



Position Description: Stormwater Repairs Labourer

Division	City Operations
Portfolio	City Maintenance
Business Unit	Civil Maintenance
Level	ME6
Reports To	Coordinator Civil Maintenance
Prescribed Position	No

Position Objective

Working as part of a team, the Stormwater Repairs Labourer will undertake civil maintenance and construction labouring duties including the cleaning and maintenance of stormwater site entry pits, repairs to stormwater pipes, crane operations, dogging / rigging, concrete repairs including footpaths and general labouring.

As a civil labouring role, the position will be required to work across a number of teams subject to operational requirements.

Key Responsibilities

Safety

- Follow defined Work Health and Safety legislation, policies and procedures related to the work being undertaken in order to ensure own safety and that of others in the workplace.
- Actively identify, report and, where possible, fix workplace hazards.
- Responsible for and actively involved in identifying and managing risk in day to day activities and projects.

Operational

- Carry out general civil maintenance and construction tasks as directed by the Workgroup Leader or Coordinator.
- Safely operate plant, equipment and undertake driving duties as deemed necessary for the role.
- Proactively ensure work is performed to a standard that delivers or exceeds Council standards.
- Ensure responsible care for plant and equipment, including:
 - Ensuring all plant has standard operating procedures in conjunction with work health and safety procedures;

- Ensuring proper care and maintenance of plant and equipment including liaising with Fleet on plant related matters;
- Reviewing plant usage in conjunction with the leader;
- Assisting in the development of Safe Working Procedures for operations involved with the construction and maintenance team; and
- Ensuring all plant use sheets for the team are submitted with accurate information.
- Ensure the completion of accurate manual and digital-based records, including but not limited to;
 - Ensuring timesheets are filled out correctly and passed on to your leader;
 - Ensuring daily work forms are completed and passed on to the relevant leader;
 - Ensuring delivery dockets and contractors paperwork is recorded and passed on to the relevant leader;
 - Ensuring Traffic Management Plans are recorded and passed on to the relevant leader; and
 - Operating computers as required for data entry, reporting or communication purposes.

General

- Communicate with members of the public and service providers in a friendly and polite manner.
- Demonstrate flexibility and a willingness to perform a variety of tasks, and across various teams as directed by the Workgroup Leader or Coordinator.
- Contribute to a broader 'team' approach by undertaking other duties in other work groups, relative to training, skills, competencies and level.
- Actively deliver an innovative customer experience that's effortless, delivered with care and exceeds our customers' expectations.
- Positively contribute to our constructive culture by living our values which guide decision making and delivery of outcomes for our community.
- Promote and maintain a child safe environment and take action as per Council's Children and Vulnerable Persons Policy.
- Follow defined information management practices, policies and procedures for all records created and received.

Selection Criteria

Skills

- Effective communication skills when liaising with customers, suppliers and work colleagues.
- Demonstrated positive and constructive 'can do' attitude.
- Ability to work without direct supervision.
- Demonstrated safe operation of plant, equipment and hand-held motorised tools.
- Basic computing skills including knowledge of the Microsoft Office and Internet Explorer.

- Accurate literacy and numeracy skills to match record keeping responsibilities.
- Use of corporate technology including systems in electronic document management, land and property management, finance, customer requests, asset management system and intranet.
- Demonstrated understanding and enthusiasm for the direction of the City and the Organisation.
- Demonstrated behaviour consistent with the organisational values.

Knowledge

- Knowledge of civil construction and maintenance activities, equipment and procedures.
- A general understanding of the Work Health and Safety Act 2012 (SA) and employees' responsibility in particular.
- Knowledge of responsibilities in creating and maintaining child safe environments.
- Understanding and appreciation of the Charles Sturt community.

Experience

- Proven experience in working in a team and the ability to follow work programs to meet the desired outcomes.
- Proven experience in the safe use of equipment associated with civil construction and maintenance, including either excavation, loader or backhoe.
- Experience or sound knowledge of working in confined spaces in accordance with Australian Standards.

Qualifications

White card accredited	Essential
Current MR licence	Essential
Work zone traffic management certificate	Desirable
Excavator ticket	Desirable
CV crane ticket	Desirable
Dogmans certification	Desirable