SOUTH BURNETT REGIONAL COUNCIL

POSITION DESCRIPTION

POSITION TITLE:	Labourer	**POSITION NO:**	2142
EMPLOYMENT TYPE:	Permanent Full Time		
CLASSIFICATION:	Level A		
CERTIFIED AGREEMENT:	Field Staff 2011	**AWARD:**	QLGIA
DEPARTMENT:	Infrastructure		
BRANCH:	Works		
REPORTS TO:	Supervisor		

ORGANISATIONAL VALUES: ACHIEVE

Accountability - We accept responsibility for our actions and decisions in managing the regions resources.
Community - Building partnerships and delivering quality customer service.
Harmony - Our people working cooperatively to achieve common goals in a supportive and safe environment.
Innovation – Encouraging an innovative and resourceful workplace.
Ethical Conduct – We behave fairly with open, honest and accountable behaviour and consistent decision-making.
Vision – This is the driving force behind our actions and responsibilities.
Excellence – Striving to deliver excellent environmental, social and economic outcomes.

1. PRIMARY ROLE

To be an effective member of a road construction and/or maintenance team delivering valued outcomes in accordance with industry standards.

2. KEY RESPONSIBILITIES

Key duties and responsibilities may include, but are not limited to:

1. Carry out general labouring duties across road construction and maintenance operations, which may include concreting and drainage work, road construction and maintenance work on sealed and unsealed roads, and maintenance of various infrastructure.
2. Follow Council operating procedures when performing construction, maintenance, concrete and drainage work.
3. Operate and maintain small items of plant and equipment.
4. Read, interpret, follow and implement basic plans and instructions.
5. Participate in traffic control duties and implement traffic control plans as required.
6. Complete and maintain administrative records e.g. timesheets, risk assessments etc.).
7. Ensure plant and equipment used is kept in safe working order.
8. Complete additional activities and reasonable directions given by management.

3. ADDITIONAL FACTORS

- Participation in after hours and weekend work is a requirement of this position
- Level of fitness required to undertake a broad range of physical tasks
- Working outdoors in hot conditions

4. ACADEMIC, TRADE QUALIFICATIONS AND OTHER LICENCES - MANDATORY

- Minimum requirement of a current C Class driver's licence.
- General Safety Induction for Construction Worker Certification (White Card).
- Plant/Truck licences (MR, HR, HC) or other operationally relevant tickets (desirable).
- First Aid Certificate (desirable).
- Traffic Control Ticket (Level 1) (desirable).

5. KEY SELECTION CRITERIA

1. Proven experience performing general labouring duties.
2. Experience in the operation and maintenance of small plant and equipment.
3. Ability to work effectively in a team environment.
4. Basic literacy and numeracy skills.
5. Sound interpersonal and communication skills.
6. Proven ability to follow direction and work unsupervised.

WORKPLACE HEALTH AND SAFETY

The employee will comply with their health and safety duties as detailed in the *Work Health and Safety Act 2011* and Council's Workplace Health and Safety Management System Plan. Employees will also comply with: -

- Their health and safety duties as stated in Councils procedure titled Work Health and Safety Duties and Responsibilities.
- Instructions given by the manager and/or supervisor in respect of the health and safety of themselves and other persons.

CUSTOMER SERVICE

The employee will provide excellent customer service to internal and external customers.

FRAUD, CORRUPTION AND RISK MANAGEMENT

- Report any risks identified (including fraud and corruption) in the performance of duties and responsibilities related to routine day to day activities and special projects.
- Participate and contribute to the conduct of a documented risk assessment that includes fraud and corruption prevention, evaluation, analysis and mitigation of Council's risk exposure.

INTELLECTUAL PROPERTY

Security of Council information viewed or accessed during the performance of duties is contained in the provisions of the Employee Code of Conduct. Subsequently, employees are required to ensure the security and appropriate intended use of Council information at all times.

AUTHORISATION	
General Manager Infrastructure: Aaron Meehan	Signature: