

POSITION DESCRIPTION



POSITION DETAILS

Position Title	Labourer (Civil Works)
Position Number	-
Department	Works
Section/ Stream/ Unit	Civil Works, Construction & Maintenance
Classification	Level A1 – A6, NBRC Certified Agreement 2018, Queensland Local Government Industry (Stream B) Award – State 2017
Reports To	Civil Works Supervisor

POSITION OBJECTIVES

- As part of a multi-skilled team assist the Supervisor with the construction of new Council, Private and Main Roads works, maintenance of existing services and structures in connection with roads and footpaths, drainage and other functions of Council.
- Work effectively as part of a team to achieve daily and project work activities in an efficient and safe manner.

KEY RESPONSIBILITIES

- Carry out competent labouring tasks in the construction and maintenance of roads, including traffic control procedures, kerb and gutter, footpath, concrete drainage etc.
- Safely operate and maintain a variety of commercial plant/ equipment and tools relevant to the work area.
- Maintain work sites, depots, plant and equipment in a clean and safe condition.
- Accurate record keeping and reporting of asset defects.
- Participate in training and professional development to maintain contemporary Civil Construction knowledge, skills and qualifications.
- Such other relevant duties as required from time to time which would generally fall within the scope of this position.

POSITION REQUIREMENTS

Essential Skills, Knowledge and Experience

- Demonstrated commitment to work as an effective, positive team member in an environment that encourages staff to maintain a self-motivated, proactive approach and which supports both professional and personal development.
- Demonstrated interpersonal skills and ability to contribute to a cohesive team environment and maintain positive relationships with internal and external stakeholders.
- Ability to carry out tasks requiring the application of basic numeracy, literacy, and verbal communication skills.
- Basic computer skills and the ability to use mobile devices (tablets/ smart phones).
- Ability to provide and maintain effective and quality customer service.
- Work effectively under regular supervision and exercise judgement in the planning of own work.
- Perform clearly defined and routine activities of a basic operational nature within set timeframes or deadlines.
- Basic knowledge, or ability to acquire knowledge, of Council's standard work practices, procedures, and policies relevant to the work area and application of same at all times.
- Ability to work in a physically demanding occupation, often in hot and noisy conditions.
- Verification of competency and demonstrated experience in the effective operation and maintenance of relevant plant, equipment and tools.

Qualifications, Training and Licences

- Unrestricted drivers licence – 'C' class.
- Work Safe in the Construction Industry Induction Certificate (White Card).
- Traffic Management Implementation Program licence.
- Traffic Control Industry Authority.

Desirable

- Tertiary qualifications or undertaking formal qualifications relevant to the work area.
- Substantial experience relevant to the work area, preferably within a local government setting.
- Unrestricted drivers licence – 'HR' class or higher.
- First Aid and CPR qualifications.
- Verification of competency and demonstrated experience operating plant and equipment, e.g. Chainsaw, Roller, Loader.

WORK HEALTH AND SAFETY

Employees must ensure all work is carried out to meet Work Health and Safety objectives and targets to eliminate risk of injury and illness for themselves and others. Obligations and targets may be met by:

- Complying with the Workplace Health and Safety Act and Regulations;
- Conducting themselves in a manner that ensures their own health and safety and also that of everyone around them;
- Adopting and maintaining safe working practices in accordance with procedures, policy and workplace instructions;
- Using appropriate personal protective clothing and equipment as required and/ or directed;
- Reporting all accidents, injuries, incidents, near misses and damage to plant/ equipment to management as soon as possible;
- Eliminating, reporting or advising a supervisor of potential hazards, hazardous work related conditions and/ or practices; and
- Actively participate in risk assessments of workplace hazards.