

Position Description

Multi-Skilled Labourer

Position Title:	Multi-Skilled Labourer	Directorate:	Infrastructure & Development
Position Number:	100883 & 100896	Department:	Works
Employment Status:	Full-Time	Position Type:	Outdoor Employee
Employment Type:	Permanent	Location:	Work Centre
Classification Structure:	Grade 2		
Reports to:	Coordinator Roads Maintenance		

PRIMARY PURPOSE:

The role of the Multiskilled Labourer 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 Labourer** reports to the **Coordinator Roads Maintenance & Team Leader** for all operational and management matters.
- The role is a key contributor to the Roads Maintenance Team, there will be occasion where assistance will be given to the Stormwater Team and will liaise with 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

Maintenance	▪ 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. ▪ Undertake duties associated with maintenance and construction of roads, drainage and civil infrastructure including earthworks, concrete, and pipelaying work. ▪ Hands on labouring work tasks associated with maintenance and construction of roads, drainage 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. ▪ Working in a team environment and participating in a constructive manner in decision-making. ▪ Being familiar with Work, Health and Safety requirements and actively participating in health and safety training and practical job-related education;
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Team Work and Collaboration	- Collaborate with all council employees and proactively share knowledge to help build and maintain skills and capability. - Perform duties in a manner that fosters cooperation and maintains positive working relationships with team members. - Show respect for others and their viewpoints, contributing to an inclusive and respectful workplace culture. - Deliver high-quality, compliant work and advice that earns trust and promotes respect from colleagues and the community. - Work collaboratively with team members and stakeholders to achieve outcomes effectively and on time. - Assist in the delivery of daily team operations, participating in team meetings, and allocating work tasks. - Contribute to an inclusive workplace culture by respecting diverse perspectives and encouraging open, constructive communication - Take ownership and responsibility for delivering activities that benefit the community and align with council goals, strategic and annual plans.
Outdoor worker	- Participate in and contribute to daily pre-start meetings, including hazard identification and task planning. - Follow Safe Operating Procedures (SOPs), Safe Work Method Statements (SWMS) and all safety directives. - Accurately complete timesheets, job records and required documentation in a timely manner. - Operate plant, equipment and tools safely and in accordance with training, compliance and authorisations. - Maintain current First Aid certification (provided by Council).
Customer Service	- Represent the Council in a professional and positive manner - Ensure that a high standard of customer service is maintained to both internal and external customers. - Identify and contribute to opportunities for continuous improvement in service delivery.
Organisational Responsibilities	- Take ownership of work priorities to ensure tasks are completed accurately, efficiently, and to a high standard. - Ensure all assigned work is delivered within agreed timeframes, budgets, and quality expectations. - Support and promote a diverse and inclusive workplace culture that prioritises the safety and wellbeing of children, young people, the community, and employees. - 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. - This role may require reasonable after-hours activities and overtime when required by business needs.
Governance, Risk and Compliance	- Undertake all activities in accordance with Council's code of conduct, values, policies, procedures, delegations and legal obligations. - Comply with Work Health and Safety (WHS) policies, procedures and safe work practices. - Promptly report hazards, incidents, injuries or unsafe practices in accordance with Council requirements.

	▪ Proactively identify areas of non-compliance and support the implementation of corrective actions. ▪ Participate in professional development and training activities and maintain up-to-date certifications and complete all mandatory compliance and training requirements.
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Key Selection Criteria

Desirable	▪ Current registration to work with vulnerable people (RWVP) ▪ First Aid Certificate (or willingness to obtain). ▪ Traffic Management Accreditation (or willingness to obtain).
Licences	▪ Medium Rigid Truck "MR" Class license ▪ Drivers Licence ▪ White Card
Skills and Experience	▪ 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. ▪ 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. ▪ Ability to use initiative and possess excellent problem-solving techniques and skills, including the ability to determine and apply quality control techniques. ▪ Sound literacy, communication and interpersonal skills coupled with efficient time management skills. ▪ Proven experience and knowledge of Work, Health and Safety.

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.

Employee Name:			
Employee Signature:		Date:	