

# CIVIL SERVICES LABOURER



<b>Position:</b>	<b>Civil Services Labourer</b>
<b>Classification Level:</b>	Level 1.1
<b>Location:</b>	Palumpa
<b>Reports to:</b>	Civil Services Supervisor

## Organisation

The West Daly Regional Council commenced operations on 1 July 2014 as part of local government reforms in the Northern Territory. The Regional Council includes the communities of Peppimenarti, Palumpa and Wadeye and surrounding homelands and has a population of over 3,000 residents.

Council delivers core local government services such as municipal, civil and waste management and agency contracted services such as homelands, aged care and community night patrol.

## Attributes

**Service** – work performed is of the highest quality, innovative and solutions focused.

**Ethical** – applies the highest standards of integrity and ethical conduct.

**Attitude** – demonstrates a positive approach, appropriate behaviors and teamwork.

**Discretion** – makes appropriate decisions, sound judgements and communicates effectively.

**Safe** – work practices performed apply and promote Work Health Safety standards.

## Position

This position is primarily responsible for assisting in the delivery of core services that is to be delivered within the community and surrounding areas, maintenance of all Council assets, and ensuring they are in a condition that meets the minimum requirements of operation for the Community and surrounding areas, and other duties as directed by your Supervisor.

## Position Liaises with

<b>Internal</b>	<b>External</b>
Chief Executive Officer	Government Representatives
Executive team	Community Organisation Representatives
Community Service Managers	Local Government Association Of the Northern Territory (LGANT) staff
All Council Staff	Community members

## Duties

1. Assist in the general construction, maintenance and delivery of civil works services.
2. Assist in the general development, maintenance and delivery of parks and garden services.
3. Assist in the regular provision of waste removal services for Shire communities.
4. Travel to remote locations and surrounding areas when required, to perform civil service requirements and tasks as directed.
5. Advise the Civil Services Supervisor when plant and equipment is not working.
6. Maintain a safe working environment and ensure that relevant Workplace Health and Safety regulations are adhered to.
7. Carry out any other duties as directed by the Civil Services Supervisor and the Community Services Manager.

## Selection Criteria

### Essential

1. Previous experience in the civil service industry.
2. Ability to work with limited supervision and direction.
3. Ability and willingness to travel to remote communities and surrounding areas to perform civil service requirements and demands.
4. Personal integrity.
5. Good interpersonal skills and friendly disposition.
6. Sound knowledge of the principles of Workplace Health and Safety.
7. Must hold and maintain a current NT open drivers licence.

### Desirable

1. Previous experience in the construction/ civil works industry
2. Knowledge of building regulations and requirements.
3. Experience of working within a controlled work area, such as airstrip slashing and fencing repairs/
4. A current heavy rigid driver's licence.

## Approval/Agreement

This appointment is a casual position and the appointed applicant may be required to undergo a Police check. The position holder must be willing to adhere to Councils Code of Conduct, Conditions of Employment, Policies and Procedures.

  
Shaun Hardy  
Chief Executive Officer

I \_\_\_\_\_ have read, understood and agree to the above position description and accept the employment appointment.

\_\_\_\_\_  
(Signature)

\_\_\_\_\_  
(Date)