



Schedule 2 – Position Description

Position:	Labourer
Incumbent:	Vacant
Position Number:	7027
Directorate:	Infrastructure
Team:	Civil Construction and Maintenance
Position Status:	Permanent Full Time
Classification:	Queensland Local Government Industry Award (Stream B) Level 3
Reports to:	Works Supervisor Isisford
Accountable for:	NA
Located:	Isisford
Revised:	March 2024

Our Vision

Connecting Council and Community

Our Mission

Delivering Excellent Services

Our Values

1. A Safe and Healthy Work Environment
2. Inclusiveness and Respect
3. Consistency and Fairness
4. Teamwork and Staff Development
5. Performance and Value for Money
6. Leadership and Collaboration
7. Sustainability
8. Forward-looking

Position Objective

This position will be required to perform safe and efficient operation, maintenance and use of assigned plant, equipment and materials, and associated labouring duties, as directed in the execution of Council's civil construction and maintenance activities.

Position Responsibilities

Functional Area	Key Accountabilities
Labouring Duties	<ul style="list-style-type: none">• Carry out a variety of manual and skilled tasks related to maintenance including but not limited to<ul style="list-style-type: none">○ Mowing○ Cleaning○ Brush Cutting○ Trimming Trees○ Removing Trash○ Sweeping○ Manual Digging○ Loading and Removing Rubbish○ Water and Sewage duties○ Assisting with Concreting• Assist in the Maintenance and cleaning of plant and equipment• Operate a variety of hand and power tools.• Carry out basic asphalt and bitumen labouring duties• Undertake training in accordance with council requirements.• Ensure that Councils Quality Assurance program is adhered to.• Carry out all duties in line with Councils' Workplace Health and Safety policies and procedures and adhere to any legislative obligations.• Other such relevant duties as required from time to time which would generally fall within the scope of this position as directed by your accountable supervisor or the Chief Executive Officer
Communication	<ul style="list-style-type: none">• Advise immediate supervisor of any faulty equipment and follow all adopted procedures in reporting of fault to Councils' Works Supervisor;• Communicate, solve and discuss work problems with other team members and Supervisor.• Assist with prompt responses to customer enquiries and project a helpful and positive image of Council and its staff.

Position Requirements

Skills and Attributes

- Physically capable of performing manual labouring duties.
- Sound communication skills both written and oral, with the ability to deal with all levels of the organisation and members of the public.
- Strong time management, organisation and planning with an ability to prioritise and meet critical timeframes.
- Basic numeracy skills to perform calculations relevant to duties.
- Ability to carry out basic asphalt and bitumen laboring duties and use power tools and machinery.
- Ability to operate a range of plant, machinery and equipment.

- Ability to follow directions and work with in a team environment.
- Ability to carry out machine operation, daily servicing checks and basic maintenance as per operators handbook and workshop guidelines.

Knowledge

- A thorough understanding of how to maintain a safe working environment with demonstrated experience in managing risks associated with road maintenance and construction.
- Sound knowledge of road regulatory and advisory signage.
- Sound knowledge of construction and maintenance techniques, including operational work practices and standards associated with the relevant work area.
- Basic knowledge of Quality Assurance requirements and best practice.

Mandatory Experience/Qualifications

- Current "MR" Class Drivers Licence.
- Construction White Card.
- Traffic Management Implementation.

Desirable Experience/Qualifications

- Control Traffic with a Stop Slow Bat.
- Plant competency including: Loader
- Experience in bitumen and asphalt duties.
- First Aid Certificate.

Delegations and Authorisations

NIL.

Physical Requirements

Physical Demand Category

- ☐ Sedentary Work
- ☐ Light Duty – Frequent lifting/carrying of objects weighing up to 5kgs.
- ☐ Medium Work – Frequent lifting/carrying of objects weighing up to 10kgs.
- ☒ Heavy Work – Frequent lifting/carrying of objects weighing up to 25kgs.

Audio-Visual Demands

- ☒ Depth Perception ☐ Colour Discrimination ☒ Peripheral Vision ☒ Hearing

Specific Actions Required

This job may include:

Standing/Walking

- ☐ None
- ☐ Occasional
- ☐ 1-4 Hours
- ☐ 4-6 Hours

Sitting

- ☐ None
- ☐ Occasional
- ☒ 1-4 Hours
- ☐ 4-6 Hours

Driving

- ☐ None
- ☐ Occasional
- ☒ 1-4 Hours
- ☐ 4-6 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 type="checkbox"/>	<input checked="" type="checkbox"/>
Heat/Humidity	<input checked="" type="checkbox"/>	<input type="checkbox"/>

☒ 6-8 Hours☐ 6-8 Hours☐ 6-8 Hours

Heights

☐☒

Noise

☒☐

Repetitive Motions

☒ Simple Grasping☒ Fine Manipulation☒ Pushing & Pulling☒ Finger Dexterity☒ Foot Movement

This Job Will Require

Manoeuvre	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 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"/>

☐ Plant operation with maximum seat rating of 150kgs

Workplace Health and Safety Obligations

All employees have a legal obligation to comply with regulatory requirements and LRC- SMS (*Longreach Regional Council's - Safety Management System*) incorporating WH&S policies, procedures and work instructions. These are introduced to ensure the health and safety of employees, contractors, visitors, volunteers, the public and the environment and remain compliant with Industry Benchmark Standards.

Employees of Longreach Regional Council have the following responsibilities for health and safety at work.

- Take reasonable care of their own health and safety and ensure that their actions do not adversely affect the health and safety of others.
- Comply with and follow all reasonable instructions for work health and safety (WHS) and cooperate with all reasonable WHS policies, procedures, guidance, instructions, and directions.
- To not intentionally or recklessly interfere with or misuse any substance or thing provided in the interests of WHS.
- Use Longreach Regional Council's WHS risk management approach, participate in risk assessments and assist in identifying and using control measures to eliminate or minimise WHS risks.
- Ensure safe work practices including operating and maintaining all machinery, equipment and plant in a safe way and holding licences and training where required.
- Report any worn out or defective tools or equipment or problems with tools and equipment.
- Comply with Council's induction and training requirements.
- Participate in meetings, training, consultation and other WHS activities such as inspections, incident investigations, and evacuation drills as required.
- Use, maintain and store personal protective equipment (PPE) in the appropriate manner.
- Be familiar with emergency and evacuation procedures for their work area and comply with instructions given by emergency response, including emergency wardens and first aiders.

- Report all problems with undertaking work, including concerns or signs of injury, discomfort, or ill health, immediately to their manager or supervisor.
- Report any unsafe situation, workplace hazard, injury, incident, or near-miss to their manager or supervisor immediately.
- STOP WORK if it not safe to continue and report concerns to their manager or supervisor.
- Assist in maintaining a high level of housekeeping, cleanliness, and tidiness.
- Undertake tasks as required to enable continuous improvement for WHS management.

Acknowledgement

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.

Authorised By:	Andre Pretorius
Signature:	
Date:	
Present Incumbent:	Vacant
Signature:	
Date:	