<i>KH</i>
Position Title:	Learning and Development Officer
Date:	February 2026

People and Culture

Position Description reviewed and approved by:

People and Culture Representative:	<i>JP</i>
Position Title:	People and Culture Advisor
Date:	February 2026

Role Authorisation

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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.

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