



Facilities Labourer

POSITION DESCRIPTION

Position Number:	3468	Position Status:	Permanent Full Time
Portfolio:	Communities and Environment	Classification:	QLGIA (Stream B) Level 3
Business Unit:	Environment and Facilities	Reports To:	Supervisor Facilities Management
Team:	Facilities Management	Revised:	June 2026
Human Resource Delegation:	Nil	Financial Delegation:	Band 6

General Position Statement:

This position supports Council's direction by performing a broad range of general and skilled labouring tasks as part of a multi-disciplined team responsible for the building maintenance of Council's built infrastructure assets in accordance with recognised standards.

Specific Responsibilities:

This position has the following responsibilities:

1. Provide assistance to tradespersons with daily tasks and safely perform a range of manual and semi-skilled labouring tasks including housekeeping of sites relating to maintenance and construction of Council owned facilities and public spaces.
2. Ability to undertake a range of building construction, maintenance and cleaning tasks with general supervision.
3. Safely and competently operate a Council vehicle, tools and equipment and maintain tools and equipment in good order and in accordance with the manufacturer's manual, work method statements and Council procedures.
4. Carry out instructions as given and make simple reports which may include taking photos and emailing to the Supervisor describing the condition of assets or items.
5. In conjunction with tradespersons, ensure all council facilities and surrounding areas are maintained to required standards and presented in a functioning, safe and sanitary condition.
6. Provide courteous and respectful customer service to both internal and external customers.



7. Maintain clear and accurate records that support service delivery, transparency, and good governance.
8. Always act as a role model for Council's Values and Behaviours at all times and display an elevated level of professional and ethical conduct.
9. Ensure a safe, healthy, and inclusive work environment by complying with workplace health and safety legislation, Council's WHS Responsibility Statements, and relevant policies and procedures.
10. Refer matters that may impact upon the business, Council and employees to the relevant Supervisor or Manager.
11. Undertake other relevant duties as directed, consistent with skills, competence and training.

Position Requirements:

Skills/Competencies

1. Experience performing a wide range of labouring and maintenance tasks under general supervision including working at heights.
2. Demonstrated knowledge and understanding of work undertaken in a building, construction and maintenance work environment, including knowledge of building codes, regulations and safety practices.
3. Experience using and maintaining hand and power tools and equipment consistent with knowledge, skills and training, meeting the principles of best practice and Council standards.
4. Experience working effectively and productively in a multiskilled team and the ability to understand and follow directions.
5. Good communication (verbal and written) including interpersonal skills to liaise effectively with internal and external stakeholders.

Mandatory Qualifications, Licences and Experience

1. Construction Industry Induction (White Card).
2. Possess and maintain a current manual motor vehicle driver's licence.
3. Possess or have the ability to obtain Working at Heights certificate.

Desirable Qualifications, Licences and Experience

1. Certificate II in Construction.
2. Experience in a local government environment.
3. Forklift and high risk EWP licence
4. First Aid Certificate.



5. Accredited Test and Tag Certificate
6. Asbestos Class B Licence.

Actions

1. **Values and Behaviours** – Behaviour aligned with Council's Values and Behaviours.
2. **Customer Service** – Focus on our customer/s needs.
3. **Code of Conduct** – Behaviour aligned with Council's Code of Conduct.
4. **Safety** – Carry out your duties in a safe manner.
5. **Project Management** – Commit to Council's Project Management ethos.
6. **Human Rights** – Respect, protect and promote human rights in your decision-making and actions.

Physical Requirements

1. Ability to work in an outdoor and office environment.
2. Ability to legally operate a motor vehicle under a "C" Class Licence.
3. Ability to complete a satisfactory Functional Capacity Evaluation.
4. The work is intermittently heavy, with periods of prolonged standing, stooping and crouching. The tasks must be performed meticulously and accurately.
5. While all attempts of mechanisation have been implemented to limit manual handling, awkward work postures do exist whilst performing the inherent tasks of this position.
6. This position is classified as medium work. The Dictionary of Occupational Titles defines medium work as: "exerting 9 kilograms to 23 kilograms of force occasionally, or 4.5 kilograms to 11 kilograms of force frequently, or greater than negligible up to 4.5 kilograms of force constantly to move objects. Physical demand requirements are in excess of those for light work".
7. During the course of normal duties the incumbent may be required to perform:
 - Constant dynamic standing/walking;
 - Walking uneven ground;
 - Climbing ladders; climbing in and out of trenches; climbing in and out of vehicles and plant machinery;
 - Frequent bilateral forward reaching;
 - Carrying and handling items up to 25kg occasionally and 35 kg rarely in the case of the whacker packer;



- Repetitive and sustained bending and stooped positions;
- Working in awkward postures, and occasionally in confined spaces;
- Constant handling of equipment, tools and materials;
- Constant static and dynamic balance.

Delegations and Authorisations:

Financial, Administrative and HRM Delegations may be applicable to this position and are detailed in the Delegations Corporate Register.

Legislative Sub-Delegations and Authorisations may also be applicable to this position and are detailed in the external public registers. Both registers are available on Council's knowledge library.

