

Position Description

Construction Worker – Town and Village, Maintenance, Parks and Gardens

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|---------------------------|---|
| Directorate | Technical Services |
| Location | Bland Shire Council Depot, Chauvel Street, West Wyalong |
| Classification/Grade/Band | Grade 4 |
| Position Code | 4142 – 38 Hour Week |
| Date Position approved | 31 August 2015 |

Primary purpose of the position

To assist with the maintenance of parks, gardens, sporting field operations and all urban areas within the Bland Shire.

Key accountabilities

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

- Perform general labouring duties to facilitate the efficient and effective upkeep of Community assets.
- Maintain allocated plant and equipment ensuring compliance with Council standards, policies and procedures.
- Assist with the maintenance of parks, gardens, sporting fields and urban areas within the Shire to achieve a high standard of care and quality outcomes.
- Undertake traffic control and implement traffic control plans training to support the effective operation of the team.
- Carry out other duties that are within the limits of the employee's skill, competence and training.

WHS Responsibilities:

- Read and comply with all WHS policies and procedures in relation to your WHS roles and responsibilities
- Immediately report all hazards and incidents, following the appropriate processes
- Work in a manner that will not endanger yourself or any other person.
- Assist new employees in the use of proper work practices and procedures.
- Use personal protective equipment clothing or equipment (PPE) provided as instructed by your supervisor and report any defective or damaged PPE.
- Not attempt any task unless you are capable and competent to carry out the task.
- Participate in rehabilitation and return to work programs if required

- Comply with Corporate record keeping requirements.

Key internal relationships

| Who | Why |
|--------------|---|
| Team members | Collaborate on maintenance and development of parks, gardens and sport fields Negotiate task priorities Ensure safety and quality standards are met |
| Leading Hand | Liaise to clarify tasks and priorities Manage and escalate issues as appropriate |

Key external relationships

| Who | Why |
|-----------|--|
| Community | Maintain a friendly, professional and positive council presence Ensure public safety at all times |

Selection requirements

| Criteria: |
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| Essential Criteria: |
| Current Class 'C' Driver Licence WHS Construction Induction (White) Card |
| Highly Desirable Criteria: |
| SafeWork NSW Traffic Control Work Training Card, specifically Traffic Controller (TCR) and Traffic Management Implementer (IMP) |
| WHS and EEO |
| Sound understanding of and commitment to EEO and WHS principles and practices |





| Key Physical Requirements (<i>Key = Occasional 1-33%, Frequent 34-66%, Constant 67-100%</i>) | |
|---|---|
| Standing/walking – Frequent - Constant | Sitting (driving) – Frequent - Constant |
| Squatting/kneeling/stooping – Frequent | Pushing/pulling - Frequent |
| Bilateral gross hand manipulations – Constant | Lifting/carrying 15kg – Occasional – Frequent |

| Immunisation Requirements |
|---|
| This position has been identified by Bland Shire Council's Work Health and Safety Committee as being at high risk of coming into contact with potential sources of infection as part of the normal duties. Therefore, under Council's Staff Vaccination Policy it is required as a condition of employment that position holders are immunised against Hepatitis A and B to protect them against possible exposure to these viruses. This process must be initiated within 1 month of employment with immunity gained within 6 months of employment to retain the position. |

Capabilities for the role

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 <https://www.lgnsw.org.au/capability>

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 |
|  Personal attributes | Manage Self | Foundational |
| | Display Resilience and Adaptability | Foundational |
| | Act with Integrity | Foundational |
| | Demonstrate Accountability | Foundational |
|  Relationships | Communicate and Engage | Foundational |
| | Community and Customer Focus | Foundational |
| | Work Collaboratively | Foundational |
| | Influence and Negotiate | Foundational |
|  Results | Plan and Prioritise | Foundational |
| | Think and Solve Problems | Foundational |
| | Create and Innovate | Foundational |
| | Deliver Results | Foundational |
|  Resources | Finance | Foundational |
| | Assets and Tools | Foundational |
| | Technology and Information | Foundational |
| | Procurement and Contracts | Foundational |

Core Capabilities

- **Demonstrate Accountability:** Take responsibility for own actions, commit to safety, and act in line with legislation and policy
- **Work Collaboratively:** Be respectful, inclusive and reliable team member, collaborate with others and value diversity
- **Deliver Results:** Achieve results through efficient use of resources and a commitment to quality outcomes
- **Assets and Tools:** Use, allocate and maintain work tools appropriately and manage community assets responsibly