

POSITION DESCRIPTION



We Value: **Respect** | **Communication** | **Fun & Humour** | **Pride** | **Trust** | **Teamwork**

POSITION DETAILS

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| POSITION TITLE | Labourer (Structures and Concrete) |
| DEPARTMENT | Engineering Services |
| POSITION STATUS | Permanent Full-time |
| AWARD | Queensland Local Government Industry (Stream B) Award – State 2017 |
| CLASSIFICATION | Level 2 - 3 |
| REPORTS TO | Structures and Concrete Supervisor |
| DELEGATIONS | As per Council's Delegation of Authority Register |

QUILPIE SHIRE COUNCIL VALUES

Everything Council does is underpinned by its values which define the culture of the Organisation and the behaviours that shape our interaction with the community and each other. Our values are **Respect; Communication; Fun and Humour; Pride; Trust and Teamwork.**

POSITION OBJECTIVE / OVERVIEW

To efficiently and effectively carry out general labouring tasks on Council's Road Construction, Maintenance and Concreting Projects and other miscellaneous works.

KEY ACCOUNTABILITIES / DUTIES

1. Perform general labouring tasks to support Council's maintenance, road construction and miscellaneous operations;
2. Fulfil the role of Crew Member by:
 - Ensuring correct and adequate roadworks signage is installed and maintained;
 - Ensuring timesheets are accurately completed on a daily basis;
 - Ensuring all work records are accurately recorded;
 - Ensuring the Workplace Health and Safety and Quality Plans/requirements are adhered to;
 - Contributing to camps being maintained in a safe, clean and proper manner;
 - Ensuring that plant is correctly and adequately maintained;
 - Ensuring all plant defects are recorded and promptly notified; and
 - Liaising with the Structure and Concrete Supervisor and/or the Director of Engineering Services as required.
3. Other duties and responsibilities as requested by the Structures and Concrete Supervisor or Director of Engineering Services within the skill set of the incumbent.

QUALIFICATIONS, KNOWLEDGE, SKILLS and EXPERIENCE

Essential

- Current General Construction Induction Card;
- Current Queensland 'C' Class Driver's Licence;
- The ability to obtain skills in the use of small plant;
- Fitness to undertake regular manual labour work;
- The ability to obtain skills to service and maintain all equipment in good condition;
- Sufficient communication skills to deal with members of the public and other Council officers; and
- The ability to provide support and undertake miscellaneous duties in mobile camps.

Desirable

- Current Queensland 'MR' or 'HR' (or preferably 'HC') Driver's Licence;
- Concreting experience; and
- Up to date knowledge of construction and maintenance techniques and approaches.

WORK ENVIRONMENT and PHYSICAL DEMANDS

Work duties are primarily performed in an outdoors environment and regularly exposed to changing weather conditions. Accordingly, the position requires the capability to work outdoors particularly in the hot and humid local climate. The position also requires the physical capability to perform manual labouring tasks that require the full range of human movement such as climbing, shoveling, lifting, bending, twisting, pushing, squatting, reaching and stretching.

The position also requires work to be undertaken in remote areas that will involve camping overnight. Accordingly, the incumbent will be required to contribute to camps being maintained in a safe, clean and proper manner.

ORGANISATIONAL ACCOUNTABILITIES

In addition to the key duties and responsibilities, the position incumbent is responsible and accountable for adhering to Council's Employee Code of Conduct, all Council policies and procedures, legislative requirements and supporting Council's overall Corporate Plan and objectives including our commitment to Workplace Health and Safety.

This position description has been designed to indicate the general nature and level of work performed by employees within this classification. It is not designed to contain or be interpreted as a comprehensive inventory of all duties, responsibilities and qualifications required of employees assigned to the role.

While this position description covers the key areas of responsibilities, day to day tasks and responsibilities may vary and be in addition to those listed above (reasonably within the limits of the employee's skills, competence and training).

ACKNOWLEDGEMENT

I hereby agree to abide by all Council's corporate requirements including policies and procedures and acknowledge that this position description outlines the overall responsibilities and duties that are to be carried out as part of this role of which I agree to perform to the best of my ability.

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|------------------------------|-----|
| Signature of Employee | |
| Print Name | |
| Date | / / |