

POSITION DESCRIPTION



TITLE	Structures and Concrete Labourer Leading Hand
DEPARTMENT	Roads Department
AWARD	Queensland Local Government Industry (Stream B) Award – State 2021
LEVEL	5 -6
REPORTING OFFICER	Structures and Concrete Supervisor
DELEGATIONS	As per Councils Register of Delegations

ORGANISATIONAL VALUES

Are the fundamental beliefs that define our culture and behavior, reinforcing our relations with each other and our community.

COMMUNICATION We are “HOT” Honest, Open & Two-way - It is the transaction of ideas, thought, information, facts & values between council, staff & community

FUN We laugh together, We work together - Work is only work if you make it so. In every job that must be done there is an element of fun.

POTENTIAL We encourage growth - Giving everyone a chance to reach their full potential is the best work anyone can do.

COURAGE We plan to succeed – Excuses for failure are not documented. Fear is not present because no one ever works alone. Change is constant, growth is optional

SAFETY We think, act & promote safety – Safety isn’t a slogan it is a way of life.

COMMITMENT We are passionate & engaged – Commitment ignites our actions and drives our performance. It fuels our passion for a job well done.

DEPARTMENT SUMMARY

To support the Road Department to ensure services are delivered professionally, through technical understanding of engineering processes and ensure contracts and projects are scoped and delivered effectively.

POSITION OBJECTIVES

To efficiently and effectively carry out general labouring tasks on Council’s Road Construction, Maintenance and Concreting Projects and other miscellaneous works.

KEY RESPONSIBILITIES

1. Perform general labouring tasks to support Council’s maintenance, road construction and miscellaneous operations;
2. Fulfil the role of Crew Member by:
 - Ensuring correct and adequate roadworks signage is installed and maintained;
 - Ensuring timesheets are accurately completed on a daily basis;
 - Ensuring all work records are accurately recorded;
 - Ensuring the Workplace Health and Safety and Quality Plans/requirements are adhered to;

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- Contributing to camps being maintained in a safe, clean and proper manner;
 - Ensuring that plant is correctly and adequately maintained;
 - Ensuring all plant defects are recorded and promptly notified; and
 - Liaising with the Structure and Concrete Supervisor and/or the Director of Engineering Services as required.
3. Other duties and responsibilities as requested by the Structures and Concrete Supervisor within the skill set of the incumbent.

Workplace Health and Safety

- Actively promote and adhere to compliance, ensure requirements under the Workplace Health and Safety Act are maintained and adhere to Councils Core Values.
- All Bulloo Shire Council Workers are to comply with Bulloo Shire Council WHS Policies and Procedures, be proactive in the identification and management of hazards, consult and communicate with others and work in a healthy and safe manner.

SELECTION CRITERIA

NECESSARY SKILLS & EXPERIENCE (SELECTION CRITERIA):

(R) - Required / (D) - Desirable (training could be provided)

- Nationally Recognised Training (NRT) Certificate III in Concreting **(R)**
- Previous two years' experience in a concreting role **(R)**
- Leadership Experience **(D)**
- General Safety Induction Card **(R)**
- Minimum HR" Class Driver's License **(R)**
- Demonstrated high level of interpersonal communication skills **(R)**
- Machinery Tickets ie. Skid Steer, Back Hoe etc. **(R)**
- The ability to obtain skills in the use of small plant; **(R)**
- Fitness to undertake regular manual labour work; **(R)**
- The ability to obtain skills to service and maintain all equipment in good condition; **(R)**
- Sufficient communication skills to deal with members of the public and other Council officers; **(R)**
- The ability to provide support and undertake miscellaneous duties in mobile camps. **(R)**
- Sound knowledge of Councils policies relevant to the work department **(D)**
- First Aid Certificate **(D)**

DUTY OF WORKERS

While at work, a worker must:

- (a) take reasonable care for his or her own health and safety; and
- (b) take reasonable care that his or her acts or omissions do not adversely affect the health and safety of other persons; and
- (c) comply, so far as the worker is reasonably able, with any reasonable instruction that is given by the PCBU to allow the person to comply with the WHS Act; and
- (d) co-operate with any reasonable policy or procedure of the PCBU relating to health or safety at the workplace that has been notified to workers.

DUTIES OF WORKER USE PPE

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- (1) This section applies if a PCBU provides a worker with PPE.
 - (2) The worker must, so far as the worker is reasonably able, use or wear the equipment in accordance with any information, training or reasonable instruction by the PCBU.
 - (3) The worker must not intentionally misuse or damage the equipment.
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