

Burdekin Shire Council is currently seeking applications to fill the role of Labourer in the Works section.

The Position

The key responsibilities include:

- Assisting work team members with the construction and maintenance of Council infrastructure in accordance with specifications, plans and safety documentation.
- Confirm the location of services (Power, Water, Fibre Optic etc.) before commencing works.
- On a day to day basis, work efficiently and accurately, exercising initiative in the application of established work procedures.
- Assist in the establishment of desired outcomes for particular works for which responsibility has been allocated and to ensure their achievement.
- Other duties as directed by the Works Overseer or Works Supervisor.

The Person

The successful applicant will possess the following attributes at a minimum:

- MR Drivers Licence.
- General Construction Induction White Card.
- Demonstrated sound written and verbal communication skills and the ability to follow both written and verbal instructions.
- Ability to assess safety risks and complete and understand risk assessments associated with works.
- Physical ability necessary to undertake manual handling and labouring for extended period in direct sunlight if required.

Applicants should familiarise themselves with the entire position description.

The gross fortnightly wage for this position is \$2,126.10 including Construction Allowance.

Applications for **20/14 – Labourer - Works** should include:

- A cover letter.
- A current resume.
- Statements addressing the selection criteria.

Applications can be submitted using one of the following methods (Word or PDF format is preferable):

- Email – employment@burdekin.qld.gov.au
- Mail – Confidential Application No. 20/14, PO Box 974, Ayr Qld 4807

Applications close on Tuesday, 10 March 2020 at 5.00pm.

For further information please contact the Works Overseer – Robert Potter on (07) 4783 9800.

Applications for this position must include responses to the selection criteria.

It is essential to respond to each criterion listed below. You should explain and include examples of how your skills, qualifications, knowledge and experience meet each criterion.

Essential

1. MR Drivers Licence.
2. General Construction Induction White Card.
3. Demonstrated sound written and verbal communication skills and the ability to follow both written and verbal instructions.
4. Ability to assess safety risks and complete and understand risk assessments associated with works.
5. Physical ability necessary to undertake manual handling and labouring for extended period in direct sunlight if required.

Desirable

1. Demonstrated medical history to obtain Traffic Control Certification (refer below).
2. Demonstrated experience in the Road Construction Industry.

Medical Fitness and suitability - To be eligible as a traffic controller, applicants must satisfy medical certification/assessment requirements applicable to driver licence applicants. In addition to those requirements, an applicant must satisfy the following physical and medical fitness/suitability criteria: -

Eyesight - Be able to distinguish a vehicle clearly at a distance of approximately 150 metres. Normal colour vision, not colour blindness.

Hearing - Be able to hear a supervisor's instructions, vehicle warning devices and emergency vehicle sirens above normal traffic noise.

Mobility - Applicants must not suffer from a physical disability that, in the opinion of a medical practitioner, limits an applicant's mobility or endurance. Applicants must be able to avoid an oncoming vehicle and to stand for periods of up to two hours without a break.

Provide evidence of having held an Australian driver licence for a continuous period of 12 months within the last five years.

Position Number	30106
Certified Agreement	Burdekin Shire Council Certified Agreement - 2018
Award	Queensland Local Government Industry (Stream B) Award – State 2017
Award Section	Section 5 – Operational Services
Award Level	Level 3
Reports To	Supervisor - Works
Place of Employment	Council Depot, 25-51 Jones Street, Ayr

Position Objective

Be an enthusiastic, productive and reliable member of your assigned work team assisting the leading hand with the construction and maintenance of roads, footpaths, drainage structures, boat ramps and other Council infrastructure. Carry out duties as directed in an efficient, effective, and safe manner.

Key Responsibilities

Council is committed to a One Team One Council approach where all departments work collaboratively together to achieve value for money for the rate payers of the Burdekin.

Accordingly, the key responsibilities may be modified from time to time to ensure the expected outcomes are coordinated with Council's operational and corporate plans. Without limiting the above, the key responsibilities shall include:

- Assisting work team members with the construction and maintenance of Council infrastructure in accordance with specifications, plans and safety documentation.
- Ensure the efficient use of materials, plant and labour under their control.
- Participate in and conduct risk assessments prior to commencement of work on job sites.
- Report immediately to the Works Overseer or Supervisor all lost or stolen items, incidents, accidents or hazards and participate in accident investigations making recommendations on changes to work procedures.
- Confirm the location of services (Power, Water, Fibre Optic etc.) before commencing works.
- Use initiative in catering for short term changes in priorities to, and conditions affecting the works.
- On a day to day basis, work efficiently and accurately, exercising initiative in the application of established work procedures.
- Assist in the establishment of desired outcomes for particular works for which responsibility has been allocated and to ensure their achievement.
- Undertake work as detailed in the relevant work quality plans and work procedures ensuring compliance with all Acts, Regulations and Codes of Practice including the Manual of Uniform Traffic Control Devices, Work Method Statements and the like.
- Will be required to work overtime when required and attend out-of-hours emergencies as requested by the Works Overseer or Supervisor.
- Report observed defects on roads, footpaths or drainage structures to immediate Supervisor.

- Other duties as directed by the Works Overseer or Works Supervisor.

Position Requirements

Knowledge

- An appreciation of long-term goals of Council's Operations Department.
- Understanding and appreciation of customer focus in Council operations.
- Sound knowledge and understanding of BSC Transport Maintenance Service Levels Manual.
- Sound knowledge of work health and safety considerations relevant to the work area.
- Knowledge of personal protective equipment necessary to minimise risk of injury and illness.
- Working knowledge in the safe operation and maintenance of small plant and equipment.
- Working knowledge of Part 3 of the Manual of Uniform Traffic Control Devices (MUTCD).

Skills

- Basic labouring skills in the construction industry.
- Skills in keeping records of activities.
- Interpersonal relationships.
- Sound written and verbal communication skills.
- Sound leadership and teamwork skills.
- Sound literacy and numeracy skills.
- Sound time management skills.

Abilities

- Ability to manage time effectively, completing activities to a high-quality finish within set time frames.
- Capacity to communicate and establish good working relationships with officers of the Council, members of the public and other organisations.
- Proven ability to work with minimal or no supervision.
- Ability to assess safety risks and complete and understand risk assessments associated with works.
- Ability to calculate simple volumes, ratios and quantities.

Other Requirements

- On appointment, a satisfactory result from a pre-placement medical fitness for driver/operator (Truck, Plant, Labourer, medium to heavy lifting).
- Physical ability necessary to undertake manual handling and labouring for extended period in direct sunlight when required.
- Wear all personal protective equipment in the workplace and maintain it to a high standard, obtaining replacements as needed.

Experience and Qualifications

- MR (Medium Rigid) Drivers Licence.
- General Construction Induction White Card.
- Traffic Control Certificate.
- Experience in the Road Construction Industry.
- Department of Main Roads Working in Proximity to Traffic Parts 1 & 2.

Award Classification

These classification characteristics are drawn directly from the Queensland Local Government Industry Award (Stream B) and are used as a guide to determine the level of this position, but may not form a specific part of the key responsibilities:

Characteristics of level 3

Employees perform a broad range of tasks requiring developed industry skills. Employees would exercise a broad knowledge of construction and/or maintenance activities and either individually or as part of a team be able to undertake a substantial proportion of typical projects. The work would be performed under general supervision.

Core Competencies

These competencies relate to Award Level 3 positions:

Teamwork

- Participate in team-based activities.
- Respect other team members.
- Complete the tasks allocated to you.
- Know the team goals, parameters, and major issues.
- Work within the parameters.
- Contribute willingly to team activities.
- Accept decisions, even those with which you disagree.

Customer Service

- Treat both internal and external customers with courtesy and respect.
- Work according to agreed customer service standards within your team.
- Contribute towards setting customer service standards within your team.

Communication

- Write in a way that your reader can understand.
- Listen and speak clearly to your colleagues and customers.

Quality

- Work according to agreed quality standards within your team.
- Contribute towards setting quality standards within your team.
- Monitor your work and identify opportunities for improving quality.
- Suggest improvements through the customer request system.

Environment

- Work according to agreed environmental standards within your team.
- Contribute towards setting environmental standards within your team.
- Monitor your work for opportunities to reduce adverse impacts on the environment.
- Report incidents and suggest improvements through the customer request system.

Work Health and Safety

- Work safely and in accordance with the relevant work method statements and procedures.

- Encourage your colleagues to work safely.
- Identify hazards and assess risks in the workplace.
- Use organisational systems, such as customer service requests, to identify and rectify hazards, near misses, and non-compliances with procedures.

Efficiency

- Undertake tasks in an efficient and timely manner.
- Suggest improvements through the customer request system.

General

1. This is a description of the job as it is at present constituted. It is the practice of this organisation periodically to examine employees' job descriptions and to update them to ensure that they relate to the job as then being performed, or to incorporate whatever changes are being proposed. This procedure is jointly conducted by each manager in consultation with those reporting directly to him or her. Therefore, you will be expected to participate fully in such discussions. It is the Organisation's aim to reach agreement to reasonable changes where identified.
2. Whilst employment is in the position described in this document it is understood that employment is with Burdekin Shire Council. In the event of organisational change or restructure, Council may require employees to undertake other roles for which they are qualified and capable of performing.
3. Employees may be required to undertake a variety of duties not related to their substantive role in times of disaster.
4. All employees are responsible for making and keeping records in accordance with legislation, information standards and other relevant guidelines and procedures, and ensuring they are captured in the authorised recordkeeping system, Technology One Enterprise Content Management (ECM).
5. Failure to maintain any licence or certificate, which is a condition of your employment, may result in demotion or termination as Council is unable to guarantee your transfer to a position not requiring the said licence or certificate.
6. All employees are expected to participate in Council's Induction Program and future training opportunities to maintain a current knowledge base and provide excellent service levels for internal and external customers.
7. All employees are to actively participate in the Employee Performance Development Program.
8. All employees must work in accordance with the standards contained within Council's Code of Conduct. Failure to do so may lead to disciplinary action up to and including termination of employment.
9. All employees are encouraged to be a contributing member to the wider Burdekin community and therefore it is highly recommended that you take up permanent residency within three months of the successful completion of your probationary period.
10. Abide by all existing policies, guidelines, and Operational Standards and as amended from time to time.