

POSITION TITLE: Team Member **POSITION NO:** 2247

EMPLOYMENT TYPE: Permanent Full Time

CLASSIFICATION: Level A

CERTIFIED AGREEMENT: Field Staff **AWARD:** QLGA

DEPARTMENT: Infrastructure

BRANCH: Water and Wastewater

REPORTS TO: Supervisor

ORGANISATIONAL VALUES: ☐ Honesty ☐ Respect ☐ Accountability ☐ Integrity ☐ Unity

1. PRIMARY ROLE

Assist in the effective and efficient operation, maintenance and construction of Council's water and wastewater infrastructure across the region.

2. KEY RESPONSIBILITIES

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

1. Undertake general labouring duties to construct and repair water and wastewater infrastructure for example fixing broken water mains, preparing work sites and laying pipework, installing and replacing water meters).
2. Undertake general labouring duties to ensure the regular maintenance of Council's water and wastewater infrastructure is in a safe working order in accordance with legislative standards and Council's procedures.
3. Follow Council operating procedures when performing construction, maintenance and drainage work.
4. Action customer requests and repair infrastructure in accordance with operating procedures.
5. Operate plant and equipment and undertake traffic control duties as required.
6. Assist with the enforcement and implementation of legislation and Council policies relating to water and wastewater
7. Complete and maintain administrative records (e.g. timesheets, daily work sheets, safety records and after hours call out requests)
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
- Immunisation injections will be required for Tetanus, Hepatitis A and B
- Willingness to travel across the region is a requirement of this position

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).
- Truck (MR, HR or HC) licence (desirable)
- plant tickets/licences (desirable)
- Confined Space Entry Ticket (desirable)

5. KEY SELECTION CRITERIA

1. Proven experience performing general labouring duties.
2. Proven ability to follow directions and work unsupervised.
3. Basic literacy and numeracy skills.
4. Sound interpersonal and communication skills.
5. Ability to work effectively in a team environment.

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 Council's 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.

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| AUTHORISATION | |
| General Manager Infrastructure: Aaron Meehan | Signature:  |