



Schedule 2 – Position Description

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|-------------------------|---|
| Position | Concrete Labourer/Plant Operator |
| Position Number: | 7030 |
| Directorate: | Operations -Civil Construction & Maintenance |
| Team: | Concrete |
| Position Status: | Full Time |
| Classification: | Queensland Local Government Industry Award (Stream B) Level 3-4 |
| Reports to: | Concrete Supervisor |
| Accountable for: | NA |
| Located: | Longreach |
| Revised: | February 2025 |

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

The primary objective of this position is to be responsible for undertaking manual handling and labouring duties within the concrete team on road and drain construction projects, including tasks such as signage installation, surface preparation, and levelling. The role will also support formwork setup, concrete placement, finishing, and curing in accordance with Main Roads standards. The Concrete Labourer will work as part of a team to ensure timely delivery of works, adhere to safety and environmental procedures, and contribute to the maintenance of plant, tools, and equipment. A strong focus on teamwork, physical fitness, and the ability to work in a high-paced outdoor environment is essential

Position Responsibilities

| Functionalities | Key Responsibilities |
|-----------------|--|
| Labouring | <ul style="list-style-type: none">• Ability to carry out road and drain construction laboring duties• Assist in the construction/repair of concrete structures, driveways, slabs and laying of pavers.• Carry out barricading, signage and exclusion zone placement as required• Perform manual handling tasks such as lifting, digging, raking, sweeping and shoveling.• Safe and correct operation of powered tools, ensuring any faulty or damaged equipment is reported. |
| Plant Operation | <ul style="list-style-type: none">• Prior to the commencement of each day's work, carry out basic routine inspections of the plant to ensure it is in a safe operating condition.• Perform Safe and correct operation of plant and vehicles associated with concrete construction works.• Carry out minor repairs to plant and equipment in line with Council's procedure and policies. |
| Other | <ul style="list-style-type: none">• 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 Manager of Operations.• Carry out all duties in line with Council's Workplace Health and Safety policies and procedures and adhere to any legislative obligations |

Key Relationships

| Internal | | |
|-----------------|--|---|
| Accountable to: | Concrete Supervisor (or relevant supervisor as directed) | The incumbent has a respectful working relationship with the Concrete Supervisor and is responsive to their requests providing timely advice and support. |
| Works With: | Concrete Team | The incumbent has a collaborative and inclusive working relationship with team members. |



Position Requirements

Skills

- Ability to carry out machine operation, daily servicing checks and basic maintenance as per operators handbook and workshop guidelines.
- Ability to operate a range of hand tools associated with maintenance and construction works.
- Developed communication skills with the ability to deal with all levels of staff, management and businesses.
- Manual dexterity and the ability to lift heavy weights in compliance with Council's WH&S policies and Procedures
- Able to demonstrate a commitment to Council's core values through personal action.
- Able to gain respect and create good working relationships across all levels of Council.
- Good attention to detail and a commitment to high quality work.
- Able to take initiative in improving processes to make them more efficient and effective.
- Ability to effectively manage time and work with minimal supervision.

Knowledge

- Understanding of how to maintain a safe working environment.
- Basic knowledge in road and concrete works
- Some knowledge of road regulatory and advisory signage.

Mandatory Experience/Qualifications

- Current Class 'MR' Drivers Licence.
- Demonstrate competence/experience in construction/maintenance laboring duties in various aspects of civil construction and maintenance works.
- Construction Industry White Card
- Proven ability to operate a range of plant and hand tools associated with construction works.
- Be physically capable of performing heavy manual duties
- Conduct Skid Steer Operations
- Conduct Excavator Operations

Desirable Experience/Qualifications

- Current First Aid Certificate
- Certificate 3 in Civil Construction

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
☒ 6-8 Hours

Sitting

- ☐ None
☒ Occasional
☐ 1-4 Hours
☐ 4-6 Hours
☐ 6-8 Hours

Driving

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

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 checked="" 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.

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| Authorised By: | Andre Pretorius – Director of Infrastructure |
| Signature: | |
| Date: | |
| Present Incumbent: | |
| Signature: | |
| Date: | |