

Position Description

Skilled Labourer (Roads Delivery)

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| Division | Infrastructure & Assets |
| Business Unit | Roads Delivery |
| Position Number | 461016 461025 461019 461026 461020 461027 461021 461028 461022 461029 461023 461030 461024 |
| Location | Council Works Depot, Yass |
| Award Band | Operational Band 1/Level 3 |
| Salary Grade | Grade 2 - 4 |
| Remuneration | Grade 2 Entry \$54,213.64 to Grade 4 Step 3 \$60,856.64 per annum plus 11.5% Superannuation |
| Conditions | Permanent Full-Time 38-hour week with a 9-day fortnight (RDO) Adverse Working Conditions allowance |
| Date position description approved | 2 July 2020 |

Council Overview

Yass Valley Council is a local government organisation employing over 150 staff and with an annual budget of \$30 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 Roads Delivery team.

Council Vision

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

Council Staff Values



Primary Purpose of the Position

This role carries out a variety of general and skilled labouring duties to assist in the delivery of road construction, maintenance and drainage including the operation of plant and machinery.

Key Accountabilities

- Assist in the delivery of road works through skilled and general labouring duties.
- Operate plant and/or equipment associated with road construction, maintenance and drainage.
- Undertake a variety of tasks which include manual handling and use of hand tools such as shovels, crowbars, brooms, rakes, hammers.
- Undertake traffic control.
- 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 |
|----------------------|--|
| Work team supervisor | Receive direction and support, provide advice and exchange information |
| All other staff | To foster team work and cooperation |

Key Dimensions

Decision making

The role is expected to operate under direction to carry out duties assigned by the Supervisor 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.

Reports to

Supervisor as relevant to works program.

Essential Requirements

- General Construction Induction (White Card).
- Demonstrated experience in and ability to carry out general construction and maintenance labouring duties.
- Current Traffic Controller and Implement Traffic Control Plans qualifications issued by the Transport NSW or willingness to obtain.
- A current class "C" drivers' licence.

Desirable Licences / Skills

- A current class "HR" licence is highly desirable and may attract salary at the maximum Grade of the position as referred to below.
- Excavator / Backhoe experience.

Approval History

| Stage | Date | Comment | MagiQ Reference |
|----------|-------------|-------------------------------|-----------------|
| Reviewed | 2 July 2020 | Convert to LGCF format | 7984 |
| Updated | June 2024 | Award Salary Increase 2024/25 | |

Ownership and Approval

| Responsibility | Role |
|----------------|----------------------------------|
| Author | Manager Roads Delivery |
| Approver | Director Infrastructure & Assets |