

Position Description

POSITION TITLE	Labourer Works	POSITION NO.	2761
EMPLOYMENT TYPE	Permanent Full Time		
CLASSIFICATION	Level A		
CERTIFIED AGREEMENT	Field Staff	AWARD	QLGIA
DEPARTMENT	Infrastructure		
BRANCH	Works		
SECTION	Maintenance		
REPORTS TO	Supervisor Works		
LAST REVIEWED DATE	September 2026		

HONESTY
RESPECT
ACCOUNTABILITY
INTEGRITY
UNITY

Join one of the largest employers in the South Burnett region, maintaining offices and depots in Kingaroy, Nanango, Wondai, Murgon, Proston and Blackbutt.

South Burnett Regional Council recognises our role in service provision to ratepayers and the public, placing customer satisfaction at the forefront of all processes. In order to maximise efficiency in service provision, the organisation is structured into three (3) main service areas:

- Executive Services
- Infrastructure
- Finance & Liveability

The South Burnett Region is uniquely positioned to offer lifestyle and employment opportunities that other regions can only envy. The South Burnett region covers a geographical area of approximately 8,400 km² and is home to 32,500 people. The close-knit communities with many towns less than 15 minutes from each other, deliver services normally associated with larger populations. Natural surrounds and a rolling landscape give the region a relaxed atmosphere. An array of services, retail and events can be found across the region, along with high quality educational, medical and recreational facilities. All this, while being tantalisingly close to Brisbane and the Sunshine Coast.

Primary Role

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

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

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

Academic, Trade Qualifications and other Licences

- 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)

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

Council employees will comply with health and safety duties as detailed in the *Work Health and Safety Act 2011* and Council's Workplace Health and Safety Management System Plan.

Council employees will also comply with: -

- Their health and safety duties as stated in Council's policies and procedures
- Instructions given by the manager and/or supervisor in respect of the health and safety of themselves and other persons

Customer Service

Council employees 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, Council employees are required to ensure the security and appropriate intended use of Council information at all times.