



FORBES SHIRE COUNCIL POSITION DESCRIPTION LABOURER

DEPARTMENT: ENGINEERING & TECHNICAL SERVICES
SECTION: ENGINEERING SERVICES
BAND / LEVEL: BAND 1 / LEVEL 2

STRUCTURE OF DIVISION

Urban Services Supervisor	
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Construction & Maintenance Team Leader	
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Multi-skilled Field Operator	Labourer

KEY ACCOUNTABILITIES:

- Undertake a variety of operational works as part of a team to a defined standard in the following area:-
 - Concreting and formwork;
 - Stormwater drainage;
 - Assisting in setting out/surveying;
 - Labouring;
 - Pavement construction and repairs;
 - Slinging/lifting;
 - Excavations.
- Undertake a variety of labouring duties as required.
- Demonstrated ability to operate and carry out daily maintenance and servicing for purpose built plant items, equipment and infrastructure.
- Ensure the safe operation of all plant used prior to commencing and during work, and diagnose mechanical problems to ensure minimum downtime.
- The ability to provide customer service to the community including answering enquiries from the public and reporting issues for further action.
- Identify and report problems in and around the workplace to ensure they are promptly addressed.
- Carry out emergency maintenance works, labouring duties and basic administrative and reporting procedures.



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8. Cooperate with supervisor/manager to ensure that safety, quality and environmental protection requirements are met.
9. Ensure the compliance with the WHS Act 2011 and its regulations, including:-
 - Undertake site based risk assessments and ensure that staff use safe work method statements (SWMS) to guide their activities;
 - Report any injury, damage, unsafe condition or hazard to the immediate supervisor, or appropriate person;
 - Wear protective clothing or equipment in the manner intended;
 - Take reasonable care for the health and safety of all persons who are at their place of work;
 - Cooperate with the supervisor in the measures taken to ensure occupational health and safety.
10. Undertake other relevant duties as directed which are consistent with the employee's skill, competence and training.

SELECTION CRITERIA

Essential

1. Licences(s) and/or certificates(s) or equivalent knowledge and skills gained through experience in a related construction or plant operation field.
2. Current unrestricted Class C Driver's Licence.
3. Possess WorkCover Work Health and Safety General Construction Induction or equivalent.
4. Current RMS Implement Traffic Controller Guidance Plan skillset (or Apply Traffic Control Plans (yellow) qualification);
5. Current RMS Traffic Controller Skillset (or Traffic Control Stop/Slow Bat (blue) qualification);
6. Able to complete WHS Site Specific Risk Assessments and undertake work activities in the manner specified in the relevant Work Method Statement.
7. Able to complete standard forms and provide basic written information.
8. Able to work with minimum supervision using judgement and initiative.
9. Ability to provide customer service to the community.
10. Developed communication skills with the ability to effectively communicate within your team and with management.
11. Demonstrated determination to upgrade skills and knowledge through training opportunities.



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Desirable

1. Current Class MR Driver's Licence.
2. Confined Spaces Accreditation.
3. One or more of the following WorkCover certificates of competency:
 - Basic Scaffolding (SB);
 - Advanced Scaffolding (SA);
 - Dogging (DG);
 - Basic Rigging (RB);
 - Non-slewing Mobile Crane (greater than 3 tonnes) (CN);
 - Concrete Placing Boom (PB);
 - Forklift Trucks (LF);
 - Front End Loader (LL);
 - Front End Loader/Backhoe (LB);
 - Front End Loader of the Skid Steer Type (LS);
 - Excavator (LE).



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CODE OF CONDUCT

It is important that all employees act in a manner that enhances community confidence in Council. Whilst on duty, employees are to give the whole of their time and attention to the business of Council. Employees are required to carry out their duties conscientiously, honestly, fairly and impartially. You are required to comply with Council's Code of Conduct at all times. A copy of the Code of Conduct is available from Human Resources.

RISK MANAGEMENT

Forbes Shire Council takes a proactive approach to Risk Management to ensure continuous improvement in reducing accidents and injuries in the workplace.

Forbes Shire Council has a responsibility to provide a safe and healthy workplace and employees have a responsibility to co-operate with Council's policies and procedures to ensure that the workplace is safe and healthy.

Employees are to report to their supervisor all acts or conditions that they consider to be unsafe, keep the workplace safe as far as their responsibility permits and follow safe work method statements.

EQUAL EMPLOYMENT OPPORTUNITY

Forbes Shire Council is committed to the development and implementation of its EEO Management Plan which is designed to develop a more creative and skilled workforce to provide better services to the community.

Forbes Shire Council's employment and selection decisions are based on merit in accordance with EEO guidelines and legislation.

Council is committed to eliminating and ensuring the absence of discrimination and harassment in the workplace. Employees must not harass, discriminate or support others who harass or discriminate against colleagues or members of the public.

For further information contact Human Resources.

CONTINUOUS LEARNING

Forbes Shire Council is committed to the continuous development of its staff. All Council employees are expected to accept continuous learning that is considered necessary to assist with effectively carrying out the duties of their position.

For further information refer to Council's Training & Development Policy or contact Human Resources.

EMPLOYEE'S ACKNOWLEDGEMENT

I have read, understood and accept the requirements of this position. I accept that, with consultation, my duties may be modified by Forbes Shire Council from time to time as necessary.

Employee's Signature

Date

Supervisor's Signature

Date