



WALCHA COUNCIL

POSITION DESCRIPTION

LABOURER / OPERATOR

POSITION TITLE:	Labourer / Operator
DATE OF REVISION:	15 February 2019
CLASSIFICATION:	<i>Grade: 2</i> <i>Salary Group: Band 1 / Level 3</i> <i>Job Family: Engineering</i>
REPORTS TO:	Works Supervisors, Supervisors
SUPERVISES:	Not required.
LOCATION:	Walcha Council
COUNCIL ALLOCATION:	Not applicable
SIGNIFICANT CONTACTS:	<i>Internal: Council staff</i> <i>External: Ratepayers</i>
ANNUAL OPERATING EXPENDITURE:	Nil
ANNUAL CAPITAL / PROJECTS EXPENDITURE:	Nil

POSITION ROLE/ACCOUNTABILITY:

The labourer / operator is required to carry out a variety of labouring duties associated with Council's maintenance and improvement programs. These programs apply to State and local roads, bridges, stormwater drainage, parks, sporting fields, water and sewer systems, footpaths, cemeteries, waste disposal etc.

The labourer / operator is also required to undergo training and operate hand tools, small plant and equipment and the mobile tar patching unit.

Further training to allow the operation of larger items of plant including trucks, tractors, rollers and backhoes is expected and will be provided and encouraged.

CORPORATE ACCOUNTABILITY:

Council's aim is to have a satisfying, non-discriminatory working environment with high performing and motivated staff.

The person holding this position shall

- ✚ Provide prompt, accurate, courteous and helpful customer service to Council's clients.
- ✚ Behave and perform in a manner consistent with the values outlined in the Model Code of Conduct for Local Councils in NSW (2017).



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- ✚ Contribute to the achievement of the relevant Council strategic and management objectives and ensure that the accountabilities and functions of the position are integrated and consistent with these objectives.
- ✚ Comply with the relevant Anti-discrimination, Equal Employment Opportunity (EEO) and Work Health & Safety (WH&S) legislation.
- ✚ Comply with the State Records Act 1998, keeping full and accurate records of all business activities.

SPECIFIC FUNCTIONS AND TASKS

- ✚ Carry out labouring duties as directed by supervisors.
- ✚ Use hand tools and operate small plant items used on Council's worksites.
- ✚ Hold and use a current driver's licence to drive light vehicles.
- ✚ Hold and comply with the requirements of the Construction Induction Certificate.
- ✚ Hold an RTA Traffic Controllers ticket and use this skill to control traffic on worksites.
- ✚ Carry out Council prescribed and manufacturer required checks, servicing and maintenance of plant and equipment.
- ✚ Operate plant and equipment safely, legally, efficiently and competently.
- ✚ Provide timely and accurate reports to the Works Supervisor – Plant regarding faults, operational characteristics, performance etc of plant and equipment.
- ✚ Comply with instructions issued by the Works Supervisor – Plant regarding the operation and maintenance of plant and equipment.
- ✚ Complete standard forms including timesheets, Safety System forms, plant maintenance records etc.
- ✚ Ensure that Council's policies and procedures are complied with.

PERFORMANCE IN THE POSITION

The performance in this position will be assessed using the following criteria.

- ✚ Customer Focus
- ✚ Respect for others
- ✚ Teamwork
- ✚ Taking the Initiative
- ✚ Attendance, Punctuality and Availability
- ✚ Approach to Work
- ✚ Adaptability to Change
- ✚ Willingness to Learn
- ✚ Minimising Risk
- ✚ Work Health and Safety
- ✚ Care and maintenance of plant and equipment
- ✚ Compliance with policies, procedures and work method statements
- ✚ Ethical conduct



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SELECTION CRITERIA

Essential

- ✚ Physically capable of carrying out the position.
- ✚ Ability to work as part of a team.
- ✚ Ability to complete standard forms.
- ✚ The willingness and ability to undergo training that will lead to a Certificate III qualification in an area relevant to local government engineering.
- ✚ A Class C driver's licence.
- ✚ Previous experience in the construction or building industry.
- ✚ First Aid Certificate
- ✚ Police Check

Desirable

- ✚ A Construction Induction Certificate.
- ✚ RMS Traffic Controllers ticket.
- ✚ WorkCover plant operating certificates e.g. forklift, backhoe and loader.