

POSITION DESCRIPTION

Position Title:	General Labourer/Operator (PN 5124, 5381,5170,5118, 5109, 5066, 5093)		
Position Type:	Permanent Full-time		
Department:	Infrastructure Delivery		
Date Approved:	July 2026		
Hours per week:	38	Award Classification:	Band 1, Level 3
FTE	1	Salary Classification	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 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)

Essential

- Certificate III in Civil Construction or Certificate III in Plant Operations considered desirable; or demonstrated equivalent skills and experience in a similar role
- General Construction Induction Card
- Current Driver License class C

Desirable

- Traffic Controller (TCR) and Implement Traffic Control Plans (IMP) or willing to obtain
- Asbestos Awareness
- Erosion and Sediment Control Awareness
- Environmental Awareness
- UET - Working safely near live electrical apparatus as a non electrical worker
- RII – Conduct Civil Construction Excavator Operations
- RII - Conduct roller operations
- RII - Load and unload plant
- RII - Conduct tip truck operations
- RII - Conduct tractor operations
- FWP - Trim trees using a pole saw
- FWP - Trim and cut felled trees
- AHC - Operate and maintain chainsaws

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

POSITION DESCRIPTION

- 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.

CARING Values

COLLABORATION

ACCOUNTABILITY

RESPECT

INTEGRITY

NURTURING

GROWTH

CARING FOR OUR COMMUNITY

CARING FOR OUR TEAM MATES

CARING FOR OUR ENVIRONMENT

CARING FOR OUR FUTURE IN THE SHIRE

KEMPSEY SHIRE COUNCIL – WE CARE

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:	<i>KH</i>
Position Title:	Learning and Development Officer
Date:	April 2026

People and Culture

Position Description reviewed and approved by:

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

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»