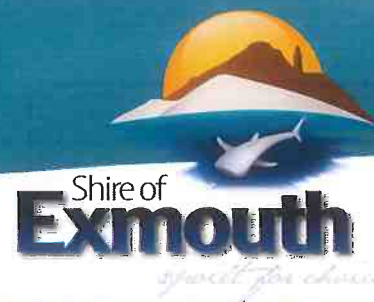


# POSITION DESCRIPTION



Date: 27 September 2022

## 1. Position Identification

<b>Title:</b>	Engineering Labourer				
<b>Position Number:</b>	PE.RE.49	<b>Level:</b>	5	<b>Agreement:</b>	Shire of Exmouth Enterprise Agreement 2017
<b>Department:</b>	Infrastructure Services				
<b>Section:</b>	Engineering Services				
<b>Location:</b>	Exmouth, Western Australia				

## 2. Reporting Relationships

<b>Reports to:</b>	Supervisor Civil & Waste Services or Supervisor Parks & Amenities depending on predominance of work location
<b>Internal relationships:</b>	CEO/Executive Services Corporate Services Infrastructure Services Community and Economic Growth
<b>External relationships:</b>	General Public
<b>No of Direct Reports:</b>	Nil

## 3. Value Statement

Embrace and promote the values of integrity, accountability, respect and innovation.

- **Integrity**  
We act with care and diligence - making decisions that are honest, impartial, timely and based on all relevant information.
- **Accountability**  
We use Shire resources in a responsible and accountable manner that ensures the efficient, effective and appropriate use of resources and information.
- **Respect**  
We treat people with dignity, fairness and recognise their interests and rights.
- **Innovation**  
We strive for continuous improvement, embrace change and challenge the status quo.

## 4. Role Purpose

Reporting to the relevant Supervisor within the Engineering team, the Engineering Labourer will be working within a team environment to ensure that the operations of the Engineering portfolio across the Shire of Exmouth is delivered in a safe and efficient manner.

## 5. Key Objectives

Operate and perform key functions of Engineering Labourer to a high standard under general direction of the Supervisor.

Work effectively in a team environment and in conjunction with all staff and supervisors.

Be responsible for the safe operation and maintenance of plant/equipment and vehicles used to perform the role.

## 6. Key Responsibilities

### ENGINEERING SERVICES

Perform the key functions of Engineering Services, including but not limited to:

- Road surfaces, Footpaths and Kerbs reinstatement.
- Paving, Line marking and Bitumen works.
- Drainage.
- Fencing and Safety Barriers.
- Guide posts.
- Herbicide use.
- Tree management.
- Maintenance of parks, gardens, town street verges and recreation areas.

### OTHER

Carry out mechanical pre-starts on all plant and equipment to an acceptable standard.

Any other duties consistent with the level of this position.

## 7. Behavioural Capabilities

Works to agreed priorities, outcomes and resources and is responsive to changes in requirements.

Shares information with own team, seeks input from others, contributes to team discussions and ensures others are kept informed.

Takes responsibility for completion of work and seeks guidance when required, takes initiative to progress work when required

Seeks self-developmental opportunities, willing to learn new approaches, acquire new capabilities and knowledge.

## 8. Risk Management and Workplace Health and Safety

Participate, contribute and demonstrate personal commitment to safe practice that is compliant with Duty of Care requirements under the Work Health & Safety Act 2020 and relevant regulations and guidance notes. These include but are not limited to the following:

- Working with care to ensure their own safety and health and that of others are not negatively impacted;
- Consulting and cooperating with the managers and supervisors on relevant health and safety matters;
- Participating in the development of safe work procedures and follow them;
- Participating in training as made available by the Shire;
- Using equipment properly as prescribed and report any faults/damage;
- Using personal protective equipment as directed;
- Identify potential hazards and take appropriate action in accordance with policies and procedures;
- Reporting hazard and incidents to their Supervisor/Manager; and
- Participating in your return to work plans with applicable.

## 9. Other Requirements

Understands the responsibilities of Equal Opportunity and Discrimination legislation in the workplace, supports diversity and a culturally sensitive workforce.

Adheres to the Code of Conduct and other workplace policies and procedures and behaves in an honest, professional and ethical way.

## 10. Qualifications and Work Experience

### Essential

- Year 10 certificate or equivalent.
- A minimum of 2 years' experience on a variety of plant and machinery used in civil construction, road maintenance and/or parks and gardens.
- Current Medium Rigid ('MR') class driver's licence with the capacity and commitment to secure a Heavy Rigid ('HR') class.
- Competency tickets for light and heavy plant including but not limited to Front End Loader, Skid Steer Loader, Excavator, Roller, Grader, chainsaw, chemical application and handling and traffic management.
- Demonstrated experience in plant and equipment handling, in particular ride on lawn mower, brush cutter, tractor and slasher.
- Ability to obtain Blue Card or White Card ('Safety Awareness Training Card' accredited by WorkSafe).
- Ability to work within a team environment.
- Ability to demonstrate and support the values of the Shire of Exmouth.



### Desirable

- Knowledge and understanding of general civil engineering activities undertaken by Local Government.
- Developed knowledge & experience of materials used for road construction and maintenance works.
- Highly developed precision trade skills using engineering materials, construction techniques, plant and machinery.
- Certificate in Horticulture or Landscaping.

### Mandatory Requirements

- Hold a current national Manual "C" class driver's licence.
- Valid Australian Work Rights.

## 11. Authorisation Process

Authorisation Process			
Title:	Print Name:	Signature:	Date:
Manager HR& Governance	Kathleen Fish		28/9/2022
Executive Manager	Mike Richardson		28/9/2022
Employee			

*Note: The requirements and responsibilities in this position description are a general guide only and are not all inclusive. The Position Description may be reviewed at any time based on operational requirements.*