

<b>Position Title:</b>	Multi-Skilled Construction Worker	<b>Directorate:</b>	Infrastructure & Development
<b>Position Number:</b>	100988	<b>Department:</b>	Works
<b>Employment Status:</b>	Full-Time	<b>Position Type:</b>	Outdoor Employee
<b>Employment Type:</b>	Permanent	<b>Location:</b>	Work Centre
<b>Classification Structure:</b>	Grade 2		
<b>Reports to:</b>	Team Leader – Civil Construction		

### PRIMARY PURPOSE:

The role of the Multiskilled Construction Worker is to ensure the construction and maintenance of municipal assets are well maintained with a high-level of understanding of civil construction methods and practices.

### ORGANISATIONAL REPORTING RELATIONSHIPS:

#### 1. Internal:

- The **Multi-Construction Worker** reports to the **Team Leader/ Capital Works Coordinator** for all operational and management matters.
- The role is a key contributor to the Capital Works Team and will liaise with the Chief Executive Officer, Directors, Managers and all other employees of Council.

#### 2. External:

- The role will liaise with external stakeholders such as members of the public, ratepayers, community members, industry suppliers, service providers, visitors and contractors.

### Accountabilities And Responsibilities

<b>Maintenance</b>	<ul style="list-style-type: none"> <li>▪ To operate plant and equipment efficiently and safely adhering to Safe Operating Procedures (SOPS) and Safe Work Method Statements (SWMS) to ensure satisfactory completion of assigned duties.</li> <li>▪ Undertake duties associated with maintenance and construction of roads, drainage and civil infrastructure including earthworks, concrete, and pipelaying work.</li> <li>▪ Hands on labouring work tasks associated with maintenance and construction of roads, drainage and other civil infrastructure.</li> <li>▪ Provide competent traffic management associated with the control and direction of vehicular traffic through and around work sites.</li> <li>▪ Reading plans and recording accurately all 'as constructed' information as required.</li> <li>▪ Working in a team environment and participating in a constructive manner in decision-making.</li> <li>▪ Working without direct supervision when required;</li> <li>▪ Undertaking and implement quality control measures;</li> <li>▪ Being familiar with Work, Health and Safety requirements and actively participating in health and safety training and practical job-related education;</li> </ul>
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	<ul style="list-style-type: none"> <li>▪ Ensuring regular servicing requirements of plant and equipment are met ensuring all faults and problems are reported;</li> <li>▪ Completing all required paperwork for customer requests/work orders and other associated tasks in a prompt and detailed manner;</li> <li>▪ Installing/removing and recording signage for works carried out in road reserves in accordance with recommended standards;</li> <li>▪ Carrying out inspections/investigations, risk assessments and report as required;</li> <li>▪ Demonstrating an understanding of the range of the fundamental skills associated with road construction and maintenance activities based on previous experience; and</li> <li>▪ Co completing timesheets and other associated paperwork</li> </ul>
<b>Communication Skills</b>	<ul style="list-style-type: none"> <li>▪ Skills sufficient to write detailed correspondence or standard reports that document facts, for example, risk assessments, incident and insurance report forms.</li> <li>▪ Assists other employees to complete required correspondence and ensures correct completion. Assists in the investigation of incidents.</li> <li>▪ The ability to read, analyse, and interpret detailed construction plans, design specifications and safety data sheets (SDS).</li> <li>▪ 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.</li> <li>▪ 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.</li> <li>▪ 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.</li> </ul>
<b>Financial Requirements</b>	<ul style="list-style-type: none"> <li>▪ Responsible for complying with the Purchasing Policy. In particular, raising purchase orders where appropriate.</li> </ul>
<b>Team Work and Collaboration</b>	<ul style="list-style-type: none"> <li>▪ Collaborate with all council employees and proactively share knowledge to help build and maintain skills and capability.</li> <li>▪ Perform duties in a manner that fosters cooperation and maintains positive working relationships with team members.</li> <li>▪ Show respect for others and their viewpoints, contributing to an inclusive and respectful workplace culture.</li> <li>▪ Deliver high-quality, compliant work and advice that earns trust and promotes respect from colleagues and the community.</li> <li>▪ Work collaboratively with team members and stakeholders to achieve outcomes effectively and on time.</li> <li>▪ Assist in the delivery of daily team operations, participating in team meetings, and allocating work tasks.</li> <li>▪ Contribute to an inclusive workplace culture by respecting diverse perspectives and encouraging open, constructive communication</li> <li>▪ Take ownership and responsibility for delivering activities that benefit the community and align with council goals, strategic and annual plans.</li> </ul>

<b>Customer Service</b>	<ul style="list-style-type: none"> <li>▪ Represent the Council in a professional and positive manner</li> <li>▪ Ensure that a high standard of customer service is maintained to both internal and external customers.</li> <li>▪ Identify and contribute to opportunities for continuous improvement in service delivery.</li> </ul>
<b>Organisational Responsibilities</b>	<ul style="list-style-type: none"> <li>▪ Actively participate in professional development and training activities and contribute to the achievement of individual performance objectives.</li> <li>▪ Take ownership of work priorities to ensure tasks are completed accurately, efficiently, and to a high standard.</li> <li>▪ Ensure all assigned work is delivered within agreed timeframes, budgets, and quality expectations.</li> <li>▪ Support and promote a diverse and inclusive workplace culture that prioritises the safety and wellbeing of children, young people, the community, and employees.</li> <li>▪ Employees may be required to perform additional duties that are within the scope of their skills, competencies, and training, consistent with their classification level. These duties may be undertaken across various areas of the Council, as directed, to support organisational needs and service delivery.</li> <li>▪ This role may require reasonable after-hours activities and overtime when required by business needs.</li> </ul>
<b>Governance, Risk and Compliance</b>	<ul style="list-style-type: none"> <li>▪ Undertake all activities in accordance with Council’s code of conduct, values, policies, procedures, delegations and legal obligations.</li> <li>▪ Comply with Work Health and Safety (WHS) policies, procedures and safe work practices.</li> <li>▪ Promptly report hazards, incidents, injuries or unsafe practices in accordance with Council requirements.</li> <li>▪ Ensure adherence to all relevant legislation, regulations, and organisational standards to maintain compliance with legal, safety, and certification requirements.</li> <li>▪ Proactively identify areas of non-compliance and support the implementation of corrective actions.</li> <li>▪ Maintain current knowledge and expertise in relevant fields, including awareness of industry best practices and updates to legislative and regulatory frameworks.</li> <li>▪ Monitor compliance with applicable Acts, Regulations, and standards to meet legal and certification requirements, report non-conformances and implement corrective actions as needed.</li> <li>▪ Participate in professional development and training activities and maintain up-to-date certifications and complete all mandatory compliance and training requirements.</li> </ul>

## Key Selection Criteria

<b>Essential Qualifications</b>	<ul style="list-style-type: none"> <li>▪ Certificate III (Trade Level) in Civil, Horticulture or Building Construction or other relevant fields and post trade studies or modules towards Certificate IV OR has equivalent and extensive work experience.</li> </ul>
<b>Desirable</b>	<ul style="list-style-type: none"> <li>▪ Current registration to work with vulnerable people (RWVP)</li> </ul>
<b>Licences</b>	<ul style="list-style-type: none"> <li>▪ Medium Rigid Truck “MR” Class license</li> <li>▪ White Card</li> </ul>
<b>Skills and Experience</b>	<ul style="list-style-type: none"> <li>▪ Competency certificate or equivalent experience in the operation of heavy plant (up to 24T GVM) and equipment, including Excavators, Backhoes, and Tip Trucks and Trailers in a road construction or maintenance environment.</li> <li>▪ Capable of advanced concrete and formwork, use of precision measuring instruments, pipe laying to line and grade, with proven ability to read and interpret plans and design drawings.</li> <li>▪ Ability to use initiative and possess excellent problem-solving techniques and skills, including the ability to determine and apply quality control techniques.</li> <li>▪ Sound literacy, communication and interpersonal skills coupled with efficient time management skills.</li> <li>▪ Proven experience and knowledge of Work, Health and Safety.</li> </ul>

## Work Environment

Glenorchy City Council is a values-based organisation, committed to attracting, recruiting, and retaining individuals who uphold our values and actively contribute to the positive culture we aspire to build.


We are dedicated to maintaining high standards of performance in all areas, particularly in relation to Community, Work Health and Safety, Diversity, and Child Safety. All employees are expected to contribute to a safe and inclusive work environment by:

- Promoting and maintaining safe working conditions and practices.
- Supporting fair and equitable access to employment, promotion, training, and personal development.
- Actively working to eliminate workplace harassment and discrimination.
- Ensuring compliance and reporting obligations to safeguard children and young people.

The behaviours and performance standards expected of all Council employees are governed by our Code of Conduct, Workplace Values, Directives and guidelines.

Please note that Glenorchy City Council is a drug, alcohol and smoke-free workplace.

# 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

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

**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

**ACKNOWLEDGEMENT:**

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

<b>Employee Name:</b>			
<b>Employee Signature:</b>		<b>Date:</b>	