

<b>POSITION TITLE</b>	<b>Labourer Construction &amp; Maintenance</b>
<b>DEPARTMENT</b>	<b>Infrastructure Services</b>
<b>GROUP</b>	<b>Works</b>
<b>LOCATION</b>	<b>Kowa Street Depot Mareeba</b>
<b>CLASSIFICATION / LEVEL</b>	<b>LGEA Level 3</b>
<b>REPORTS TO</b>	<b>Ganger Construction &amp; Maintenance</b>

### Department Summary

The Infrastructure Services 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 position of Labourer is responsible for providing high level labouring skills to assist with the delivery of daily road maintenance and construction activities within the Mareeba Shire. The work includes operating mobile plant and performing manual handling tasks. Maintenance of a safe working environment and application of correct manual handling techniques are essential requirements for this position.

The position involves physically demanding work to be undertaken in a hot and humid climate on a daily basis and the Labourer is responsible to ensure they are physically fit and able to efficiently and consistently undertake these tasks. This includes a requirement for them 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.

### Key Responsibilities

- 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 and 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
- 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

- Timely and accurate submission of any documentation and paperwork that may be required in the course of performing duties
- Other reasonable duties as required from time to time

### **Skills and Knowledge**

- Willingness and physical ability to undertake manual handling and labouring tasks for extended periods sometimes in hot and humid conditions
- 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
- Knowledge of and ability to apply safe work practices including manual handling techniques, and follow WHS procedures and policies
- Sound knowledge of construction methods and principles in the areas of concreting, road works and building works
- Sound knowledge of the suitable selection and use of construction tools, materials and fasteners

### **Qualifications and Experience**

#### ***Essential (Mandatory for the Position)***

- Current Queensland MR/HR Class driver's licence or be able to obtain one within 6 months of employment
- Queensland Construction White Card, or national equivalent
- Current Traffic Control Accreditation prior to commencement of employment or be eligible to obtain accreditation which includes fulfilling requirements to obtain a satisfactory Crimtrac report
- Traffic Management Level 1 (MUTCD) or ability and willingness to acquire this qualification

### **Environmental Obligations**

All employees have a legal obligation to comply with environmental legislation and 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**

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, the Council 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 you keep up to date and comply with WHS legislation and 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 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 talks, team discussions 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 Responsibility Statement S3					
<b>INCUMBENT NAME</b>		<b>SIGNATURE</b>		<b>DATE</b>	
<b>SUPERVISOR NAME</b>		<b>SIGNATURE</b>		<b>DATE</b>	

Last Review Date: 27 November 2023