

# GENERAL LABOURER, INFRASTRUCTURE MAINTENANCE

## POSITION DESCRIPTION

<b>Position Title:</b>	General Labourer, Infrastructure Maintenance
<b>Responsible To:</b>	Work Group Leader, Roads & Stormwater Maintenance
<b>Council Portfolio</b>	City Shaping
<b>Council Program:</b>	City Operations
<b>Classification Level:</b>	CSE Grade 3

### Overview of Portfolio

The City Shaping Portfolio leverages and celebrates our role as a Capital City Council and delivers the services that protect our heritage, Park Lands and urban environment and demonstrates our environment leadership now and into the future.

### Overview of Program

The City Operations Program ensures our city's assets, including streets, parks and other public spaces are attractive, clean, well-presented and maintained so we all have a city to enjoy and be proud of.

### Key Relationships / Interactions

<b>Internal</b>	Employees across the City Operations Program City of Adelaide (CoA) employees across all Portfolios, Programs and Corporate Teams
<b>External</b>	Contractors to the Organisation Service Authorities City users, rate payers and stakeholders Emergency Services

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<p><b>Primary Purpose</b></p>	<p>As part of the Infrastructure Maintenance Team the General Labourer shall;</p> <ul style="list-style-type: none"> <li>• Carry out basic labouring duties associated with the delivery of civil construction and maintenance programmed works including but not limited to roads and footpath maintenance.</li> <li>• Assist with basic measuring and calculations associated with daily operations and materials ordering.</li> <li>• Assist as required in administrative processes and to carry out daily basic administrative documentation. Ensuring that all work is carried out safely within the area of responsibility and conforms to appropriate Corporation policies and legislative requirements.</li> </ul>
<p><b>Responsibilities</b></p>	<p>The General labourer is responsible for;</p> <ul style="list-style-type: none"> <li>• Carrying out manual tasks as directed in a safe manner.</li> <li>• Assist with basic measuring and calculations associated with daily operations and materials ordering.</li> <li>• Unloading equipment and materials.</li> <li>• Brick Paving, Base preparation, asphalt maintenance and other tasks within the civil maintenance discipline.</li> <li>• Developing specialist skills, which may involve additional training.</li> <li>• Understanding and following safe work practices.</li> <li>• Keeping the worksite clean.</li> <li>• Use of mobile technology.</li> </ul>

**Responsibilities for all employees**

- Model and champion an inclusive, respectful, and ethical workplace culture, aligned with our CoA values and Employee Behavioural Standards, actively promoting equal opportunity, diversity and equity.
- Adhere to organisational policies and WHS requirements while promoting a safe, inclusive environment that safeguards both physical and psychological wellbeing for self and others.
- Promptly report WHS incidents or near misses and use equipment, supplies, and personal protective equipment safely and responsibly.
- Adhere to security and safety requirements (physical and cyber) by following secure information/data handling practices and procedures that support and secure our systems.
- Proactively identify and report any cyber security risks, breaches, incidents, or suspicious activity such as phishing, unauthorised access, or mishandling of information.
- Complete all mandatory training and ongoing professional development.

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## Position Criteria






<b>Qualifications</b>	<p>Demonstrated experience within the civil construction and maintenance industry.</p> <p>Medium Rigid Truck licence</p> <p>Work Zone Traffic Management licence</p> <p>White Card</p>	<b>Essential</b>
	<p>Certificate in Civil Construction</p> <p>Heavy Rigid Truck licence</p> <p>LE - Excavator</p> <p>LS - Skid Steer licence</p> <p>LL - Roller</p> <p>LF - Forklift</p>	<b>Desirable</b>
<b>Technical Knowledge &amp; Experience</b>	<p>Demonstrable knowledge of working around specialised machinery used in the construction and maintenance industry.</p> <p>Sound practical knowledge of the fundamental nature of construction practices, products and techniques employed in the construction and maintenance of civil / municipal infrastructure.</p> <p>Carry out basic labouring duties associated with the delivery of civil construction and maintenance programmed works.</p>	<b>Essential</b>
<b>Innovation &amp; Initiative</b>	<p>Self-motivated, results oriented and able to initiate actions to ensure objectives are achieved.</p>	<b>Essential</b>
<b>Resource Management &amp; Decision Making</b>	<p>Ability to prioritise and be flexible when responding to changing priorities and demands.</p>	<b>Essential</b>
<b>Professional Development</b>	<p>A commitment to ongoing professional development and continuous learning.</p>	<b>Essential</b>
<b>Customer Commitment &amp; Integrity</b>	<p>Excellent customer service skills, including the ability to effectively liaise and engage with members of the public and community groups.</p> <p>Demonstrated high level skills in dealing confidently and courteously with people both internally and externally.</p>	<b>Essential</b>
<b>Collaboration &amp; Communication</b>	<p>Capacity to work independently with minimal direction and collaboratively in a team environment.</p> <p>Experience dealing with members of the public and community groups.</p>	<b>Essential</b>
<b>Administrative Skills</b>	<p>Working knowledge of administrative activities.</p> <p>Assist as required in administrative processes and to carry out daily basic administrative documentation.</p> <p>Assist with basic measuring and calculations associated with daily operations and materials ordering.</p>	<b>Desirable</b>
<b>Government Experience</b>	<p>Experience working in a government environment.</p>	<b>Desirable</b>

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## Our Values

Our values will guide us towards becoming a stronger, more effective organisation with a positive and mutually beneficial work environment for everyone.

	<p><b>Achievement</b></p> <ul style="list-style-type: none"> <li>• Deliver what matters</li> <li>• Ensure clarity of direction and unity of purpose</li> <li>• Inspire excellence and strive for outstanding results</li> </ul>
	<p><b>Collaboration</b></p> <ul style="list-style-type: none"> <li>• Work together to build successful teams and partnerships</li> <li>• Be open, inclusive, and share knowledge</li> <li>• Seek, provide, and act on feedback</li> </ul>
	<p><b>Customer Commitment</b></p> <ul style="list-style-type: none"> <li>• Know your customers and put them first</li> <li>• Listen to and understand customer needs</li> <li>• Be responsive, close the loop and deliver on promises</li> </ul>
	<p><b>Integrity</b></p> <ul style="list-style-type: none"> <li>• Own your actions, successes and mistakes</li> <li>• Act with transparency, honesty, and respect</li> <li>• Do what you say you will do</li> </ul>
	<p><b>Innovation</b></p> <ul style="list-style-type: none"> <li>• Look for ways to improve and create positive change</li> <li>• Think broadly and take a wider viewpoint</li> <li>• Be responsive to new ideas and opportunities</li> </ul>

## Special Conditions

- Performance will be based upon the delivery of the agreed goals recorded in your Performance Review documentation.
- Some out of hours work may be required in order to meet the requirement of the role.
- An unencumbered South Australian Drivers Licence may be required.
- A satisfactory Police Clearance may be required.
- A satisfactory Medical Clearance may be required.
- Where applicable, I have reviewed and understand the delegations associated with this position.

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## Physical Demands

<b>Task</b>	<b>General Labourer/Civil Construction</b>
<b>Work Area</b>	<b>Various</b>
<b>Physical Demand Rating</b>	<b>Medium Work</b>

The below table summarises the physical demands of this role.

Physical Demand	O	F	C	Description	FCA Notes
Sitting		✓		Driving and operating plant & machinery	<b>Critical Range of Motion:</b> Shoulder to 180° flexion. <b>Lift Capacity:</b> Up to 20kg. <b>Push / Pull Force:</b> Moderate to heavy force at times. <b>Shift Duration:</b> Various times. <b>Environmental Factors:</b> Working outdoors parks, footpaths and roads. <b>Task Rotation:</b> Can change posture regularly. Some sustained postures at times at ground level or operating bobcat. <b>PPE:</b> Steel cap boots, hearing and eye protection. High visibility long sleeve clothing and gloves as needed. Some site/task specific equipment (e.g. hard hat).
Standing			✓	Various surfaces	
Walking			✓	Short distances mostly	
Climbing	✓			On / off heavy plant	
Push / Pull		✓		Hand controls, using equipment, digging	
Squatting		✓		Accessing ground level	
Gripping			✓	Hand controls, hand tools, equipment	
Forward Reach		✓		Digging and use of hand tools	
Lift		✓		Up to 20kg equipment, tools and supplies. Mechanical lifter for heavier items	
Carry		✓		Tools and materials up to 20kg	

O = Occasional (1–33%), F = Frequent (34–66%), C = Constant (67–100%)

### Manual Handling Functional Capacity:

- Lifting, carrying and holding up to 20kg to waist level
- Push / pull force up to 15kg
- Frequent gripping and handling
- Frequent forward reaching
- Frequent squatting, bending, kneeling when at ground level
- Frequent accessing ground level

## Agreement

This Position Description is only descriptive of the type of duties to be undertaken by you during your employment and you accept the Corporation may require you to carry out any duties which are within your skills and competence.

**\*\* Electronic Offer\*\*** By accepting your letter of offer electronically you are agreeing to the work profile / job description attached to your offer.