Lithgow CITY COUNCIL	**Position Description**
Position Title **Position No.** **Division** **Section** **Reports to**	**Labourer** 9115 Infrastructure Services Works Works Coordinator – Rural
Current Status **Band/Level** **Grade** **Step**	Permanent Band 1 Level 2 Grade 2 Entry Level to Step 4
Last Reviewed	August 2026
Conditions of Employment	The employee will work according to conditions provided under the *Local Government (State) Award* as varied from time to time, and the Council Policies/Systems including, but not restricted to: * Council's Salary Administration System * Council's Code of Conduct * Equal Employment Opportunity * Equity & Access to Training * Performance Appraisal
Work Health and Safety (WHS)	The employee who occupies this position must abide by Council's WHS policies and procedures as described in Council's WHS Manual. The employee must participate in the completion of relevant WHS/Risk documentation and take all reasonable and practicable steps for their own health and safety and of others affected by their actions at work.

Position Summary

This position is primarily responsible for performing general duties relevant to Council's operations according to work instructions and any other duties requested by the Works Coordinator.

Specific Duties and Responsibilities

- **Lay Pipes**
  - Set out site
  - Repair pipes
  - Lay pipes

- **Maintain/Operate Plant and Equipment**
  - Maintain Plant and Equipment
  - Operate Plant and Equipment

- **Produce Concrete Structures (eg. footpaths, drives, retaining walls)**
  - Set up structures
  - Construct structures

- **Control Traffic**
  - Setup Traffic Procedures (as per relevant Traffic Control Plan for specified work project)
  - Maintain Traffic Flow
  - Report Traffic Problems.

- **Perform Roadworks**
  - Setup for Work
  - Construct/Maintain Road

Core Duties and Responsibilities

Following is a list of duties and responsibilities that are required in this position, as well as other positions within the organisation;

- Processing Customer Enquiries
  - Receive customer enquiries is a courteous and efficient manner
  - Research, assess and respond to customer enquiry within an appropriate timeframe

- Complete Time Sheets / Leave Applications
  - Complete Time Sheets
  - Complete Leave Forms

- Work Health and Safety Responsibilities
  - Follow Council's WHS policies and procedures as instructed
  - Ensure their actions do not adversely affect the health and safety of themselves or any other person
  - Report all WHS hazards and incidents to their supervisor as soon as possible

- Participate in all required WHS training
- Follow all reasonable directions from supervisors, managers, and others in regard to safety
- In consultation with relevant workers, ensure WHS risks associated with all stages of construction are assessed and WHS considerations are prioritised in all construction planning decisions, as far as reasonably practicable.
- Ensure a Project WHS Management Plan is developed or reviewed by Council, for all projects valued at over $250k.
- Ensure current SWMSs are followed for all high-risk construction work.

- Recordkeeping Responsibilities
  - The incumbent is to undertake responsible and accountable practices for keeping full and accurate records and information for all corporate activities and decisions
  - Prioritise and complete allocated Recordkeeping activities

Supervisory Responsibilities

Nil Supervisory Responsibilities.

Signatures

I agree to the requirements of this Position Description.

_____ _____
Employee Date

_____ _____
Supervisor Date

_____ _____
Manager Date

Selection Criteria

Essential

- Class C Drivers Licence
- WH&S Induction for Construction Work (Whitecard)
- Previous labouring experience
- Traffic Control Ticket (Stop/Slow)
- Traffic Control Ticket (Apply Traffic Control Plans)
- Demonstrated commitment to the principles of honesty and integrity
- Demonstrated commitment to and understanding of WHS

Desirable

- Trades assistant experience
- Previous plant operation experience
- First Aid Certificate
- Previous experience with concrete set out