

POSITION TITLE	Trainee Plant Operator/Labourer
DEPARTMENT	Infrastructure Services
GROUP	Works
LOCATION	Kowa Street Depot Mareeba
CLASSIFICATION / LEVEL	LGEA Level 1.2
REPORTS TO	Ganger Construction & Maintenance

Department Summary

The Infrastructure Services Department is responsible for the planning and delivery of Council capital works and operational works programs. Department business units include:

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

Position Summary

The Trainee Plant Operator / Labourer is required to undertake all training and tasks required to obtain a Certificate III in Civil Construction and satisfactorily complete all units of competency required by the Apprenticeship Support Network Provider/RTO or TAFE to obtain this qualification within a maximum period of 36 months.

The role will also involve basic labouring, operational and maintenance tasks and calls for physically demanding work to be undertaken in a hot and humid climate on a daily basis. It is the responsibility of the Trainee Construction & Maintenance to ensure they are and remain physically fit and able to efficiently and consistently undertake these tasks.

Key Responsibilities

- Complete all training and tasks in relation to obtaining Certificate III in Civil Construction
- Perform safe and efficient general labouring duties at various locations throughout the region as directed, to ensure delivery of efficient, competent and high-quality work by the Construction & Maintenance team
- Comply with all reasonable instructions given by supervisors and complete these tasks in a competent, capable, safe and efficient manner
- 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
- Assist in 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
- Ensure timely and accurate submission of any documentation and paperwork that may be required in the course of performing duties
- Work cooperatively as part of the Construction & Maintenance team

- Provide for the efficient and effective delivery of form setting services in the areas of road and bridge construction and maintenance, as per skills and ability levels attained
- Complete work assignments ensuring high standards of work quality and compliance with regulations and specifications
- Other reasonable duties as directed from time to time

Skills and Knowledge

- Ability to contribute and work within a team environment and effectively communicate both verbally and in writing with team members and supervisors
- Willingness and physical ability to undertake manual handling and labouring tasks for extended periods, often in hot and humid conditions
- Demonstrated ability to exercise sound judgment in anticipating, avoiding, identifying and solving problems relating to construction and maintenance works
- Ability to positively contribute and work within a team environment with limited supervision
- Sound written and verbal communication skills and the ability to follow both written and verbal instructions
- Some knowledge of and ability to apply safe work practices including manual handling techniques, and follow WHS procedures and policies
- Some knowledge of construction methods and principles in the areas of concreting, road works and building works or the ability to acquire this
- Some knowledge of the suitable selection and use of construction tools, materials and fasteners or the ability to acquire this

Required Qualifications or Equivalent

Essential (Mandatory for the Position)

- Commitment and ability to complete a Certificate III in Civil Construction
- Current Queensland C Class driver's licence

Desirable

- Queensland Construction White Card, or national equivalent or a willingness to obtain a White Card
- Willingness to acquire a Traffic Management Level 1 (MUTCD)

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. Clause 4.2.5 of the Employee Code of Conduct provides further detail on employee and supervisor compliance requirements.

Workplace Health and Safety Obligations

This position includes a requirement for the incumbent to maintain their weight at or below the Safe Working Load (SWL) for the seat of the machinery and equipment the position is required to operate.

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.

Employees may be required at Council's discretion, to undertake First Aid Officer, Fire Warden and other Workplace Health and Safety related functions and roles in accordance with their WHS Responsibilities as outlined in the Statement attached in Schedule 3. When employees are required to perform these functions and roles, Council will provide the relevant training.

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. Support safety in the workplace by undertaking First Aid Officer, Fire Warden and other WHS related functions in your workplace
11. Working in a manner that will not endanger you, other employees or the public
12. Cooperate with any reasonable instruction given by Council officers
13. Report any safety concerns to your supervisor
14. Ensuring compliance with National Heavy Vehicle legislative requirements relevant of this position

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: 4 May 2023