



Schedule 2 – Position Description

Position	Concrete Formsetter
Position Number:	5011
Directorate:	Operations -Civil Construction & Maintenance
Team:	Concrete
Position Status:	Full Time
Classification:	Queensland Local Government Industry Award (Stream B) Level 5
Reports to:	Concrete Supervisor
Accountable for:	NA
Located:	Longreach
Revised:	April 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

To contribute to the effective delivery of concrete construction and maintenance projects through accurate and safe formwork preparation, concrete placement and finishing, while supporting team operations and quality outcomes.

Position Responsibilities

Functionalities	Key Responsibilities
Labouring	<ul style="list-style-type: none">• Interpret construction plans and drawings to determine formwork and concrete requirements.• Set out and prepare work sites for concrete pours, ensuring proper levels and alignment.• Construct, install, and dismantle formwork using timber, steel, or prefabricated materials.• Measure, cut, and assemble formwork components with accuracy.• Position and secure reinforcement materials as per engineering specifications.• Coordinate with team members to ensure efficient concrete placement and finishing.• Monitor and guide the pouring process, ensuring surface finish meets required standards.• Maintain tools and equipment, ensuring cleanliness and operational safety.• Conduct pre-pour checks and report any issues or hazards.• Follow all safety, environmental, and traffic management guidelines.• Provide on-the-job guidance and delegate tasks to labourers or assistants to support workflow and timelines.• Communicate progress and any concerns to the Team Leader or Supervisor.
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, plant operators and Labourers	The incumbent has a collaborative and inclusive working relationship with team members.
External	Contractors, Suppliers and members of the community	The incumbent has a professional and respectful relationship with all external stakeholders.

Position Requirements

Skills

- Ability to carry out concrete construction and formwork installation.
- Ability to read and interpret technical drawings and construction plans.
- 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.
- Knowledge in road and concrete works
- Knowledge of road regulatory and advisory signage.

Mandatory Experience/Qualifications

- Current Class 'MR' Drivers Licence.
- Demonstrate competence/experience in concrete construction/maintenance 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 or similar trade qualification.

Delegations and Authority

- Responsible for day-to-day task delegation to support team members during formwork and concrete operations.
- Escalation of complex technical or safety issues to the Supervisor.

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.

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