# LABOURER

When hiring a new employee it is important to provide them with a position description outlining, among other things, the tasks the employee will be required to undertake and the skills and knowledge needed to perform the role.

The following template may assist employers in developing a position description. The template can be easily modified to meet the requirements of the business. Be advised that information contained in this template is general in nature. If you are unsure about how best to write a position description that is suited to your workplace, please call the Workplace Relations Advice Line on (03) 8662 5222.

## Contacting the Victorian Chamber of Commerce and Industry

The Victorian Chamber’s team of experienced workplace relations advisors can assist members with a range of employment, human resources and industrial relations issues.

Our experienced workplace relations consultants can also provide assistance to both members and non-members on a range of more complex matters for a fee-for-service. The consultants can, among other things, provide training to employees, conduct investigations and provide representation at proceedings at the Fair Work Commission.

For assistance or more information, please contact the Workplace Relations Advice Line on (03) 8662 5222.

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## POSITION DETAILS

|  |  |
| --- | --- |
| Position Title: | Labourer |
| Job Type: | Permanent full-time, Part-time, Casual |
| Hours of Work: | For example:  38 hours per week, Monday to Friday. |
| Reports to: | Project Manager |
| Award: | For example:  *[Building and Construction General On-site Award 2010](https://www.fwc.gov.au/documents/documents/modern_awards/award/MA000020/ma000020.htm" \o "MA000020 - Building and Construction General On-site Award 2010" \t "main)* |
| Date of Appointment: |  |

## POSITION REQUIREMENTS

|  |  |
| --- | --- |
| 1.Main Duties | ***Outline the key duties and responsibilities of the role.***  For example:   * Perform minor demolition work. * Conduct comprehensive site cleans which may include shovel work. * Assist trades people as directed. * Heavy lifting [specify range of weighs required to lift, i.e. 10-15kg]. * Manual handling within the specified guidelines. * Minor excavation work as instructed and supervised. * Operate power tools as required. * Display and actively observe a good knowledge of OHS site safety. * Work as part of a team and at times unsupervised. * Cooperate and participate in random drug and alcohol testing as required. * Communicate effectively and ensure instructions are understood. * Display a clean, presentable, reliable and professional approach to daily work. * Participate in the Annual Performance Review process. |
| 2. Qualifications | ***What qualifications are required for the role?***  For example:  Fork Lift Licence |
| 3. Skills | ***List the skills needed for the job.***  For example:   * Ability to operate required equipment in a safe and responsible manner |

Employee Signature: Date:

Employer Signature: Date: