

# GENERAL LABOURER (YARD HAND)

## POSITION DESCRIPTION

<b>Position Title:</b>	General Labourer (Yard Hand)
<b>Responsible To:</b>	Leading Hand, Mechanic
<b>Council Portfolio</b>	City Shaping
<b>Council Program:</b>	City Operations
<b>Classification Level:</b>	CSE Grade 1

### 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 and Programs
<b>External</b>	Contractors to the Corporation Service Authorities City users, rate payers and stakeholders

# A unique team creating an extraordinary city



## Primary Purpose

The primary purpose of the role of General Labourer (Yard Hand) is:

- Assisting trade qualified mechanics in the service, repairs and maintenance of CoA's Plant and Fleet in compliance with all Work Health and Safety procedures.
- Support the workshop operations by delivering and picking up parts and equipment and other duties as required.
- Provide support to the Workshop area by carrying out general housekeeping duties.

## Responsibilities

The General Labourer (Yard Hand) is responsible for:

- Assist with daily operations and materials ordering for maintenance activities.
- Ensure all work is carried out safely within the area of responsibility and conforms to appropriate CoA policies, guidelines and processes and legislative requirements.
- Provide accurate and timely customer service to all internal/external customers.
- Participate in regular performance development plans and reviews
- Work cooperatively in the team environment.
- Carry out any other duties within your capacity as directed by your work group leader or leading hand.
- Ensuring that they communicate effectively with other team members.
- Understanding the organisation's OHS&W and injury management policy and procedures and undertaking your role in these.
- Supporting the application of and demonstrably engaging in the CoA's Equal Employment Opportunity, cultural diversity and ethical practice policies.

## 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.

# A unique team creating an extraordinary city



## Position Criteria






<b>Qualifications</b>	C Class Driver's License	<b>Essential</b>
	Forklift License	<b>Desirable</b>
<b>Financial Skills &amp; Acumen</b>	Knowledge of purchasing & procurement functions	<b>Essential</b>
<b>Technical Knowledge &amp; Experience</b>	Sound practical knowledge of the fundamental nature of a Working Depot, practices and procedures in plant operations and general yard duties.	<b>Essential</b>
<b>Innovation &amp; Initiative</b>	Self-motivated, results oriented and able to initiate actions to ensure objectives are achieved.	<b>Essential</b>
<b>Resource Management &amp; Decision Making</b>	Ability to manage day to day activities.	<b>Essential</b>
<b>Professional Development</b>	A commitment to ongoing professional development and continuous learning.	<b>Essential</b>
<b>Customer Commitment &amp; Integrity</b>	Demonstrated high level skills in dealing confidently and courteously with people both internally and externally.	<b>Essential</b>
<b>Collaboration &amp; Communication</b>	The ability to build and maintain cross team relationships.	<b>Essential</b>
<b>Administrative Skills</b>	Effective written and communication skills	<b>Essential</b>
<b>Government Experience</b>	Experience working in a government environment.	<b>Desirable</b>

# A unique team creating an extraordinary city



## 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>

# A unique team creating an extraordinary city



## 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 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

## Physical Demands

<b>Role</b>	<b>General Labourer (Yard Hand)</b>
<b>Work Area</b>	<b>London Road Depot - Workshops</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 council vehicles	Critical Range of Motion: Shoulder to 160° flexion.
Standing		✓		Variable terrain	
Walking		✓		Short distances mostly	
Climbing	✓			In and out of vehicles	Lift Capacity: Up to 20kg.
Push / Pull	✓			Using hand tools and equipment	Push / Pull Force: Moderate to high.
Squatting	✓			Assisting in mechanical repairs	Environmental Factors: Working indoors mostly, some outside work at the depot and council properties.
Gripping		✓		Driving vehicles, using hand tools and equipment, lifting hazards	Task Rotation: Able to vary posture and position at times.
Forward Reach	✓			Completing repairs, accessing plant and equipment	PPE: Specific for work area i.e. steel cap boots, high visibility long sleeve clothing and gloves as needed. Some site/task specific equipment (e.g. hard hat).
Lift	✓			Equipment and hazards up to 20kg	
Carry	✓			Equipment and hazards up to 20kg	

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

# A unique team creating an extraordinary city



Summary: The work role involves various work tasks assisting the teams and rectifying hazards and damage.

<p><u>The work involves at times:</u></p> <ul style="list-style-type: none"> <li>• Sustained posture sitting driving</li> <li>• Driving a council vehicle</li> <li>• Inspecting and rectify hazards</li> <li>• Climbing in and out of the vehicle</li> <li>• Delivering &amp; pick up of parts</li> <li>• Ad-hoc repairs and rubbish removal</li> <li>• Placing out barriers, signage, temporary ramps and covers</li> </ul>	<p><u>Manual Handling Functional Capacity:</u></p> <ul style="list-style-type: none"> <li>• Lifting equipment, and tools up to 20kg</li> <li>• Climbing in and out of vehicles</li> <li>• Moderate to high push force (up to 20kgf)</li> <li>• Accessing ground level, repeated squatting and kneeling</li> </ul>	<p><u>Physical Work Demands include:</u></p> <ul style="list-style-type: none"> <li>• Driving a vehicle (Very Light Work)</li> <li>• Handling equipment and machinery (Medium Work Category)</li> <li>• Hazard Repairs (Medium Work)</li> <li>• Item – Hazard Pick up (Medium Work)</li> <li>• Oil Spill Clean Up (Medium Work)</li> <li>• Sweeping and cleaning (Medium Work)</li> <li>• Hazard Inspection (Light Work)</li> </ul>
--	---	---

**\*This is a general statement regarding the physical requirements of the role. The inherent physical requirements are underpinned by Job Dictionaries, which can be accessed by contacting the MySafety Team (OSCAR).**

## 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.