

Leeton Shire Council



POSITION DESCRIPTION

Leeton Shire Council Staff Mission and Values:

- ✓ Our mission is to be proudly trusted by the Councillors and the Community to deliver for them the very best outcomes in the most effective manner whilst enjoying a harmonious workplace that values and rewards its workforce for service excellence.
- ✓ We are a values-driven workforce and are committed to demonstrating a set of shared values that we have cogenerated as a team of staff. These are:

Trust Respect Integrity Collaboration Communication Innovation

- ✓ With these values leading how we perform our roles, staff have the chance to develop as leaders in their own right, enjoy a sense of **wellbeing** and **safety** and show and receive **loyalty**.

POSITION DETAILS

Position Title	Labourer
Directorate	Operations
Department	Open Space & Recreation
Location	Leeton Shire Council office, 23-25 Chelmsford Place, Leeton
Salary Grading	Grade 2
Employment Status	Permanent (<i>following completion of a three-month probation period</i>)
Hours of Work	Currently a nine-day fortnight (76 hours – Monday to Friday)
Supervisor	Supervisor Open Space & Recreation
Staff Reporting to Position	<ul style="list-style-type: none">▪ Nil
Key Internal Relationships	<ul style="list-style-type: none">▪ Open Space & Recreation Coordinator▪ Open Space & Recreation Supervisor▪ Water & Wastewater team▪ Roads team
Key External Stakeholders	<ul style="list-style-type: none">▪ Contractors▪ General Public

PRIMARY PURPOSE OF POSITION

- ❖ Under the direction of the Supervisor & Coordinator, Open Space & Recreation, perform daily works pertaining to all parks, gardens and horticultural activity and associated works.

This document describes the main responsibilities of the position and is not designed to be prescriptive. The staff member can expect to undertake other duties in addition to those described in this document.

All staff are expected to demonstrate behaviours that align with Leeton Shire Council core values, Code of Conduct, Child Safe Policy and Equal Employment Opportunity Principles.

POSITION ACCOUNTABILITES AND RESPONSIBILITIES

Finance:

- ❖ Comply with relevant budget processes and procedures, ensuring appropriate charge numbers and costing codes are used

Strategy:

- ❖ Contribute to the review and updating of internal business processes.

Customer/Stakeholder:

- ❖ Attend to customer requests and enquiries
- ❖ Provide specialist information and advice to customers
- ❖ Inform customers of maintenance and repair work to be carried out that directly impacts them
- ❖ Participate in school and interest group tours and talks as appropriate

People Management:

Nil

Operations:

- ❖ General labouring including concrete labouring
- ❖ Operate small plant, items of equipment and vehicles as directed by the supervisor
- ❖ Mow parks, gardens and reserves as directed by the supervisor
- ❖ Watering of Council street trees
- ❖ Maintain bins and remove rubbish from parks and reserves
- ❖ Other duties not specified but appropriate to the position or the work of a Labourer as directed by the Supervisor in charge

WORK, HEALTH & SAFETY RESPONSIBILITIES

Workers have an active role to play in the safety of themselves, all employees of council and members of the public. Workers have the following responsibility, authority and accountability:

- ❖ On commencement, new staff must show evidence of having received current Covid-19 vaccinations.
- ❖ Working safely so as not to put yourself or others at risk.
- ❖ Stopping work in circumstances that are deemed an immediate risk to health and safety until a satisfactory solution is agreed/implemented.
- ❖ Cooperating and complying with safe work methods statements, policies and procedures and participating in their development.
- ❖ Reporting all accident, incidents and hazards to your supervisor/manager immediately and participating in accident/incident investigation and risk management activities.
- ❖ Attend all WHS training.

A full list of Leeton Shire Council's WHS responsibilities and accountabilities are available within the '[Conditions of Employment Essential Information](#)' document.

SELECTION CRITERIA

Essential:

Qualifications/Licences/Experience:

1. Up to year 12 with at least six (6) months relevant work experience and experience as stated below in 'Operational Skills'.
2. Possess an ability and aptitude to undertake various training and refresher courses and to obtain relevant certificates and licences as required.
3. Possess and maintain a current Class C driving licence. Failure to maintain such licence maybe grounds for dismissal.

Skills and Attributes:

1. Demonstrate excellent interpersonal skills with the general public and fellow employees
2. Demonstrate an ability to solve problems by reference to the Supervisor
3. Be a team player and capable of gaining and maintaining peer support and respect
4. Accept participation in and willingness to attain skills training as and when required
5. Demonstrate an aptitude to maintain and monitor effective maintenance programs with respect to any items of plant
6. Demonstrate a tolerance for constructive change

Desired Requirements:

- ❖ Demonstrate an ability to check own work to ensure proper quality

Operational Skills:

- ❖ Demonstrate a thorough understanding and competency in the following areas:
 - Cleaning
 - Concrete finishing
 - Gardening labouring
 - Garbage collection
 - Pipelaying labouring
 - Small plant operation
 - Traffic control
- ❖ In order to solve day to day problems, demonstrate a thorough understanding of the following areas:
 - Form work
 - Timbering trenches
 - Small truck driving
 - Street sweeping
 - Tractor with implement operation
 - Turf care and maintenance (including lawnmowing)
- ❖ Demonstrate a basic understanding of the following areas:
 - 2-Way radio operation
 - Equal Employment Opportunity



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Jackie KRUGER
General Manager

I hereby accept the terms and conditions set out in this position description for Labourer.

Dated this day of 20.....

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Signature