

Position Description

POSITION TITLE: Labourer Rural Works
DEPARTMENT: Engineering Services
REPORTS TO: Coordinator Shire Road Works
DATE PREPARED: 03/09/2012

POSITION NO: EN
GRADE: 2
DATE REVISED: 05/08/2020

POSITION CONTEXT

Bogan Shire Council is committed to providing a comfortable country lifestyle by progressively improving the level of appropriate facilities and services and encouraging growth and economic development that is responsive to the needs of the community.

This position contributes to this outcome through the provision of well-constructed and maintained road networks enabling safe and efficient movement of people and freight throughout the shire.

MAIN JOB PURPOSE

The role of Labourer Rural Works is to:

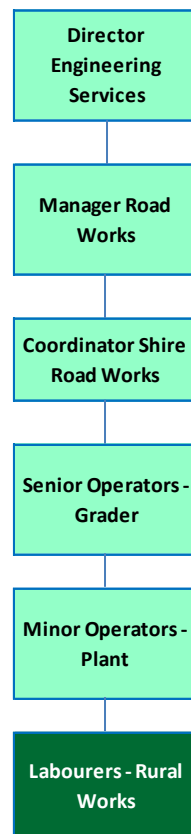
- Carry out maintenance and construction projects relating to rural and regional road networks, state highways, sealed and unsealed urban streets, kerb and gutters and footpaths within Bogan Shire.
- Complete general concreting works, tar patching, fence construction, road furniture maintenance and other duties assigned by the supervisor.

COUNCIL VALUES

Bogan Shire Council has seven corporate values that guide our thinking, actions and decision making:

- Having **respect** for other people.
- Providing responsive **customer service**.
- **Taking pride** in Nyngan and the greater Bogan Shire.
- **Working together** as a team to get things done.
- Being **accountable** for our decisions and actions.
- Acting with **integrity and honesty**.
- Demonstrating **strong leadership**.

DEPARTMENTAL STRUCTURE



KEY ACCOUNTABILITIES

The Labourer Rural Works has the following specific accountabilities in contributing to the provision of well-constructed and maintained road networks:

1. Work as a productive and positive team member to complete general rural road maintenance, pipe laying, culvert work, concreting works, bitumen patching, fence construction, road furniture maintenance and other duties assigned by the supervisor within set timeframes and to acceptable standards.
2. Efficiently carry out roadside clean up and set-up for traffic management on road works projects
3. Undertake routine inspections of minor plant, tools and equipment and recognising and recommending appropriate action and repairs.
4. Safely carry out tree maintenance and removal as part of road maintenance schedule as determined by the Shire Road Works Coordinator.
5. Co-ordinate workflow to ensure completion of defined tasks on time and to the approved standard.
6. Operate to acceptable standards and maintain in a safe and operational manner all Council plant, materials, tools and equipment, including Front End Loader, Backhoe and Skid Steer.
7. Complete accurate and timely records associated with the functions and completion of work, including timesheets, tasking sheets and plant operating sheets.
8. Ensure hazard identification and site safety checklists are completed on a regular basis and that appropriate traffic control plans are selected and implemented before the commencement of duties.

NOTE: Employees may be required to undertake duties within the limits of their skill, competence and training, consistent with their grade level, in any role or area of Council.

KEY SELECTION CRITERIA

Essential:

1. Demonstrated general knowledge of maintenance and construction of rural roads, including remote areas with the ability to provide high quality work for the safe use of Council's road networks and the operation and maintenance of small plant and equipment.
2. Demonstrated ability to establish and maintain effective working relationships, work independently with minimal supervision, and contribute positively within a team environment.
3. Demonstrated ability to communicate clearly and effectively to establish and maintain cohesive and co-operative interpersonal relationships, with the ability to interpret works programs.
4. Demonstrated ability to manage competing priorities, with the ability to problem solve and apply standard procedures.
5. Ability to apply safe manual handling techniques and machine operation skills, with proven suitable experience or qualifications for small plant operation.
6. Proven numeracy and literacy levels usually associated with Year 10 Secondary Education.
7. Hold a current Safe Work NSW WHS General Construction Induction Card (White Card).
8. Hold a current class C or P2 drivers licence.
9. Be an Australian Resident or equivalent or holder of a visa allowing permanent employment in Australia.

Desirable:

1. Hold a current class MR or higher drivers licence.
2. Hold current Traffic Controller Card.
3. Hold current Implement Traffic Control Plans Card.
4. Demonstrated Competency for Dogman, Backhoe, Skid Steer & Front End Loader (Previous National Competency Licences or qualified assessment)
5. Hold a current First Aid certificate.

CONDITIONS

- Carry out work in a wide variety of environments – outdoors on worksites.
- WHS Accountabilities and Responsibilities – this role is a designated ‘Worker’ role as defined under the WH&S Act 2011, with four (4) essential elements requiring an officer to:
 - Take reasonable care for his or her own health and safety.
 - Take reasonable care that his or her acts or omissions do not adversely affect the health and safety of other persons.
 - Comply with any reasonable instruction that is given by Council to allow Council to comply with WH&S Act 2011.
 - Co-operate with any reasonable policy or procedure of Council relating to health or safety at the workplace that has been notified to workers.

AUTHORISATION

I hereby agree that this role statement accurately reflects work requirements.

Supervisor: _____
Name Signature Date

Employee: _____
Name Signature Date