



## Position Description

### A. POSITION PROFILE

**Position:**

**Concrete Labourer**

**Position Evaluation:**

*Award: Band 1 Level 3*

*Salary System Grade: 3*

**Conditions of Employment:**

*Australian Citizen or Right to Work in Australia  
Local Government (State) Award 2023  
Permanent Full-time*

**Additional Benefits:**

*Nine Day Fortnight*

**Position Occupant:**

*Vacant*

**Department:**

*Operations*

**Section/Group:**

*Civil Works*

**Location:**

Cootamundra

Gundagai

**Direct Supervisor:**

*Works Supervisor*

**Number of Staff Supervised by this position:**

### B. STATEMENT OF FUNCTION

To assist and contribute in a team of labourers, drivers and plant operators to complete scheduled Council works tasks, specifically being concrete and drainage works.

### C. KEY RESPONSIBILITIES

1. Assist in target objectives of Council to the work team and promote teamwork.
2. Ensure work is conducted safely and completed to required standards.
3. Ensure the effective use of labour, plant and tools and that resources are maintained routinely.
4. Identify improvements to work methods and procedures and make recommendations to work supervisors.
5. Ensure Council resources are operated in accordance with WHS requirements and standards.

## **D. DUTIES**

1. Co-ordinate and complete projects and jobs as instructed by Works Supervisor.
2. Participate in Toolbox meeting to identify hazards, assess risks and discuss Safe Work Methods.
3. Assist work sequence and collect required tools, equipment, resources and Personal Protective Equipment to undertake the task.
4. Assist with the layout of the work plan.
5. Assist for safe work operations and following Traffic Control Plans.
6. Maintain worksite/workplace tidiness and cleanliness and co-ordinate the construction and assembly of temporary barriers to ensure safety at the worksite.
7. Assist in communicating project/job requirements, standards and safety requirements to the work team.
8. Assist team members to resolve problems and promote a cohesive team environment.
9. Use and maintain tools and equipment to complete tasks effectively and efficiently.
10. Attend to repairs, maintenance and cleaning of Council assets.
11. Operate mobile plant and trucks as required and to the level of training and licensing attained.
12. Undertake training to update, maintain and advance personal skill levels and in compliance with relevant workplace legislation.
13. Carry out any other duties that are within the limits of the employee's skill, competence and training.
14. Respond to emergency situations as required

## **E. ESSENTIAL CRITERIA**

1. Proven experience in civil works including concrete construction and drainage.
2. Demonstrated interpersonal and communication skills within a team environment.
3. Experience in working from plans and to work layout.
4. Driving Licence Class C (Cars)
5. WHS Construction Induction (NSW White card)

## **F. DESIRABLE CRITERIA**

1. Chainsaw operation certification Level 1
2. RMS Traffic Controller Certification (Blue Card or equivalent)
3. RMS Traffic Control Implement/Apply Traffic Control Plans certification (Yellow card or equivalent)
4. MR Licence (Medium Rigid Truck)
5. Confined spaces ticket
6. Civil Construction Certificate 111 or above