



LAUTOKA CITY COUNCIL

ROLE DESCRIPTION

ROLE TITLE: 9 x GENERAL LABOURS

CORPORATE INFORMATION

1. Position Level: Labour hourly rate
2. Remuneration: Salary will commensurate with qualification and experience (to be discussed during the interview). This is a contractual position with an initial period of three (3) years.
3. Duty Station: Dravuni Street, Depot, Lautoka.
4. Reporting Responsibilities;
 - a) **Reports to:** Team Leader Assests
 - b) **Liases with:** Maintenance Supervisor, Horticulturist, Director Planning & Development and all other Department Heads and Sub-Heads, Stakeholders, other agencies and NGO's
 - c) **Subordinates:** Depot workers.

ROLE PURPOSE

- The role provides day to day activities with Depot team and Operations.
- A General Labour assists in basic maintenance on various Council properties, drain cleaning and street sweeping works.

RESPONSIBILITIES

The General Labours is responsible for the following:

- Reports for duty regularly and timely with an established schedule of time Monday through Saturday – 48 hours of work starting 7.30am daily or otherwise rostered for shift work for 48 hours.
- Assist in drain cleaning, repairing rock lining drains, carpentry works, painting works, plumbing works and performing street sweeping works.
- Should be responsible enough for the proper use of tools, equipment, and materials and safely uses tools and equipment as assigned.
- Demonstrate good team work and continual positive effort to maintain effective working relationships with staff, volunteers, and management.

EXPECTED WORKING CONDITIONS:

- Must be able to perform strenuous physical work outside in the western Fiji weather, sometimes under unfavourable weather conditions and exposure to insects and brave natural calamities.
- Continual or prolonged periods of time bending, stooping, reaching, crouching, kneeling, crawling, digging, and lifting.
- Continuous communication and/or interaction with staff, volunteers, visitors, and management.
- Occasional weekend and/or holiday work required to meet departmental deadlines or to provide staff support for Depot workers.

KEY PERFORMANCE INDICATORS

Performance will be measured through the following indicators:

1. Time management.
2. Attendance and punctuality.
3. Performance with efficiency and ensuring accuracy.
4. Work ethics.
5. Standard of work.
6. Transparency and accountability.
7. Providing assistance and guidance on compliance requirements whilst not compromising requirements under the legislations and standards.

PERSON SPECIFICATION

In addition to *an appropriate qualification* (or equivalent relevant experience) the following Knowledge, Experience, Skills and Abilities required to successfully undertake this role are:

Knowledge and Experience

1. Have a formal education with 2 years' experience in providing assistance in building maintenance works.
2. Some knowledge of carpentry and plumbing works will be added advantage.
3. Previous experience in ability to operate hand and power operated tools and equipment utilized in all phases of building works (circular saw, power drills, etc.)
4. Ability to establish and maintain effective working relationships with subordinates, fellow supervisors, direct supervisors, volunteers, and co-workers
5. Ability to work independently as well as part of a team effectively.
6. Ability to work with a diverse staff and volunteer group.
7. Knowledge of building materials and desire to learn building related works.
8. Ability to learn and fulfil the Depot maintenance works requirements.

Skills and Abilities

1. Able to do some communication in oral and written.

2. Ability to work under pressure and deliver within timeframe.
3. Ability to handle difficult situations to achieve positive outcomes.

Personal Character

All applicants for employment in Lautoka City Council must be of good character, with a background that demonstrates their commitment to the civil service values contained in the Fijian Constitution. Applicants must also be Fijian Citizens, under the age of 60 years, in sound health, and with a clear police record. The selected applicant will be required to provide a medical certificate and police clearance prior to taking up duty.