POSITION DESCRIPTION

POSITION TITLE:	Labourer (Casual)
CLASSIFICATION:	Band 1 Level 4
DEPARTMENT / DIRECTORATE:	Works / Assets and Infrastructure
PRIMARY LOCATION:	Barham / Moulamein

POSITION OBJECTIVES

The objective of this role is to carry out general labouring duties associated with road construction, road maintenance, town maintenance and road drainage duties in accordance with Murray River Council's works program, policies, procedures and safety requirements.

KEY RESPONSIBILITIES

At MRC, responsibility focuses on defined roles and processes that must be in place to achieve accountability.

This role will be responsible for undertaking the following:

- Carry out general labouring and plant operation activities including, but not limited to:
  - Trenching
  - Backfilling
  - Laying pipes, culverts
  - Forming kerb and guttering
  - Vegetation clearing
  - Painting assets, road furniture, survey pegs
  - Replacing/repairing signs, guideposts
  - Gutter clearing
- Immediately report any faults/plant defects requiring maintenance and/or servicing to the Workshop
- Operate Council's two-way communication system responsibly and correctly
- It is expected there be allocated duties not specifically mentioned in the documents, but within the capacity, qualification and experience normally expected from persons occupying positions at this classification and the Local Government (State) Award 2026.
- Contributes and participates in annual performance reviews and discussions.
- Ability to participate in performance discussions and willing to give and receive constructive feedback.

ORGANISATIONAL RELATIONSHIPS

Reports to:	Works Superintendent - West
Direct Reports:	Nil
Internal Liaisons:	All Staff MRC Leadership Team Council Departments

External Liaisons: External Stakeholders
Contractors

KEY ACCOUNTABILITIES

Accountabilities align to the key services council must provide both internally and externally.
This position contributes to the business unit portfolio accountabilities.

JUDGEMENT AND DECISION MAKING

- Undertake allocated duties in accordance with supervisor instructions, established procedures and safe work practices.
- Apply practical judgement when undertaking routine labouring and maintenance activities.
- Guidance and advice would usually be available from the relevant supervisor within the time required to make a decision.

SPECIALIST KNOWLEDGE AND SKILLS

- Ability to use technology, and follow relevant policies, procedures, processes, regulations, and precedents relevant to the unit.
- Well-developed organisational skills with the ability and willingness to adapt within a team environment of fluctuating workloads and changing priorities in order to meet operational outcomes.
- Experience in Microsoft Office 365 including Outlook, Word, Excel and willingness to learn additional programs as required.
- Ability to safely use hand tools, power tools and equipment relevant to the position.
- Ability to understand and follow work instructions, procedures, SWMS, risk assessments and safe work practices.
- Ability to undertake allocated duties under appropriate supervision and work effectively as part of a team.
- Demonstrated problem solving skills.

INTERPERSONAL SKILLS

- Effective verbal communication skills and the ability to understand and follow instructions.
- Ability to communicate respectfully and effectively with supervisors, colleagues, contractors and members of the public.
- Ability to work cooperatively as part of a team and contribute to a positive workplace.

WORK HEALTH AND SAFETY

- 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.
- Correctly use and maintain required personal protective equipment (PPE).
- Participate in pre-starts, toolbox meetings, risk assessments and other safety consultation activities as required.

QUALIFICATIONS AND EXPERIENCE

- National Police Check
- Pre-employment Medical

KEY SELECTION CRITERIA

1. Demonstrated ability to work effectively in a team environment under supervision
2. Ability to safely use hand tools, power tools and equipment associated with general construction and maintenance activities.
3. Ability to show initiative, identify tasks that need to be completed and take a proactive approach to work, while following instructions and working safely.
4. Demonstrated ability to undertake general labouring and physically demanding outdoor work safely and effectively.

Council vision and values

Murray River Council's vision is to enable a healthy, liveable and prosperous community.

Our mission is to work with each of our unique communities to foster economic growth and prosperity, support community health and wellbeing, and protect and enhance our environment.

While planning effectively for the future to ensure appropriate infrastructure and services that will support quality lifestyles and provide recreational opportunities for our Murray River community (for all ages).

We have four core values that drive us and our behaviours.

Murray River Council values and behaviours

RESPECT	ACCOUNTABILITY	INTEGRITY	SUSTAINABILITY	EXCELLENCE
Building trust to foster positive relationships that create an inclusive and supportive workplace and community.	Taking responsibility for decisions and actions and being transparent about processes and outcomes.	Acting honestly and ethically in all council activities.	We promote sustainability by committing to practices that support the long-term health of the environment, economy and society.	We demonstrate excellence by committing to high standards in the delivery of all our services.

Organisational Expectations

As a member of the Murray River Council Team, we expect you to respect and undertake the following activities:

Vision, Mission, Values	• Abide by and actively live Council's Vision, Mission and Values.
Dignity & Respect	• Treat everyone in the workplace and community the way you would like to be treated, with kindness and courtesy. Ensure this is a part of every interaction you have.
Work, Health & Safety	• Adhere to relevant Work, Health & Safety policies and practices and carry out responsibilities outlined in Council's Safety Management Plan.
Risk Management	• Read, understand and comply with conditions as set out in the Risk Management Policy and undertaken all relevant risk management training.
Records Management	• Employees are responsible for capturing full and accurate records that adequately document business activities and support any decisions made at Murray River Council in the Corporate Record Management system.
Customer Service & Communication	• Ensure a high level of customer service through effective and efficient use of equipment. • Liaise with internal and external service providers and always represent Council in a positive and professional manner. • Commitment to meeting the needs of the customers (internal or external).
Code of Conduct & EEO	• Encourage and promote behaviours consistent with Council's Code of Conduct and create a positive and equitable work environment that is safe, flexible, fair, culturally appropriate, inclusive and free from discrimination and harassment.
Teamwork	• Treat all colleagues professionally and respectfully at all times. • Support other Department activities as required by Murray River Council's Delivery Plan.
Report writing	• Contribute to, complete or update Monthly Operational Reporting (MOR) as required. • Contribute to additional reporting as required.

Employee Declaration

I have read and understand the contents of the position description for my role and agree to work in accordance with the requirements of the position.

I understand that this position description may change with organisational requirements and the responsibilities and accountabilities outlined in the position description may vary from time to time.

INCUMBENT: .....

Signature & Date

.....

Name