

<b>Position Title</b>	Labourer
<b>Department</b>	City Assets
<b>Unit</b>	Roads Operations
<b>Team</b>	Concrete Team
<b>Supervises</b>	N/A
<b>Reports To</b>	Team Leader
<b>Grade</b>	A
<b>Date Prepared</b>	8/10/2020
<b>Date Last Updated</b>	10/03/2023

## Our Vision & Values: A leading organisation that collaborates & innovates



We are committed to **safety**



We work as one **team**



We act with **integrity**



We care about our **customers**



We **continuously improve**

## Primary purpose of position

To work on various civil assets conducting maintenance and project related tasks under the guidance of the leading hand.






## Accountabilities

- Carry out road construction and maintenance labouring duties
- Carry out footpath, kerb & gutter construction and maintenance labouring duties
- Carry out drainage construction and maintenance labouring
- Operating basic plant and machinery
- Removal of rubbish and debris from CB City's assets
- Cleaning up at the completion of the job
- Maximise productivity through current industry best practices
- Maintain and complete accurate records of works undertaken as requested by your supervisor
- Undertake on-the-job training and other duties as directed by your supervisor
- Assisting in carrying out any other duties as directed by your supervisor

## Position capabilities and level

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.

### Capability Profile – Labourer/ Operator

Capability Group	Capability Name	Level
 <b>Personal Character</b>	Lead Self	Intermediate
	<b>Display Resilience</b>	Foundational
	<b>Act with Integrity</b>	Foundational
	<b>Safety and Accountability</b>	Intermediate
 <b>Relationships</b>	Communicate and Engage	Foundational
	Customer and Community Focus	Foundational
	Work Collaboratively	Foundational
	Influence and Negotiate	Foundational
 <b>Results</b>	Plan and Prioritise	Foundational
	Think and Solve Problems	Foundational
	Innovate and Improve	Foundational
	Deliver Results	Intermediate
 <b>Resources</b>	Finance	Foundational
	Assets and Tools	Intermediate
	Technology and Information	Foundational
	Procurement and Contracts	Foundational
 <b>People Leadership</b>	Manage and Develop People	N/A
	Inspire Direction and Purpose	N/A
	Optimise Workforce Contribution	N/A
	Lead and Manage Change	N/A

## 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 satisfactory level for a candidate to be suitable for appointment.

### CBCity Capability Framework - Focus Capabilities

Group & Capability	Level	Behavioural Indicators
<b>Personal Character</b>		
Act with Integrity	Foundational	<ul style="list-style-type: none"> <li>• Is open and honest</li> <li>• Tells the truth and admits to mistakes</li> <li>• Follows the code of conduct, policies and guidelines</li> <li>• Has the courage to speak up and report inappropriate behaviour and misconduct</li> </ul>
<b>Personal Character</b>		
Safety and Accountability	Intermediate	<ul style="list-style-type: none"> <li>• Follows through reliably and openly takes responsibility for own actions</li> <li>• Understands delegations and acts within authority level</li> <li>• Is vigilant about the use of safe work practices by self and others</li> <li>• Is alert to risks in the workplace and raises them to the appropriate level</li> </ul>
<b>Personal Character</b>		
Display Resilience	Foundational	<ul style="list-style-type: none"> <li>• Adapts to changing work tasks and environments</li> <li>• Is open to new ways of doing things</li> <li>• Stays calm in difficult situations</li> <li>• Does not give up easily when problems arise</li> <li>• Asks questions and offers own opinion</li> </ul>

\* Focus Capabilities are those judged to be the most important at the time of recruiting to the position. The mix of “focus” capabilities can change over time, reflecting changing work priorities and current team strengths.

### Delegations

Decisions associated with this position are to be made in accordance with the Delegations of Authority (Policy186) approved by the General Manager.

### Code of Conduct

All staff are required to adhere to the Code of Conduct (CP25).

### Work Health & Safety

All staff are required to adhere to Council's WHS&E Responsibilities and Authorities document (REF229) and associated policies and procedures.

### Records Management

All staff are required to comply with Council's Records and Information Management policies, procedures and guidelines.

### Qualifications and Experience

#### Essential Qualifications

- WH&S white card

#### Essential Experience

- Concrete laying experience

#### Desirable Qualifications and or Experience

- Current Medium Rigid (MR) Drivers' Licence

HUMAN RESOURCES USE (SELECT YES OR NO)	YES	NO
Does this position fall under the definition of child related employment?	<input type="checkbox"/>	<input checked="" type="checkbox"/>
Does this position require incumbent to undergo criminal reference check?	<input type="checkbox"/>	<input checked="" type="checkbox"/>
Does this position require incumbent to demonstrate good driving Licence class required: No Licence Required	<input type="checkbox"/>	<input checked="" type="checkbox"/>
Will incumbent need to make disclosure of pecuniary interest?	<input type="checkbox"/>	<input checked="" type="checkbox"/>
Could there be a conflict of interest with secondary employment?	<input checked="" type="checkbox"/>	<input type="checkbox"/>