

POSITION DESCRIPTION

TITLE:	GENERAL LABOURER	Position Number NE
Classification:	Level 1A – Level 1	
Department:	Engineering and City Services	
Section:	City Maintenance; Park and Reserves, Civil Infrastructure	
Reports to:	Team Leader	
Direct Reports:	Nil	

OUR VISION

Darwin 2030 – City for People. City of Colour.

OUR MISSION

We will work with the community and partners, provide leadership, and deliver services that create opportunities to enhance the economic, cultural and environmental sustainability of Darwin

POSITION OBJECTIVE:

This is an entry level position that provides an array of general labouring support to the Engineering and City Services' Operations teams' in the Parks and Reserves, City Maintenance and Civil Infrastructure sections. This role is required to actively take up manual labour tasks and support operational teams in the establishment and maintenance throughout the Municipality.

KEY RESULT AREAS:

Corporate Identity

- Promote and embody City of Darwin's Vision and Mission
- Promote and embody City of Darwin's staff values; CARES
Customer Service, Accountability, Respect, Excellence and Solidarity
- Act in accordance with and abide by the City Of Darwin Code of Conduct

Service Delivery

- Carry out a range of general labouring duties to support the Engineering and City Services Operational delivery team in the delivery of maintenance and upgrading of Council's new and existing open spaces and civil infrastructure under the guidance of a skilled labourer, tasks may include but are not limited to:-
 - Assisting in routine maintenance including weeding, pruning, trimming, planting, watering, rubbish collection and removal of trees.
 - Providing assistance in the construction and maintenance of roads and other civil assets which may include traffic control, kerb & gutter, concrete, excavation and stormwater works etc.
- Participate in a daily Toolbox/Pre-start meeting
- Utilise and maintain a range of hand tools and other labouring equipment relevant to works being performed
- Comply with all standard operating procedures and section specific work plans or instructions
- Identifying and reporting of hazards and defects within the Darwin Municipality to ensure they are promptly addressed



- Actively participate in and complete formal, and informal training within the relevant field of work as nominated by Council

Team Support

- Work professionally, cooperatively and respectfully with other team members to accomplish joint tasks and build positive working relationships.
- Be flexible and adaptable to working in various work locations throughout the municipality as needed to perform the role effectively
- Undertake any other duties within the skill and scope of the position or your skill set, as directed

Workplace Health and Safety

- Ensure your personal health and safety, and that of others in the workplace
- Comply with any reasonable directions (such as safe work procedures, wearing personal protective equipment) given by management for health and safety purposes
- Report all accidents, incidents, near misses and hazards immediately

POSITION PREREQUISITES

- ☐ OHS White Card

DESIRABLE

- ☐ Drivers Licence C Class
- ☐ Medium Rigid Licence

APPROVED BY: _____

General Manager Engineering and City Services

Date: _____

22/1/20

Employee Acknowledgement

I, _____ have read and understood the requirements of the role; responsibilities and accountabilities as outlined within this Position Description. I understand that I am also responsible for complying with Council's policies & procedures as they relate to my position.

Signed: _____

Date: _____



For recruitment purpose:

SELECTION CRITERIA:

SC 1	Basic literacy, numeracy and communication skills
SC 2	Understand Manual Labour and the physical work required
SC 3	Have an understanding of small plant and hand tools
SC 4	Demonstrated ability to work as part of a team
SC 5	An ability to comply with health and safety responsibilities
SC 6	Basic technology literacy skills, including experience in using IT hardware and programs (for example iPads, smartphone, Microsoft Outlook and Word).
SC 7	Ability to obtain an NT C Class license within 12 months

