

## POSITION DESCRIPTION

### LABOURER

#### POSITION OVERVIEW

The focus of the role is to safely undertake the duties and responsibilities of a labourer within the Town Services team.

Employment Location:	Alpha Jericho, Barcaldine, or Aramac Muttaborra District; Regional Work and travel as required.
Industrial Instruments:	Queensland Local Government Industry (Stream B) Award – State 2017; Barcaldine Regional Council Certified Agreement 2022.
Classification Level:	Minimum Level 3.
Position Status:	Full Time Ongoing; Subject to Council's capacity to Pay, Funding and Employee Performance.
Accountable To:	Directly to the relevant Maintenance Supervisor, Construction Supervisor or Town Supervisor; May be required to take direction from the Senior Works Supervisor and Director of Works; Interacts with Chief Executive Officer (CEO), Asset Manager; Fleet Manager; District Managers, Other Senior Management and Support Staff; Other Stakeholders and Members of the Public; Work is performed under general supervision.
Supervisory Responsibility:	No supervisory responsibility.

## **KEY 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, weeding, edging, spraying, pruning, whipper snipping, and all other duties as directed by your supervisor;
    - Assist in the selection, ordering and planting of trees and plants;
    - Assist in the preparation and design of flower beds;
    - Monitor plant irrigation requirements and manage water use and application; and
    - Rubbish and litter removal.
  - b. Cleaning duties including:
    - Cleaning playground equipment, tables, chairs, pathways and Council facilities;
    - Scrubbing and sanitizing toilets, sinks, and kitchen fixtures;
    - Vacuuming, sweeping, and mopping floors of various types;
    - Dusting and cleaning furniture, ceilings, light fittings, countertops, vents;
    - Polishing furniture and room accessories as needed;
    - Washing and drying windows;
    - Emptying garbage bins and washing as required;
    - Refilling supplies such as toilet paper and paper towels;
    - Liaising with the Town Supervisor to ensure that you have sufficient cleaning products at all times;
    - Ensuring safe and sanitary storage and care of cleaning supplies;
    - Reporting any breakages that occur during the cleaning process; and
    - Informing the Town Supervisor of repairs that need to be done.
- 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 with the inclusion of the following:

- 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 Barcardine 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 labouring and construction and/or maintenance duties as may be necessary within skills, competencies and training.

## **SKILLS, KNOWLEDGE, EXPERIENCE AND QUALIFICATIONS**

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The appointee will hold relevant Licences, Qualifications and experience related to this Position including:

- 1) The Appointee must hold a current lawful Queensland Construction Safety Induction Card (White/Blue Card) or equivalent;
- 2) The Appointee must hold a current QLD Class "C" Drivers Licence, MR licence or higher is desirable;
- 3) Minimum 2 years' experience in a similar role;
- 4) Queensland Traffic Controller Licence or ability to gain;
- 5) Traffic Management Implementation Qualification or ability to gain; and
- 6) Previous recent experience in Local Government or with other government bodies desirable but not mandatory.

## PHYSICAL REQUIREMENTS

### Physical Demand Category

- Sedentary Work
- Light Duty – Occasional lifting/ carrying of objects weighing up to 5kgs
- Medium work – Occasional lifting/ carrying of objects weighing up to 10kgs
- Heavy work – Occasional lifting/ carrying of objects weighing up to 20kgs

### Audio Visual Demands

- Peripheral Vision
- Hearing
- Depth Perception
- Colour Discrimination

### 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"/>

### 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"/>

### Repetitive Motions

- Simple Grasping
- Fine Manipulation
- Pushing and Pulling
- Finger Dexterity
- Foot Movement

## **SELECTION CRITERIA**

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

- 1) Demonstrated recent experience in civil construction and/or maintenance;
- 2) Demonstrated knowledge and experience in horticulture and undertaking gardening maintenance activities;
- 3) Demonstrated ability to work under direct supervision exercising initiative, judgement and enthusiasm;
- 4) Demonstrated ability to provide quality customer service;
- 5) Demonstrated knowledge or ability to gain an understanding of WHS, Quality Assurance and Environmental procedures;
- 6) Demonstrated ability to cooperatively work in a team environment, contributing positively to team operations;
- 7) Demonstrated effective communication skills (interpersonal, written and verbal); and
- 8) 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.

## **ACKNOWLEDGEMENT**

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

<b>Authorised By:</b>	Chief Executive Officer
<b>Signature:</b>	
<b>Date:</b>	
<b>Employee Name:</b>	
<b>Employee Signature:</b>	
<b>Date:</b>	

## **ADMINISTRATIVE ACTION**

<b>Prepared By:</b>	HR	<b>Date Issued:</b>	17/10/2022
<b>Reviewed By:</b>		<b>Date:</b>	