yass valley council
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Position Description
Skilled Labourer - Facilities Maintenance

Directorate	Infrastructure & Assets
Business Unit	Waste & Facilities
Position Number	475002 475005
Location	Council Works Depot, Yass
Award Band	Operational Band 1/Level 3
Salary Grade	Grade 2-4
Date position description approved	2 July 2020

Council Overview

Yass Valley Council is a local government organisation employing over 175 staff and with an annual budget of $50 million. Yass Valley Council (YVC) is managed by the Chief Executive Officer and three Directors. This management team ensures the continued delivery of excellent services and optimum infrastructure to residents and visitors. The three Directorates of YVC are Corporate and Community, Planning and Environment, and Infrastructure and Assets.

The Infrastructure & Assets Directorate comprises of Water & Wastewater, Engineering Services, Transport Infrastructure and Waste & Facilities. The role of Skilled Labourer-Facilities Maintenance is located within the Waste & Facilities business unit.

Council Vision

To build and maintain sustainable communities while retaining the region's natural beauty.

Council Values

Primary Purpose of the Position

This role carries out a variety of general and skilled labouring duties to assist in the delivery of facilities maintenance activities including the operation of plant and machinery.

Key Accountabilities

- Assist in the delivery of facility maintenance works through skilled and general labouring duties.
- Operate plant and/or equipment associated with maintenance works.
- Undertake a variety of tasks which include manual handling and use of hand and power tools associated with facility maintenance.
- Ensure all work practices and processes relevant to the role are effective and efficient and propose improvements where appropriate.
- Ensure that Council vehicles are driven and operated in a safe and competent manner within all road traffic laws and regulations.
- Actively participate in the continuous improvement in performance, safety and quality.
- Comply with all Council policies, procedures and any legislative requirements.
- Maintaining customer focus and service levels when dealing with difficult people.

The Coordinator Facilities may direct the employee to carry out other duties within the limits of the employee's skill, competence and training, that could be reasonably expected of this position.

Organisational Accountabilities

Code of Conduct: Comply with the minimum standards of conduct expected of employees as set out in Council's Code of Conduct.

Customer Service: Present a positive image of Council and provide an effective service to Council customers, the community and internal customers.

Equal Employment Opportunity: Promote a workplace free from discrimination and harassment by treating all colleagues and customers with respect and professionalism without regard to background or irrelevant personal characteristics.

Policies and Procedures: Comply with all Council's policies, procedures and guidelines.

Workplace Health and Safety: Take reasonable care for the health and safety of self and others. Comply with any reasonable instructions, policies and procedures given by Council.

Key Challenges

- The ability to be flexible and adapt quickly to changing work environments and work teams as determined by work schedules.

Key Internal Relationships

Who	Why
Coordinator Facilities	Receive direction and support, provide advice and exchange information
All other staff	To foster teamwork and cooperation

Key Dimensions

Decision making

The role is expected to operate under direction, to carry out duties assigned by the Coordinator Facilities, compatible with employee's skills, competency and training, that could be reasonably expected of this position.

The role is accountable for the quality, integrity and accuracy of work provided in the delivery of assigned projects and activities.

Reports to

Coordinator Facilities

Essential Requirements

- General Construction Induction (White Card).
- Demonstrated experience in and ability to carry out facilities maintenance labouring duties.
- Demonstrated experience in liaising with different trades and contractors.
- A current class "C" drivers' licence.
- Basic computer skills.

Desirable Requirements

- Working at heights certification or willingness to obtain within 12 months after commencement.
- Asbestos awareness certification or willingness to obtain within 12 months after commencement.
- Chemical accreditation or willingness to obtain within 12 months after commencement.
- Silica awareness certification or willingness to obtain within 12 months after commencement.

Approval History

Stage	Date	Comment	MagiQ Reference
Reviewed	2 July 2020	Convert LGCF	383110
Updated	20 April 2026	Introduction and Reporting lines updated	
Reviewed	18 June 2026	Minor review	

Ownership and Approval

Responsibility	Role
Author	Manager Waste & Facilities
Approver	Director Infrastructure & Assets