

## Position Description Skilled Labourer

<b>Division</b>	Infrastructure & Assets	
<b>Business Unit</b>	Roads Delivery Water & Wastewater Facilities Maintenance Parks & Gardens	
<b>Position Number</b>	411003 411004 411005	411006 411007
<b>Location</b>	Council Works Depot, Yass Water Treatment Plant	
<b>Award Band</b>	Operational Band 1/Level 2 and 3	
<b>Salary Grade</b>	Skilled Labourer – Roads Delivery – Grade 2 - 4 Skilled Labourer – Water & Wastewater – Grade 2 - 4 Skilled Labourer – Facilities Maintenance – Grade 2 - 4 Skilled Labourer – Parks & Gardens – Grade 5	
<b>Conditions</b>	Casual Employment Adverse Working Conditions allowance per hour applies	
<b>Date position description approved</b>	30 October 2025	

### Council Overview

Yass Valley Council is a local government organisation employing over 150 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 Waste Services, Roads Delivery, Facilities Maintenance, Workshop, Recreational Services, Water & Wastewater, Engineering Services, Facility & Waste Assets. The role of Skilled Labourer is located within the Infrastructure & Assets Directorate and could be engaged by any operational team.

## 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 Councils operational and maintenance activities including the operation of plant and machinery.

## Key Accountabilities

- Assist in the delivery of Councils operational, construction and maintenance works through skilled and general labouring duties.
- Operate plant and/or equipment associated with construction and maintenance works.
- Undertake a variety of tasks which include manual handling and use of hand and power tools associated with operational, construction and maintenance works.
- Undertake traffic control duties.
- Ensure all work practices and processes relevant to the role are effective and efficient and propose improvements where appropriate.
- Ensure that vehicles are driven and operated in a safe and competent manner within all road traffic laws and regulations.

## 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
Supervisors and Coordinators	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 supervisor/ manager, compatible with employee's skills, competency and training.

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

All staff have the power to stop work in circumstances that are deemed an immediate risk to health and safety until a satisfactory resolution is agreed and implemented.

### Reports to

Infrastructure & Assets Supervisors and Coordinators

## Essential Requirements

- General Construction Induction (White Card).
- Asbestos awareness or willingness to obtain prior to commencement.
- Demonstrated experience in and ability to carry out facilities maintenance labouring duties.
- Current Traffic Controller and Implement Traffic Control Plans qualifications issued by TfNSW or willingness to obtain.
- A current class "C" drivers' licence.

## Desirable Licences / Skills

- A current class "MR" and/or "HR" drivers' licence.
- Front End Loader / Backhoe experience.
- Confined spaces certificate.
- Carpentry skills.
- Chemical awareness training.
- Asbestos awareness training.

## Approval History

Stage	Date	Comment	MagiQ Reference
New Position Description created	15 October 2025		

**Ownership and Approval**

Responsibility	Role
Author	Director Infrastructure & Assets
Approver	Chief Executive Officer