

## SOUTHERN GRAMPIANS SHIRE COUNCIL POSITION DESCRIPTION

### Position Details

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Title:	General Labourer
Classification:	Band 3
Business Unit:	Sustainable Community
Directorate:	Infrastructure and Sustainability
Reports to:	Resource Recovery Supervisor

### Our Vision and Values

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#### **Vision**

Thriving Community, Limitless Opportunity

#### **Values**

Raise the Bar

Create Brilliance Together

Dream Boldly, Change Bravely

Integrity in Every Step

#### **Child Safety**

Southern Grampians Shire Council is a child safe organisation committed to the Victorian Child Safe Standards by:

- providing an environment where Aboriginal children and young people can express their culture and enjoy their cultural rights
- having a zero-tolerance approach to child abuse
- having a zero-tolerance approach to racism and an expectation that staff and volunteers will act on incidents of racism

### Position Summary

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This position is general in nature and will be required to complete a wide variety of outdoor tasks.

## **Key Responsibilities**

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- Traffic management
- Assist with the maintenance of parks and streetscapes including mowing, brush-cutting, gardening, and tree maintenance
- Transfer station operations
- General maintenance of the facilities, including concreting, carpentry, painting, welding etc. if appropriately qualified
- General cleaning duties
- Carrying out tasks in a friendly and cooperative manner, demonstrating a caring attitude towards our community
- Operating plant and equipment, and carrying out other duties as directed, depending upon level of skill and experience

## **Extent of Authority**

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- Working under general supervision or as part of a team
- Identifying and attending to issues within the scope of daily work as directed
- Attending to minor plant maintenance issues
- Commit to and adhere with Child Safety Standards and Council's requirements

## **Judgement and Decision Making**

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- May require the use of some personal judgement in the completion of tasks
- Jobs are generally clearly defined, well understood or clearly documented
- Expected to resolve minor problems

## **Specialist Skills and Knowledge**

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- A knowledge and appreciation of Occupational Health and Safety issues

## **Management Skills**

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- Ability to manage own time, and plan and organise work to achieve specific outcomes within specific timeframes
- Will comply with systems and policies to ensure a safe work environment by:
  - Taking reasonable care for your own health and safety and the health and safety of others within the workplace and co-operate with Council with respect to any action taken to comply with a requirement of the OHS Act

- Not intentionally or recklessly interfere with or misuse anything provided at the workplace in the interests of health, safety or welfare
- Contribute to OHS consultation processes
- Prompt reporting of hazards and incidents

### **Inter-personal Skills**

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- Verbal communication skills to resolve problems with other employees and members of the public
- Written communication skills to enable the completion of appropriate documentation as required
- Ability to manage own time under general direction
- Ability to discuss and resolve problems
- Ability to work as part of a team

### **Compliance with Legislation and Policies**

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- Adhere to all current relevant codes of conduct and legislative requirements including but not limited to:
  - Southern Grampians Shire Council Policies and Procedures
  - Southern Grampians Shire Council Staff Code of Conduct
  - Privacy and Data Protection Act 2014 (Vic)
  - Equal Opportunity Act 2010 (Vic)
  - Occupational Health and Safety Act 2004 (Vic)
  - Government/Industry Codes of Conduct
  - The Southern Grampians Shire Council Enterprise Agreement
  - The Municipal Emergency Management Plan
- Demonstrate a commitment to risk management principles and practices, and also maintain a safe environment for staff and the community
- Responsible for ensuring the security of Council's assets under the Officer's control
- Remain compliant with the requirements of the Occupational Health and Safety Act 2004 (Vic), and contribute to the health, safety and wellbeing of Council employees by:
  - Co-operating with Council with respect to any action taken to comply with a requirement of the OHS Act 2004

## Qualifications and Experience

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- Victorian Drivers Licence
- Working with Children Check
- Ability to operate and maintain a variety of small and medium plant

## Key Selection Criteria

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The employee will demonstrate the following:

- Demonstrated relevant experience
- Demonstrated ability to operate a variety of plant and equipment (may include licenses)
- Demonstrated ability to abide by Occupational Health and Safety Regulations/Codes and safety policies
- Satisfactory level of physical fitness to undertake manual work

## Agreement

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I, \_\_\_\_\_ have read and understand the objectives and conditions of the above mentioned role.

Employee: \_\_\_\_\_

Signature: \_\_\_\_\_

Date: \_\_\_\_\_