yass valley council
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Position Description

Skilled Labourer

Directorate	Infrastructure & Assets
Business Unit	Transport Infrastructure
Position Number	461016 461022 461019 461023 461020 461024 461021
Location	Council Works Depot, Yass
Award Band	Operational Band 1/Level 3
Salary Grade	Grade 2 - 4
Date position description approved	2 July 2020

Council Overview

Yass Valley Council is a local government organisation employing over 175 staff and with an annual budget of $50 million. Yass Valley Council (YVC) is managed by the Chief Executive Officer and three Directors. This management team ensures the continued delivery of excellent services and optimum infrastructure to residents and visitors. The three Directorates of YVC are Corporate and Community, Planning and Environment, and Infrastructure and Assets.

The Infrastructure & Assets Directorate comprises of Water & Wastewater, Engineering Services, Transport Infrastructure and Waste & Facilities. The role of Skilled Labourer is located within the Transport Infrastructure business unit.

Council Vision

To build and maintain sustainable communities while retaining the region's natural beauty.

Council Staff Values

Primary Purpose of the Position

This role carries out a variety of general and skilled labouring duties to assist in the delivery of road construction, maintenance and drainage including the operation of plant and machinery.

Key Accountabilities

- Assist in the delivery of road works through skilled and general labouring duties.
- Operate plant and/or equipment associated with road construction, maintenance and drainage.
- Undertake a variety of tasks which include manual handling and use of hand tools such as shovels, crowbars, brooms, rakes, hammers.
- Undertake traffic control.
- Ensure all work practices and processes relevant to the role are effective and efficient and propose improvements where appropriate.
- Ensure that vehicles are driven and operated in a safe and competent manner within all road traffic laws and regulations.

The Supervisor may direct the Officer to carry out other duties within the limits of the employee's skill, competence and training.

Organisational Accountabilities

Code of Conduct: Comply with the minimum standards of conduct expected of employees as set out in Council's Code of Conduct.

Customer Service: Present a positive image of Council and provide an effective service to Council customers, the community and internal customers.

Equal Employment Opportunity: Promote a workplace free from discrimination and harassment by treating all colleagues and customers with respect and professionalism without regard to background or irrelevant personal characteristics.

Policies and Procedures: Comply with all Council's policies, procedures and guidelines.

Workplace Health and Safety: Take reasonable care for the health and safety of self and others. Comply with any reasonable instructions, policies and procedures given by Council.

Key Challenges

- The ability to be flexible and adapt quickly to changing work environments and work teams as determined by work schedules.

Key Internal Relationships

Who	Why
Work team supervisor	Receive direction and support, provide advice and exchange information
All other staff	To foster team work and cooperation

Key Dimensions

Decision making

The role is expected to operate under direction to carry out duties assigned by the Supervisor compatible with employee's skills, competency and training.

The role is accountable for the quality, integrity and accuracy of work provided in the delivery of assigned projects and activities.

Reports to

Supervisor as relevant to works program.

Essential Requirements

- General Construction Induction (White Card).
- Demonstrated experience in and ability to carry out general construction and maintenance labouring duties.
- Current Traffic Controller and Implement Traffic Control Plans qualifications issued by the Transport NSW or willingness to obtain.
- A current class "C" drivers' licence.

Desirable Licences / Skills

- A current class "HR" licence is highly desirable and may attract salary at the maximum Grade of the position as referred to below.
- Excavator / Backhoe experience.

Approval History

Stage	Date	Comment	MagiQ Reference
Reviewed	2 July 2020	Convert to LGCF format	7984
Updated	31 March 2026	Updated position title and introduction paragraph as part of organisation restructure.	

Ownership and Approval

Responsibility	Role
Author	Manager Transport Infrastructure
Approver	Director Infrastructure & Assets