

Position Title	Labourer (Casual) – Roads
Position Number	New Position
Division	Infrastructure Services
Salary Level	Level 2.1 – 3.4 based on qualification and experience
Reports to	Project Manager – Infrastructure Services

Position Objectives

Undertake the construction and maintenance of Norfolk Island Regional Council Roads and Roads' infrastructure, operate various tools, plant and equipment utilizing a high level of technical skill and expertise under guidance of experienced staff.

Key Accountabilities

Road Construction and Maintenance of Norfolk Island Regional Council Roads

Assist in the construction and maintenance of roads by:

- Undertake construction/maintenance of Roads and related infrastructure
- Attention to detail when working, ensuring plans and specifications are complied with
- Undertake safe and efficient operations of Council's heavy plant/equipment, competently and safely
- Carry out daily prestart checks on plant and equipment
- Erect road signage for construction or maintenance work, ensuring compliance requirements are met
- Complete documents such as daily time sheets, vehicle reports, inspection sheets, risk assessment forms accurately and within required time frames

Competencies

- Physical fitness and ability to perform manual tasks in various weather conditions
- Willingness to undertake training and follow verbal and written instructions
- Recent practical experience in (or interested in developing experience in) road construction and maintenance
- Demonstrated ability to work independently and as a team member, to prioritise workload and meet required timelines
- Proven ability to effectively and efficiently carry out verbal and written instructions
- Ability to communicate effectively and courteously with internal and external customers and the general public
- Demonstrated knowledge and commitment to applying Work, Health and Safety requirements
- Demonstrated numeracy, written and verbal communication skills sufficient to undertake administrative duties necessary for the role, ability to read safety instructions, plans, specifications
- Correctly use tools and equipment provided including all personal protective equipment, in accordance with manufacturer's instructions, Council's safety policies and procedures

<ul style="list-style-type: none"> Practical experience in general equipment maintenance, with the ability to perform regular preventative and routine maintenance on heavy plant and equipment – or interest in developing skills in this area 	
Qualifications and Skill	
<ul style="list-style-type: none"> Current C class drivers licence Current HR class drivers licence or ability to obtain within 6 months Current Construction Industry Induction card (White Card) or ability to obtain within 6 months Current First Aid certificate or ability to obtain Relevant licences or Verification of competency to operate heavy plant and equipment (Grader, excavator, front end loader, skid steer, roller and forklift) or ability to obtain Current experience with, or interest in road construction and maintenance Working at Heights ticket or ability to obtain Confine Space ticket or ability to obtain Chainsaw ticket or ability to obtain Basic mechanical aptitude - or interest in development 	
Acknowledgement	
<ul style="list-style-type: none"> This position description and associated information is not to be considered as a complete list of responsibilities and accountabilities, it is indicative of the position only. Continuing development, change and improvement of processes, practices, knowledge, skills and behaviours is expected at Norfolk Island Regional Council. People and positions develop over time and this position description is intended to facilitate this. It is highlighted that this position is a member of a team. The incumbent is expected to learn the roles and duties of others in the team and to assist team members when required, to guarantee quality outcomes with duties of a similar nature in road repairs and construction. 	
Date Authorised	May 2025