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| POSITION TITLE | Labourer W&W |
| DEPARTMENT | Infrastructure Services |
| GROUP | Water & Waste |
| LOCATION | Mareeba |
| AWARD CLASSIFICATION / LEVEL | LGEA Level 3 |
| REPORTS TO | Supervisor Water Reticulation |

Department Summary

The Infrastructure and Maintenance Department is responsible for the planning and delivery of Council capital works and major operational works programs.

Department business units include:

- Technical Services
- Works
- Water & Waste
- Assets & Projects

Position Summary

The Labourer W&W is required to provide high level labouring skills to assist with a variety of maintenance, repair and construction activities within the water and waste section of Council. This may include strenuous manual activities, operating mobile plant, maintaining underground utilities, working with live sewers, and working in confined spaces. Maintenance of a safe working environment and application of correct manual handling techniques are essential requirements for this position.

The position calls for physically demanding work to be undertaken in a hot and humid climate on a day to day basis. It is the responsibility of the incumbent to ensure they are and remain physically fit and able to efficiently and consistently undertake these tasks. This includes a requirement for the incumbent to maintain their weight at or below the Safe Working Load (SWL) limit for the machinery and equipment the position is required to operate.

The position is required to assist with afterhours work and be part of an on-call support roster for the water and waste section.

Key Responsibilities

- Undertake general labouring duties at various locations throughout the region as directed, to ensure delivery of efficient, competent and high-quality water and waste services to customers and stakeholders
- Assist members of the water reticulation team in the delivery of day to day maintenance services
- Assist other water and waste crews when required to perform duties such as reservoir cleaning at treatment plants and distribution systems, maintaining pump stations within the reticulation area, meter reading and water meter maintenance
- Operate Council plant, machinery and vehicles in a safe and competent manner to ensure compliance with Council requirements including safe work method statements
- Ensure worksite housekeeping and vehicle presentation is of a high standard so that it provides a safe work environment and reflects positively on the Council image
- Maintain a high level of service to internal and external customers including attending to enquiries and complaints from the general public with due regard for timeliness and courtesy
- Complete basic care and routine servicing of designated plant, including submission of plant maintenance reports, so that equipment is maintained and used in a safe, clean and serviceable condition

- Other reasonable duties as directed from time to time

Skills and Knowledge

- Willingness and physical ability to undertake manual handling and labouring for extended periods sometimes in hot and humid conditions
- Ability to contribute and work within a team environment and/or with limited supervision
- Knowledge of safe work practices including manual handling techniques and ability to follow Workplace Health and Safety procedures and policies
- Sound written and verbal communication skills and the ability to follow both written and verbal instructions

Qualifications and Experience

Essential (Mandatory for the position)

- Experience in general labouring (water and wastewater activities highly desirable)
- MR class driver's licence
- Queensland Construction White Card, or National equivalent
- Successful completion of Working at Heights and Confined Space training or willingness to complete
- Current Traffic Control Accreditation prior to commencement of employment or be eligible to obtain accreditation which will require a criminal check (Crimtrac)

Desirable

- Previous experience working within water and wastewater reticulation systems, treatment and pump station activities
- Working knowledge of plumbing fittings and their intended applications
- Competency in operating plant including skid steer loader and excavator

Environmental Obligations

All employees have a legal obligation to comply with environmental legislation. All employees must comply with any Environmental Authority issued to Council to carry out activities.

Worker responsibilities for environmental protection include:

- An employee must not carry out any activity that causes, or is likely to cause, environmental harm unless the person takes all reasonable and practicable measures to prevent or minimise the harm (*the General Environmental Duty*)
- An employee must no later than 24 hours after becoming aware of an event that causes or threatens to cause environmental harm, notify the employer of the event, its nature and the circumstances in which it happened (*Duty to Notify*)
- An employee must not cause an offence of environmental nuisance, environmental harm or depositing prescribed contaminants in waters

Workplace Health and Safety Obligations

All employees have a legal obligation to comply with WHS legislation. Employees must work in accordance with the Council Safety Management System – SAFE PLAN and comply with the WHS Responsibility Statement relevant to their position - see Schedule S3 attached.

**SCHEDULE S3
WHS RESPONSIBILITY STATEMENT**

Workers

All employees have a legal obligation to comply with WHS legislation, Council’s WHS Management System – (SAFE PLAN), WHS policies, procedures and work instructions. These operate to ensure the health and safety of employees, contractors, visitors, volunteers, the public and the environment.

The following responsibilities apply to all employees, including permanent, part-time and casual employees:

1. Ensuring they keep up to date and comply with WHS legislation and Council’s WH&S Management System – SAFE PLAN (WHS Plan) and participate in the completion of Monthly Action Plans (MAPs).
2. Performing all work and associated functions in a safe manner.
3. Complying with WHS policies, procedures, reasonable written or verbal work instructions issued by Council or its officers.
4. Correctly using and maintaining all personal protective clothing and equipment supplied by Council.
5. Identifying hazards, conducting risk assessments, and taking corrective action to eliminate hazards where possible in the workplace, and / or to report hazards and risks in accordance with WHS procedures.
6. Establishing and maintaining a high standard of housekeeping and cleanliness within individual work areas and on Council’s property generally.
7. Reporting and assisting with the investigation of all incidents in the workplace, including minor injuries, near misses and property damage as requested.
8. Attending relevant toolbox, team talks or specific training organised by Council.
9. Identifying the location of first aid treatment centres, fire protection facilities and evacuation procedures in the work area.
10. Working in a manner that will not endanger you, other employees or the public.
11. Cooperate with any reasonable instruction given by Council officer.
12. Report any safety concerns to your supervisor.
13. Ensuring compliance with National Heavy Vehicle legislative requirements relevant of this position.

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| I have read and understand the above Position Description and WHS Responsibilities Statement (Schedule S3) | | | | | |
| INCUMBENT NAME | | SIGNATURE | | DATE | |
| SUPERVISOR NAME | | SIGNATURE | | DATE | |

Last Review Date: 18 May 2023