

**BARCALDINE REGIONAL COUNCIL**  
**POSITION DESCRIPTION**

**POSITION TITLE: Labourer**

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- 1. LOCATION BASE:** Alpha and Jericho District, Barcaldine, or Aramac and Muttaborra District with Regional Work and Travel as required.
- 2. DIRECTION AND SUPERVISORY RESPONSIBILITY:**
  - 1) No supervisory responsibility;
  - 2) Work is performed under general supervision.
- 3. REPORTS AND PROFESSIONAL RELATIONSHIPS:**
  - 1) Directly to the Maintenance Supervisor, Construction Supervisor or Town Supervisor;
  - 2) May be required to take direction from the Senior Works Supervisor;
  - 3) Interacts with all Council Departments including Chief Executive Officer (CEO), Deputy Chief Executive Officer (DCEO), Chief Engineer, Senior Works Supervisors, District Managers, Maintenance and Construction Supervisors, Senior Management and Support Staff; Other Stakeholders and Members of the Public.
- 4. INDUSTRIAL INSTRUMENTS:**
  - 1) Queensland Local Government Industry (Stream B) Award – 2017 - Division 2 - Section 5; and
  - 2) Barcaldine Regional Council Certified Agreement 2018.
- 5. AWARD EMPLOYMENT STATUS:**
  - 1) Casual, Part Time or Full-Time - subject to operational requirements, Council's capacity to pay, and employee performance.
- 6. CLASSIFICATION LEVEL:**
  - 1) Level 3 as defined in the Queensland Local Government Industry (Stream B) Award Division 2 - Section 5 - Schedule 1 (Classification - Operational Services).
- 7. MAJOR OUTCOMES AND RESPONSIBILITIES OF POSITION**

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  - 1) Perform construction and/or maintenance activities, as directed by the Senior Works Supervisor, Maintenance Supervisor, Construction Supervisor or Town Supervisor to maintain and improve Council and community infrastructure;
  - 2) Successfully maintain a strong customer focus and provide superior customer service to ensure all stakeholders receive satisfactory outcomes from their dealings with Council;
  - 3) Cooperatively work in a team environment and effectively participate in a team by performing roles including but not limited to:
    - a. Gardening duties including mowing, spraying, pruning, whipper snipping etc.;
    - b. Cleaning duties including cleaning toilets, playground equipment, tables, chairs, pathways etc.; and
    - c. Emptying rubbish bins.
  - 4) Effectively participate in road maintenance and/or construction work by performing

- roles including but not limited to;
- a. Traffic control, including placement of signs and barricades as required; and
  - b. Manual handling tasks such as lifting, digging, raking, shovelling and the use of powered tools.
- 5) As solely determined by the relevant Supervisor and if lawfully licensed, successfully operate and maintain any vehicle/plant in a safe and efficient manner in accordance with legislated Transport requirements, operators' handbook, and BRC workshop guidelines;
    - a. Carry out daily inspections of plant and accurately complete fault sheets and incident reports if required;
    - b. Carry out normal maintenance checks to the standard as directed by the workshop supervisor;
    - c. Advise workshop supervisor of any faults and/or maintenance required;
    - d. Ensure that plant and tools are kept in good working order, kept clean and tidy and used correctly and in a competent manner; and
    - e. Complete accurate timesheets and plant sheets as required.
  - 6) Report any property damage or incidents to the relevant Supervisor and/or Officer;
  - 7) Undertake training in accordance with position requirements;
  - 8) Successfully maintain a strong customer focus and provide superior customer service to ensure all stakeholders including the general public receive satisfactory outcomes from their dealings with Council;
  - 9) Cooperatively work in a team environment, exchange information, gather ideas and collaborate with all internal and external stakeholders as required, contributing positively towards successful Project delivery;
  - 10) Maintain sound knowledge and understanding of relevant legislation, Council's systems, programs, processes and procedures in order to effectively undertake the responsibilities of this position;
  - 11) Successfully carry out obligations in regard to Council Policies and Procedures, Legislative requirements and compliance with Quality Assurance and Environmental management procedures relevant to this position;
  - 12) Be aware of, comply with and be able to access, all statutory workplace safety legislation and Barcaldine Regional Council WH&S Management System – BRC Safety Management System, WH&S policies and procedures;
  - 13) Promote safe working practices and maintain a safe work environment; and
  - 14) Successfully carry out other general laboring and construction and/or maintenance duties as may be necessary within skills, competencies and training.

## **8. SUPPORTING RESPONSIBILITIES**

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- 1) Provide support to other Districts as may be lawfully directed by the CEO within skills, competencies and training.
- 2) All employees must:
  - a. Observe all laws relating to their employment including but not limited to the ethics principles outlined in section 4 of the Public Sector Ethics Act 1994;
  - b. Conduct all duties in accordance with relevant statutory requirements, industry codes, practices and standards; and
  - c. Comply with Council's Employee Code of Conduct, Council plans, policies and procedures.

- 3) All employees must observe Section 13 of the Local Government Act 2009 as follows:

**Section 13.2 Responsibilities of local government employees**

All employees have the following responsibilities—

- (a) Implementing the policies and priorities of the local government in a way that promotes—
- (i) the effective, efficient and economical management of public resources; and
  - (ii) excellence in service delivery; and
  - (iii) continual improvement;
- (b) carrying out their duties in a way that ensures the local government—
- (i) discharges its responsibilities under this Act; and
  - (ii) complies with all laws that apply to local governments; and
  - (iii) achieves its corporate plan;
- (c) providing sound and impartial advice to the local government;
- (d) carrying out their duties impartially and with integrity;
- (e) ensuring the employee’s personal conduct does not reflect adversely on the reputation of the local government;
- (f) improving all aspects of the employee’s work performance;
- (g) observing all laws relating to their employment;
- (h) observing the ethics principles under the Public Sector Ethics Act 1994, section 4;
- (i) complying with a code of conduct under the Public Sector Ethics Act 1994.

## 9. SKILLS, KNOWLEDGE, EXPERIENCE AND QUALIFICATIONS

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### Essential

The Appointee will hold relevant skills, licences, qualifications and experience related to this Position including:

- 1) A current lawful Queensland Construction Safety Induction Card (White/Blue Card) or equivalent;
- 2) A current QLD Class “C” Car Drivers Licence, MR Licence desirable; and
- 3) Minimum 2 years’ experience in a similar role.

### Desirable

- 1) Experience Certificate(s) of Competency (or licences) for operation of relevant mechanical plant and be able to successfully pass all Verification of Competency (VOC) tests with Council;
- 2) Queensland Traffic Controller Licence or ability to gain;
- 3) Traffic Management Implementation Qualification or ability to gain; and
- 4) Previous recent experience in Local Government or with other government bodies desirable.

## 10. PHYSICAL REQUIREMENTS

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### Physical Demand Category

- |                                     |  |
|-------------------------------------|--|
| <input type="checkbox"/>            | Sedentary Work   |
| <input type="checkbox"/>            | Light Duty – Occasional lifting/ carrying of objects weighing up to 5kgs   |
| <input type="checkbox"/>            | Medium work – Occasional lifting/ carrying of objects weighing up to 10kgs |
| <input checked="" type="checkbox"/> | Heavy work – Occasional lifting/ carrying of objects weighing up to 20kgs  |

Labourer

**Audio Visual Demands**

<input checked="" type="checkbox"/> Peripheral Vision	<input checked="" type="checkbox"/> Hearing
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**Specific Actions Required**

This job may include:

Standing/Walking		Sitting		Driving	
<input type="checkbox"/>	None	<input type="checkbox"/>	None	<input type="checkbox"/>	None
<input type="checkbox"/>	Occasional	<input checked="" type="checkbox"/>	Occasional	<input type="checkbox"/>	Occasional
<input type="checkbox"/>	1-4 Hours	<input type="checkbox"/>	1-4 Hours	<input checked="" type="checkbox"/>	1-4 Hours
<input checked="" type="checkbox"/>	4-6 Hours	<input type="checkbox"/>	4-6 Hours	<input type="checkbox"/>	4-6 Hours
<input type="checkbox"/>	6-8 Hours	<input type="checkbox"/>	6-8 Hours	<input type="checkbox"/>	6-8 Hours

**Work Environment**

Attribute	Yes	No
Chemicals	<input checked="" type="checkbox"/>	<input type="checkbox"/>
Cold	<input checked="" type="checkbox"/>	<input type="checkbox"/>
Dampness	<input checked="" type="checkbox"/>	<input type="checkbox"/>
Fumes/Gases	<input checked="" type="checkbox"/>	<input type="checkbox"/>
Heat/Humidity	<input checked="" type="checkbox"/>	<input type="checkbox"/>
Heights	<input checked="" type="checkbox"/>	<input type="checkbox"/>
Noise	<input checked="" type="checkbox"/>	<input type="checkbox"/>

**Repetitive Motions**

<input checked="" type="checkbox"/> Simple Grasping	<input type="checkbox"/> Fine Manipulation	<input checked="" type="checkbox"/> Pushing & Pulling
<input checked="" type="checkbox"/> Finger Dexterity	<input checked="" type="checkbox"/> Foot Movement	

**This job will require the following:**

Action	Frequent	Occasional	None
Bending	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Squatting	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Climbing	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Twisting	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Reaching	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>

## 11. SELECTION CRITERIA

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Selection will be based on an assessment of an Applicant's ability to demonstrate their successful past performance, or their perceived abilities to be able to successfully perform and deliver services, against the following: -

- 1) Demonstrated recent experience in civil construction and/or maintenance;
- 2) Demonstrated ability to work under direct supervision whilst exercising initiative, judgement and enthusiasm;
- 3) Demonstrated ability to provide quality customer service;
- 4) Demonstrated knowledge or ability to gain an understanding of Quality Assurance and Environmental procedures;
- 5) Demonstrated ability to cooperatively work in a team environment, contributing positively to team operations;
- 6) Demonstrated effective communication skills (interpersonal, written and verbal);
- 7) Demonstrated ability to safely and effectively participate in hazardous manual tasks and labouring activities such as lifting, digging, shovelling and the use of powered tools; and
- 8) Demonstrated a good understanding of how to maintain a safe working environment, and commitment to Workplace Health and Safety policies and procedures.

### Additional requirements:

- Completion of a National Criminal History Check to Council's satisfaction; and
- Completion of a Pre-employment Medical Examination to Council's satisfaction.

## POSITION DESCRIPTION AUTHORISATION

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This position description is subject to change from time to time as Council's operational needs change and/or the organisation may be developed or restructured. Any such change shall be the subject of consultation with the position incumbent and others as may be deemed necessary or desirable.

### Chief Executive Officers Certification

This position description is authorised by:

\_\_\_\_\_ Date June 2020

**Steven Boxall**  
**Chief Executive Officer**

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**Employee Name:**

**Signature:**

**Date:**

Labourer