

POSITION DESCRIPTION

LABOURER CIVIL WORKS

POSITION DETAILS

POSITION No:	9420.02	UNIT:	Civil Works/Civil Maintenance
EMPLOYMENT STATUS:	Permanent Full Time	LOCATION:	Cleary's Gates Depot
DIVISION:	City Infrastructure	CLASSIFICATION:	ME Level 3-4

OBJECTIVES

MISSION STATEMENT

Our mission is to ensure good governance of our capital City.

DIVISION OBJECTIVE

To plan and deliver essential infrastructure works, services and projects in an efficient, effective and sustainable manner for the current and future needs of the community.

POSITION OBJECTIVE

This position is responsible for undertaking a range of civil construction and maintenance activities and ensuring machinery is correctly operated and safety procedures are adhered to. The incumbent will also be expected to impart knowledge and assist in mentoring the Trainee Labourer Civil Work

KEY FUNCTIONS AND RESPONSIBILITIES

- Perform construction and maintenance activities in a manner that is consistent with Council's prescribed operating standards and under direction from the Supervisor.
 - Operate plant and machinery in accordance with operations manuals, safety and workshop standing instructions and directions given by the Team Leader.
 - Understand and interpret construction plans and apply them to construction and maintenance activities.
 - Ensure formwork is set up in an efficient and usable manner.
 - Screed, render and finish concrete work to a consistently acceptable standard and ensure the standard is maintained and safety procedures are adhered to and that work is completed in an efficient and timely manner.
 - Lay piping accurately to line and grade and construct stormwater manholes/pits from a developed plan.
 - Undertake asphalt works as required with assistance from other employees.
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- Communicate effectively with employees, contractors and the general public as required and maintain constructive behaviour within a team environment.
 - Provide on the job training to trainees as directed by the Team Leader or Operation Manager.
 - Available to work overtime when required.



- Be able to work independently and with minimal supervision.

Work Health and Safety: To take reasonable care that your acts or omissions do not adversely affect the health and safety of yourself or others in the workplace, to comply with any reasonable instructions given to you by the Council and to comply with the requirements of any and all WHS policies and procedures.

Note: Whilst the key functions and responsibilities for the role are set out above, the Council may direct an employee to carry out such duties or tasks as are within the limits of the employee's skill, competence and training.

ORGANISATIONAL RELATIONSHIPS

REPORTING RELATIONSHIPS

1. INTERNAL

This role will work predominantly with colleagues from within the Civil Works/Civil Maintenance Unit.

2. EXTERNAL

This role will communicate with members of the general public as required.

3. DIRECT REPORTS

This role will report directly to the Team Leader/Operation Manager and will have no direct supervision responsibilities.

SELECTION CRITERIA

1. Certificate 4 in Civil Construction and some prior experience in the Civil Construction Industry, with basic Worksite Traffic Management skills and a White Card.
2. Prior experience in operating relevant plant and machinery.
3. Prior experience in setting up formwork, screeding, rendering and finishing concrete, pipe laying manhole/stormwater pit construction and undertaking asphalt works.
4. A demonstrated ability to follow instruction, work from construction plans and meet target deadlines.
5. Demonstrated ability to adhere to safety procedures in high risk work environments and ensure team members comply with same.
6. An ability to communicate effectively to enable courteous interactions with the general public and with team members.
7. Current and Medium Rigid Drivers Licence and Police Check.
8. Be able to solve day-to-day maintenance problems using a range of approaches and techniques.

Desirable

Basic computer skills.