Position Description

Civil Construction Assistant - Operational Labourer

Position Details	
Position No:	Various
Department	Operations
Employment Status:	Permanent Full Time
Reporting to:	Works Supervisors
Direct Reports:	0
Indirect Reports:	0
Financial Delegation:	Nil
Band/Level	Operational Band 1, Level 2
Grade:	Grade 2
Allowances	Adverse Working Conditions Allowance

This document describes the key accountabilities, duties and required capabilities of the position and is not designed to be prescriptive. The incumbent can expect to undertake other duties in addition to those described in this document, in line with changing strategic and operational requirements.

Position Purpose

To undertake a variety of activities associated with Civil Construction within the Operations area of Council to required standards.

Authority and Delegations

The incumbent has the authority to take any reasonable action that is consistent with the accountabilities and duties of the position, as described in this document, and to ensure the safe and efficient undertaking of work activities. The incumbent's authority to act is subject to any limitation imposed by Council policies and procedures.

Under section 378 of the *Local Government Act 1993*, the General Manager may sub-delegate powers, authorities, duties or functions of Council to this position. The incumbent must exercise any delegations conferred to the position in accordance with Council's Code of Conduct and all relevant Council policies and procedures.

Delegations applicable to this position are contained in Council's Delegations Register, which is modified from time to time.

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Key Accountabilities

Position Accountabilities

- Road construction and maintenance labouring including tar patching.
- Concrete labouring including kerb and gutter, footpaths, road and drainage components.
- Signs and roadside furniture installation and maintenance.
- Traffic control, including attainment of certification.
- Operate and maintain small plant and equipment.
- Assist with works survey set out.
- Some maintenance of Council assets and facilities as required.
- Complete tasks as directed by supervisor, even if it's not employee's primary position, but it serves Parkes Shire Council's operational needs.
- Undertake other duties as required by Parkes Shire Council, within the scope of the incumbent's capabilities, knowledge, and experience.

Corporate Accountabilities

- Ensure personal and professional behaviour is consistent with Council's Code of Conduct and Equal Employment Opportunity (EEO) principles and report any known breaches.
- Execute work with probity, accountability and transparency to prevent incidents of fraud and corruption in Council's organisation and operations and report any known incidents.
- Actively perform as a team member and contribute to the outcomes of work teams in a collaborative, professional and productive manner.
- Assume responsibility for and manage own work, regularly appraising own performance against required levels of performance.
- Undertake training and attend professional development opportunities, if and as required.
- Store and maintain corporate records in Council's Electronic Document and Records Management System (EDRMS) in accordance with relevant policies, procedures and the *State Records Act.*
- Identify, assess and treat risk relevant to the position.
- Convey a professional image of Council and dress appropriately for the role, including wearing Personal Protective Equipment (PPE) or prescribed corporate uniform, if and as required.
- Communicate with customers in a professional and courteous manner, ensuring customers are provided with clear, accurate and timely information and requests are processed within required timeframes.

Position Requirements

Essential

1. Current and maintained NSW Driver's Licence.
2. SafeWork NSW Construction Induction (White Card).

Desirable

1. Relevant Work Experience in civil construction, labouring roles or relevant fields.
2. Certificate in Civil Construction or trade qualification or equivalent.
3. Plant Operations (Machinery Tickets).
4. Traffic Control qualifications: Traffic Controller and Implement Traffic Control Plans.

Key Relationships

Who	Why
Internal	
Works Supervisors and Team Leaders	• Receive guidance and report on progress towards corporate objectives. • Provide expert advice and support and contribute to decision-making. • Identify emerging issues/risks and their implications and propose solutions.
Council Staff	• Develop and maintain effective and collaborative working relationships • Manage expectations and resolve issues
Internal	
Customers	• Provide friendly, responsive, accurate and consistent information, advice and service.

Capability Framework

Capabilities for the role The Local Government Capability Framework describes the core knowledge, skills and abilities expressed as behaviours, which set out clear expectations about performance in local government: “how we do things around here”. It builds on organisational values and creates a common sense of purpose for elected members and all levels of the workforce.

The Local Government Capability Framework is available at www.lgnsw.org.au/capability

Below is the full list of capabilities and the level required for this position. The focus capabilities are in **bold**.

Capability Group	Capability Name	Level
Personal Attributes	Manage Self	Adept
	Display Resilience and Courage	Foundational
	Act with Integrity	Foundational
	Demonstrate Accountability	Foundational
Relationships	Communicate and Engage	Adept
	Community and Customer Focus	Adept
	Work Collaboratively	Adept
	Influence and Negotiate	Foundational
Results	Plan and Prioritise	Foundational
	Think and Solve Problems	Foundational
	Create and Innovate	Foundational
	Deliver Results	Foundational
Resources	Finance	Foundational
	Assets and Tools	Foundational
	Technology and Information	Foundational
	Procurement and Contracts	Foundational

Acknowledgment

I confirm that I have read and understood the Position Description. As the incumbent of this position, I agree to work in accordance with the requirements of the position and will abide by Parkes Shire Council's policies and procedures. I understand this Position Description is designed to guide the responsibilities and activities to be undertaken in this position and is not intended to be an exhaustive list. I acknowledge that the organisation, in response to changing priorities, may vary tasks and responsibilities from time to time.

Name: ……..

Signature: ……..

Date: ……/ ……/ ……

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ANNEXURE A - Work Health and Safety (WHS) Responsibilities

Workers	
Includes: ALL Council WORKERS (Co-ordinators, Assistants, Supervisors with no supervisory role, Administrative workers, Team Leaders, library workers, tourism officers, childcare workers, pool coordinators, lifeguards, trades people, Contractors, Subcontractors, Volunteers, Work Experience students.)	
Responsibility	**Performance Measure**
1. To comply with all Council safety policies and procedures including applicable SWMSs, SOPs or Project/Event Safety Management Plans.	– Work in a safe manner without risk to themselves, others or the environment. – Always follow established and communicated safe work procedures (this includes any permit requirements for high risk work). – Report all incidents, hazards, injuries, illness or property damage, theft or loss. – Participate in agreed WHS consultation arrangements – Participate in site inspections, site risk assessments (WASPs) or incident investigations as requested. – Seek assistance/clarification if unsure of WHS rules or procedures. – Report any faulty tools or plant. – Correctly use and maintain all personal protective equipment provided as required. – Complying with emergency and evacuation procedures. – Participate in any required WHS training or induction. – Follow any verbal directions given by any Parkes Shire Council employee with regard to WHS. – Participate in WHSMS review activities as required/requested.
2. Additional Responsibilities for Contractors or Sub Contractors:	– To complying with WHS requirements contained within relevant tender/contract documents. – Participate in weekly WHS performance reviews conducted by Parkes Shire Council employees. – Report and share safety concerns/information regarding a worksite where Council workers are present.

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