

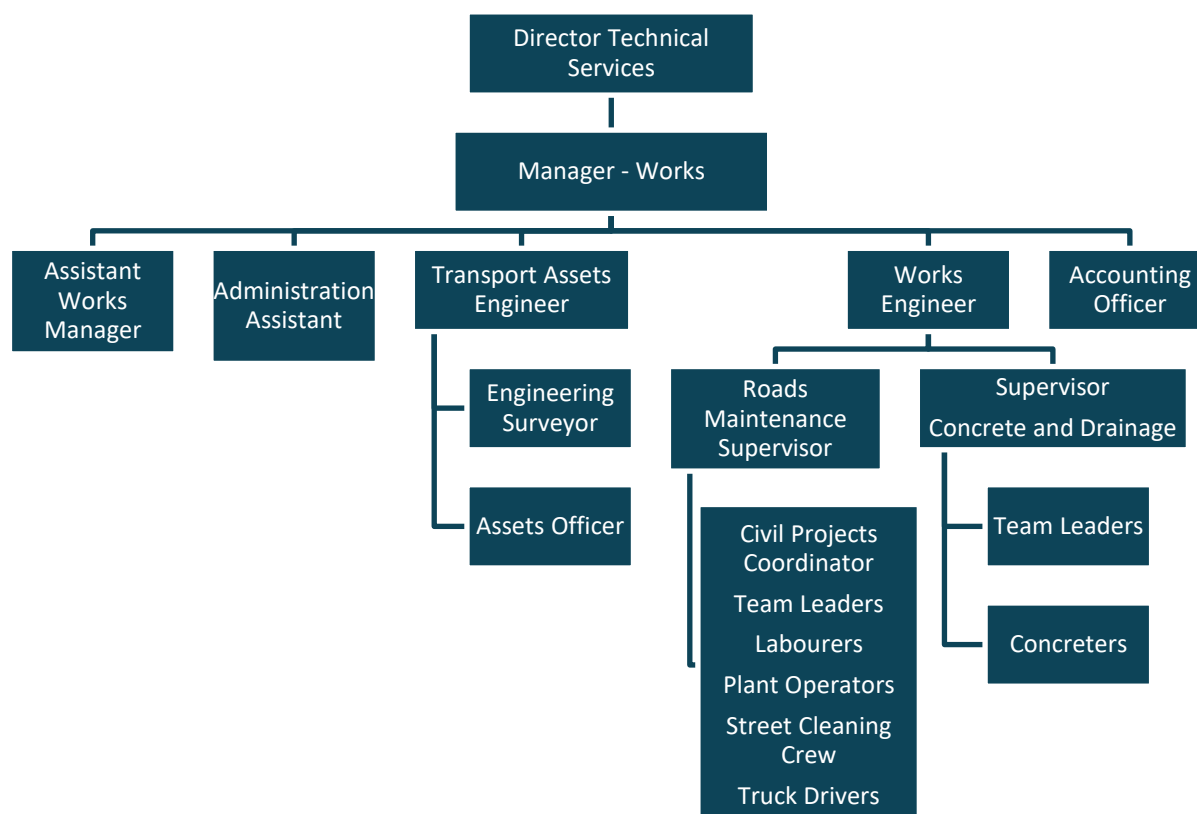
Position Title:	Concreter
Position Number:	5054, 5055, 5056, 5057, 5058, 5114, 5200, 5201
Division:	Technical Services
Section:	Works
Grade:	2/4
Delegations:	NIL
Position FTE Hours	38

Primary Purpose of Position

Grade 2: To carry out general labouring duties and assist in concrete maintenance and construction activities within Orange City Council's Works Area.

Grade 4: To carry out concreting maintenance and construction duties within Orange City Council's Works Area and ensuring tasks are completed in accordance with established procedures and standards.

Sectional Structure



Selection Criteria

Qualifications/Licences

All Qualifications

- General Construction Induction Card (White Card)

Grade 2

- Ability to acquire Certificate III Concreting within first 24 months of employment
- Current Class C Driver's Licence

Grade 4

- Certificate III in Concreting
- Ability to obtain Medium Rigid drivers licence (MR)

The following are also highly regarded:

- Demonstrated competency in the operation of load shifting plant (backhoe, excavator, skid steer and loader)
- Confined Space Training (Entry)
- RMS Traffic Control Qualifications:
 - Traffic Controller Skill Set (formerly Blue Card)
 - Implement Traffic Control Guidance Plans Skill Set (formerly Yellow Card)

Skills and Experience

All Grades

- Demonstrated knowledge of Work Health & Safety procedures and how they are applied in a hazardous environment
- Demonstrated ability to model Council's key values and desired behaviours
- Demonstrated ability to work and contribute as part of a team
- Proven ability to work with limited supervision

Grade 2

- Experience in a similar role with the ability to perform physical activities consistent with duties of the position
- Sound communication skills with an ability to provide effective customer service and the capacity to interact with all levels of staff and the public

Grade 4

- Experience in concrete maintenance, repair and construction works including formwork, reinforcement, pouring, and finishing with ability to perform physical activities consistent with duties of the position
- Experience in undertaking road drainage maintenance and construction
- Proven communication skills with an ability to provide effective customer service and the capacity to interact with all levels of staff and the public
- Experience in a general labouring duties

Key Accountabilities/Duties

All Grades

- Undertake general labouring duties
- Undertake truck driving and operation of other plant as required if licenced to
- 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
- Conduct tasks in accordance with site specific WHS requirements such as Safe Work Method Statements (SWMS), Personal Protective Equipment (PPE), confined space, toolbox, hygiene and lock-out procedures
- 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

Grade 2

- 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

Grade 4

- Carry out concreting duties within the Works Section including formwork, reinforcement, pouring and finishing of concrete and other works as required
- Carry out construction and maintenance duties of all Council's concrete infrastructures which includes footpaths, pavers, kerb and gutters, blisters, paths, driveways, roundabouts and drainage infrastructure

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	Ownership - Demonstrates "Achieves it" <i>Take responsibility and ownership of work and delivering to quality standards.</i> <ul style="list-style-type: none"> • Undertakes work with care and concern for results achieved • Demonstrates ownership through language and behaviour • Speaks up when errors made • Able to get work completed to the required standard
	Team Work - Demonstrates "Achieves it" <i>Be a respectful, inclusive and reliable team member, collaborate with others, and value diversity.</i> <ul style="list-style-type: none"> • Encourages an inclusive, supportive and co-operative team environment • Shares information and learning within and across teams • Works well with other teams on shared problems and initiatives • Looks out for the wellbeing of team members and other colleagues • Encourages input from people with different experiences, perspectives and beliefs • Shows sensitivity to others' workloads and challenges when asking for input and contributions
Relationships	Customer Focus - Demonstrates "Achieves it" <i>Commit to delivering customer focused services in line with strategic objectives.</i> <ul style="list-style-type: none"> • Identifies and responds quickly to customer needs • Demonstrates a thorough knowledge of services provided • Puts the customer and community at the heart of work activities • Takes responsibility for resolving customer issues and need
Results	Plan and Prioritise - Foundational "Does it" <i>Plan and organise work in line with organisational goals, and adjust to changing priorities.</i> <ul style="list-style-type: none"> • Understands team objectives and own contribution • Plans and organises own work tasks • Asks when unsure about the relative priority of allocated tasks • Manages time appropriately and re-prioritises as required • Identifies and informs supervisor of issues that may impact on completion of tasks
Technical	Health, Safety and Environment - Demonstrates "Achieves it" <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"> • Takes responsibility for working safely, rather than relying on rules and policies • Speaks up when something is unsafe • Corrects safety hazards when identified • Always follows safety procedures • Reports health, safety and environmental issues and problems
	Assets and Equipment - Demonstrates "Achieves it" <i>Use, allocate and maintain work tools appropriately and manage Council assets and equipment responsibly</i> <ul style="list-style-type: none"> • Uses a variety of work tools and resources to enhance work products and expand own skill set • Ensures others understand their obligations to use and maintain work tools and equipment appropriately • Contributes to the allocation of work tools and resources to optimise team outcomes

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

Name of Employee	
Signature of Employee	
Date	