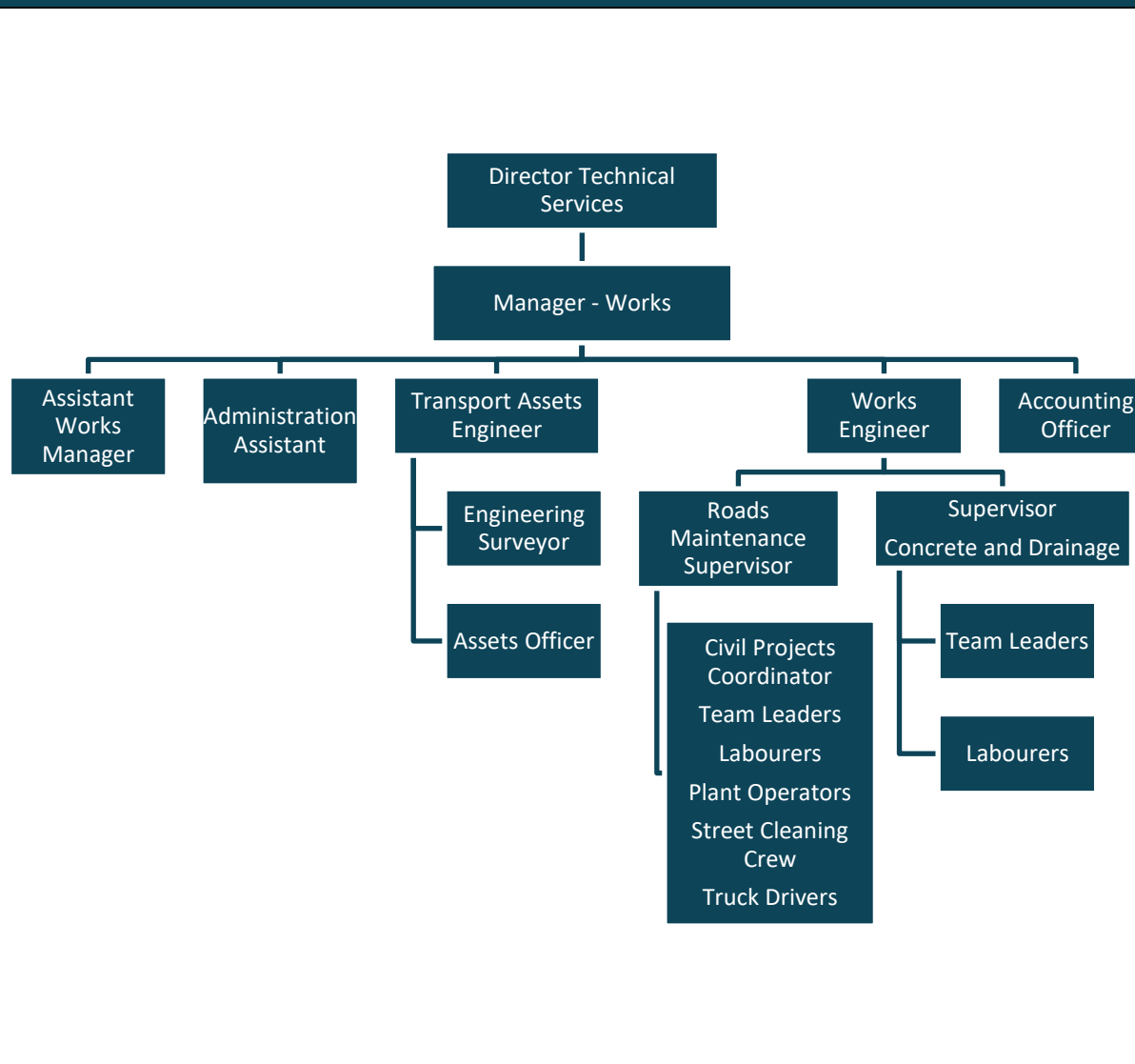


<b>Position Title:</b>	Concrete Works Labourer
<b>Position Number:</b>	5054, 5055, 5056, 5057, 5058, 5114, 5200, 5201
<b>Division:</b>	Technical Services
<b>Section:</b>	Works
<b>Grade:</b>	2
<b>Delegations:</b>	NIL
<b>Position FTE Hours</b>	38

### Primary Purpose of Position

To carry out general labouring duties and assist in concrete maintenance and construction activities within Orange City Council's Works Area.

### Sectional Structure



## Selection Criteria

### Qualifications/Licences

- Current Class C Driver's Licence
- General Construction Induction Card (White Card)

Additional qualifications/licences that are applicable to the position and duties may be taken into consideration during the selection process, but may also be obtained during the employment period, which include:

- Drivers licence class Medium Rigid (MR)
- Demonstrated competency in the operation of load shifting plant (backhoe, excavator, skid steer and loader)
- RMS Traffic Control Qualifications:
  - Traffic Controller Skill Set (formerly Blue Card)
  - Implement Traffic Control Guidance Plans Skill Set (formerly Yellow Card)
- Confined Space Training (Entry)
- Certificate III in Concreting or Civil Construction or similar trade based training

### Skills and Experience

- Experience in a general labouring duties
- Experience in concrete maintenance, repair and construction works including formwork, reinforcement, pouring, and finishing
- Experience in undertaking road drainage maintenance and construction
- Demonstrated ability to work and contribute as part of a team
- Proven ability to work with limited supervision
- Good communication skills both verbal and written including the capacity to interact with all levels of staff and the public while maintaining effective customer service and relationship management
- Demonstrated ability to model Council's key values and desired behaviours

## Key Accountabilities/Duties

- Undertake general labouring duties
- Assist in concreting duties within the Works Section including formwork, reinforcement, pouring and finishing of concrete and other works as required
- Assist in the construction and maintenance of all Council's concrete infrastructures which includes footpaths, pavers, kerb and gutters, blisters, paths, driveways, roundabouts and drainage infrastructure
- Undertake truck driving and operation of other plant as required
- Cooperate with co-workers in creating smooth workflow, including assisting with each other's work when necessary
- Develop and maintain a professional working relationship with the public and other stakeholders

- Comply with Council's Code of Conduct, relevant policies and procedures, values and behaviours, and work health and safety responsibilities, as amended from time to time

## Position Capabilities

The Orange City Council Capability Framework describes the core knowledge, skills and abilities expressed as behaviours, which set out clear expectations about performance in our council. The full information regarding these Capabilities is available [here](#). The focus capabilities for this position are:

Group	Capability
Personal Attributes	<b>Ownership – Foundational – “Does it”</b> <i>Take responsibility and ownership of work and delivering to quality standards.</i> <ul style="list-style-type: none"> <li>• Takes responsibility for own actions</li> <li>• Completes tasks he/she has agreed to on time</li> <li>• Is aware of the decisions that need to be referred to a manager or supervisor and acts accordingly</li> <li>• Speaks up when errors made</li> </ul>
	<b>Team Work – Foundation “Does it”</b> <i>Be a respectful, inclusive and reliable team member, collaborate with others, and value diversity</i> Understands what needs to be done and steps up to do it <ul style="list-style-type: none"> <li>• Keeps team and supervisor informed of what he/she is working on</li> <li>• Shares knowledge and information with team members and other staff</li> <li>• Offers to help colleagues and takes on additional tasks when workloads are high</li> <li>• Is aware of the wellbeing of co-workers and provides support as appropriate</li> <li>• Is open to input from people with different experiences, perspectives and beliefs</li> </ul>
Results	<b>Plan and Prioritise – Foundational "Does it"</b> <i>Plan and organise work in line with organisational goals, and adjust to changing priorities.</i> <ul style="list-style-type: none"> <li>• Understands team objectives and own contribution</li> <li>• Plans and organises own work tasks</li> <li>• Asks when unsure about the relative priority of allocated tasks</li> <li>• Manages time appropriately and re-prioritises as required</li> <li>• Identifies and informs supervisor of issues that may impact on completion of tasks</li> </ul>
	<b>Deliver Results - Foundational "Does it"</b> <i>Achieve results through efficient use of resources and a commitment to quality outcomes.</i> <ul style="list-style-type: none"> <li>• Takes the initiative to progress work tasks</li> <li>• Clarifies work required and timeframe available</li> <li>• Identifies what information/ resources are needed to complete work tasks</li> <li>• Checks own work for accuracy, quality and completeness</li> <li>• Completes tasks under guidance, on time and to the required standard</li> </ul>
Technical	<b>Health, Safety and Environment - Foundational "Does it"</b> <i>Identifying and/or preventing health and safety risks to self and others. Planning and delivering work that considers the environment.</i> <ul style="list-style-type: none"> <li>• Consistently displays safe working behaviour</li> <li>• Speaks up when something is unsafe</li> <li>• Follows health and safety policies and procedures</li> <li>• Participates in safety discussions</li> <li>• Implement environmental controls as applicable</li> </ul>
	<b>Assets and Equipment – Foundational “Does it”</b> <i>Use, allocate and maintain work tools appropriately and manage Council assets and equipment responsibly</i> <ul style="list-style-type: none"> <li>• Uses core work tools and equipment effectively</li> <li>• Maintain and effectively use work tools, equipment and Council assets</li> </ul>

## Corporate Values

As a values-based organisation, Council demonstrates its values through workplace behaviours. These behaviours provide a framework for staff to model behaviour across the organisation. Underpinning the behaviours is the Orange City Council Code of Conduct. Council's corporate values are listed below:

- **Respect** – is honest and respectful towards others and works as part of a team
- **Ownership** - takes responsibility for actions
- **High Performance** - pursues performance excellence and continually looks for improvement
- **Customer Focus** - demonstrates a customer focused approach towards internal and external customers
- **Safety** - works safely, in accordance with Council's Work Health and Safety policy and procedures
- **Diversity** – Champion a diverse and inclusive workplace
- **Leadership** – Council encourages all its employees to lead by example and role model our values. Leaders also need to ensure they provide constructive feedback and encourage high performance by coaching, developing, recognising and managing people effectively

### Work Health and Safety Responsibilities

All employees are responsible for Work Health and Safety (WHS) for Orange City Council and their duties include:

- Complying with Council's WHS policies and procedures
- Working with due diligence and consideration to safeguard their own health and safety and the health and safety of others
- Reporting any potential hazards, incidents or injuries to their Supervisor and Human Resources within 48 hours
- Participating in any applicable WHS consultation arrangements
- Complying with any Return to Work Plan if injured and supporting rehabilitation in the workplace
- Correctly using all personal protective equipment
- Complying with emergency and evacuation procedures and site rules if applicable
- For Managers, Supervisors, Team Leaders or Gangers, you have additional WHS responsibilities as defined in the Orange City Council Work Health and Safety Management Policy (OP 84)

### General

- The above statements are intended to describe the general nature and level of work being performed. They are not intended to be construed as an exhaustive list of all responsibilities, duties and skills required.
- Local Government (State) Award conditions apply to all entitlements.
- The Position Description links to the overall organisational Delivery/Operational Plan which ties into an employees' key performance indicators (KPIs) as part of their annual performance review.
- Position descriptions may be amended from time to time in accordance with business needs and in consultation with the incumbent of the position.

*I acknowledge that I have read and understood the duties, responsibilities and delegations of the position as outlined in the above Position Description*

<b>Name of Employee</b>	
<b>Signature of Employee</b>	
<b>Date</b>	