



## Position Description

Labourer	
Position Code	127
Classification/Grade/Band	Band 1 Level 2 (Grade 2) <i>Local Government (State) Award 2023</i>
Reports to	Works Supervisor
Location	Bingara and Warialda
Content Manager Reference	21/7254
Direct Reports	NIL
Budget (Operating and Capital expenditure)	NIL

### Overview of Gwydir Shire Council

Located on the Fossickers Way between the New England and North West regions of NSW, the Gwydir Shire encompassing a diverse landscape that is both picturesque and productive. With affordable housing, a strong sense of community and diverse leisure and recreation activities, the Shire offers an idyllic and fulfilling lifestyle. Bingara and Warialda are the main towns in the Shire.

The Gwydir Shire Council prides itself on being an award-winning organisation that supports its community through the provision of high-quality services. Council offers employees a rewarding career that allows staff to make a positive impact in the communities in which they live; and provides exciting opportunities to explore and suture career avenues within the organisation. Council strongly supports a flexible-family work environment.

### Gwydir's Vision

Council's vision is to be a recognised leader in Local Government through continuous learning and sustainability. Council embraces this mantra by ensuring all staff have access to training and education, to reach their full potential.

### Gwydir's Mission

To ensure that the Council's long-term role is viable and sustainable by meeting the needs of our residents in a responsible and caring way, attract sustainable development while maintaining the traditional rural values, character and culture of our people.

## Primary purpose of the position

The position is responsible for undertaking allocated tasks, working in a cohesive team, to deliver high quality maintenance and horticulture work in a productive and efficient manner.

## Department and Branch Description

The Infrastructure and Planning Services Department covers several Branch areas, including Engineering Services, Environment and Planning, Utilities and Building Services.

## Key accountabilities

Within the area of responsibility, this role is required to:

- Carry out manual labouring tasks and other duties when directed to by the Works Supervisor and/or Works Coordinator.
- Maintain all plant and equipment, inside and out to the conditions specified by the Works Supervisor.
- Monitor plant and equipment by ensuring daily checks are completed with regard to safe legal operation and liaising with the Workshop Supervisor for servicing and maintenance requirements and undertaking basic plant maintenance in accordance with agreed practice.
- Carry out all duties and functions in a manner that promotes a positive attitude, team-based approach with strong support for organisational values.
- Maintain accurate timesheets ensuring labour and plant hours are recorded correctly and toolbox and pre-start documentation, risk assessments and safety documentation are completed as required and in accordance with relevant legislation, Council policy and procedure.
- Ensure traffic management plans and Safe Work Method Statements (SWMS) are completed and appropriate traffic control measures are provided at work sites.

*All positions in Council involve multi-skilling and consequently the interchange of duties where and when required for the effective operation of the Department. The duties described above are indicative of the primary duties that a person appointed to the position would be expected to perform and should not be regarded as the sole duties applicable to the position. Other duties may be assigned in accordance with skills, competence, and training.*

## Selection Criteria

### Essential

- Certification III in Local Government Operational Works or an equivalent qualification and/or significant experience in a similar role.
- OHS White card.
- Current valid 'C' Class driver's licence.
- Knowledge and/or competency in Traffic Management.
- Experience in manual work activities, horticulture, and maintenance works
- Basic written and verbal communication skills with the ability to discuss and resolve problems politely and respectfully.
- Ability to read and interpret documents, instructions, and procedures.

### Desirable

- Demonstrated previous experience would be highly regarded.
- Heavy Vehicle Licence would be highly regarded.

### Common requirements of the position

- Willingness to have Council conduct a Criminal History Check.
- Agree to undertake a medical assessment by Council's nominated medical practitioner if required and to be medically fit to undertake the full requirements of the position.
- Manage projects in accordance with corporate standards.
- Willingness to work flexible hours to meet the requirements of the position.
- Behaviour in accordance with Council's policies and the Code of Conduct.
- Report environment issues that may become evident when carrying out the position duties.





### Qualifications

- Certificate III in Local Government Operational Works or an equivalent qualification.

## Capabilities for the position

The Local Government Capability Framework describes the core knowledge, skills and abilities expressed as behaviours, which set out clear expectations about performance in local government: “how we do things around here”. It builds on organisational values and creates a common sense of purpose for elected members and all levels of the workforce. The Local Government Capability Framework is available at <http://capability.lgnsw.org.au>

Below is the full list of capabilities and the level required for this position. The capabilities in bold are the focus capabilities for this position. Refer to the next section for further information about the focus capabilities

Local Government Capability Framework		
Capability Group	Capability Name	Level
	<b>Manage Self</b>	<b>Intermediate</b>
	Display Resilience and Courage	Foundational
	Act with Integrity	Foundational
	<b>Personal attributes</b> Demonstrate Accountability	Foundational
	Communicate and Engage	Foundational
	<b>Community and Customer Focus</b>	<b>Foundational</b>
	Work Collaboratively	Foundational
	<b>Relationships</b> Influence and Negotiate	Foundational
	Plan and Prioritise	Foundational
	Think and Solve Problems	Foundational
	Create and Innovate	Foundational
	<b>Results</b> <b>Deliver Results</b>	<b>Intermediate</b>
	Finance	Foundational
	<b>Assets and Tools</b>	<b>Foundational</b>
	Technology and Information	Foundational
	<b>Resources</b> Procurement and Contracts	Foundational

## Focus capabilities

The focus capabilities for the position are those judged to be most important at the time of recruiting to the position. That is, the ones that must be met at least at satisfactory level for a candidate to be suitable for appointment.

Local Government Capability Framework		
Group and Capability	Level	Behavioural Indicators
<b>Personal Attributes</b> Manage Self	Intermediate	<ul style="list-style-type: none"> <li>Understands what needs to be done and steps up to do it</li> <li>Peruses own and team goals with drive and commitment.</li> <li>Shows awareness of own strengths and weaknesses</li> <li>Asks for feedback from colleagues and stakeholders.</li> <li>Makes the most of opportunities to learn and apply new skills</li> </ul>
<b>Relationships</b> Community and Customer Focus	Foundational	<ul style="list-style-type: none"> <li>Shows awareness that he/she is working for the community.</li> <li>Shows respect, courtesy and fairness when interacting with customers and members of the community.</li> <li>Listens and asks questions to understand customer/community needs.</li> <li>Informs customers of progress and checks their needs are being met.</li> </ul>
<b>Results</b> Deliver Results	Intermediate	<ul style="list-style-type: none"> <li>Takes the initiative to progress own and teamwork tasks.</li> <li>Clarifies work required and timeframe available.</li> <li>Identifies what information/resources are needed to complete work tasks.</li> <li>Checks own work for accuracy, quality and completeness.</li> <li>Completes tasks under guidance, on time and to the required standard.</li> </ul>
<b>Resources</b> Assets and Tools	Foundational	<ul style="list-style-type: none"> <li>Uses core work tools and equipment effectively.</li> <li>Takes care of work tools, equipment, accommodation and community assets.</li> </ul>

Prepared By	Human Resource Officer
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