

Burdekin Shire Council is seeking applications for a Labourer in the Water and Waste Water section.

The Position

The key responsibilities include:-

- General labouring duties within the Water and Waste Water reticulation and operational areas as directed on a daily basis.
- Maintenance to pump stations within the reticulation area.
- Assist with meter reading and maintenance.
- Participate in the On-call Roster and attend to out-of-hours emergencies as required.

The Person

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

- Physical ability necessary to undertake manual handling and labouring for extended period in direct sunlight.
- Demonstrated ability to work at heights and in confined spaces.
- Demonstrated sound written, electronic and verbal communication skills and the ability to follow both written and verbal instructions.
- Proven ability to work in a team environment under direct and remote supervision.
- Minimum of a C class driver's licence.
- Working knowledge of plumbing, sanitary and reticulation fittings and their intended applications.

Applicants should familiarise themselves with the entire position description.

The gross fortnightly wage for this position is \$1,934.89 which includes Construction Allowance.

Application packages are available from the Human Resources Office on (07) 4783 9800 or Council's website www.burdekin.qld.gov.au.

Applications for **17/57 – Labourer – Water and Waste Water** should include:

- A cover letter
- A current resume
- Statements addressing the selection criteria found in the Position Description.

Applications can be submitted using one of the following methods:

- Email – employment@burdekin.qld.gov.au
- Mail – Confidential Application No. 17/57
PO Box 974
AYR QLD 4807

Applications close on Monday, 1 January 2018 at 5.00pm. Word or PDF format is preferable.

For further information please contact Shaun Johnston – Manager Water and Waste Water on (07) 4783 9800.

Position Number	30056
Certified Agreement	Burdekin Shire Council Enterprise Bargaining Agreement
Award	Queensland Local Government Employees Award – State Queensland Local Government Industry (Stream B) Award – State 2017
Award Section	Section 5 – Operational Services
Award Level	Level 3
Reports To	Supervisor – Water & Waste Water
Place of Employment	Council Depot, 25-51 Jones Street, Ayr

Position Objective

As an enthusiastic, productive and reliable member of the Water and Waste Water team assist with maintenance and construction of water and waste water services to enable Council to meet its statutory obligations as a service provider.

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:

- General labouring duties within the Water and Waste Water reticulation and operational areas as directed on a daily basis.
- On a day to day basis, work efficiently and accurately, exercising initiative in the application of established work procedures.
- Report immediately to the Manager – Water & Waste Water or Supervisor – Water & Waste Water all lost or stolen items, incidents, accidents or hazards and participate in accident investigations making recommendations on changes to work procedures.
- Use initiative in catering for short term changes in priorities to, and conditions affecting the works.
- Assist in the establishment of desired outcomes for particular works for which responsibility has been allocated and to ensure their achievement.
- Maintenance to pump stations within the reticulation area.
- Assist with meter reading and maintenance.
- Participate in the On-call Roster and attend to out-of-hours emergencies as required.
- Other duties as directed by the Manager or Supervisor – Water & Waste Water.

Position Requirements

Knowledge

- Sound knowledge of work activities and procedural and operational methods within the work area.
- Understanding and appreciation of customer focus in Council operations.
- Sound knowledge of Council Water/Wastewater customer service standards.
- Working knowledge of the Work Health and Safety Act, the Work Health and Safety Regulations, Advisory Standards, Industry Codes and Practice and other associated legislation relative to the position.
- Knowledge of personal protective equipment necessary to minimise risk of injury and illness.
- Working knowledge of plumbing, sanitary and reticulation fittings and their intended applications.
- Geographic knowledge of Burdekin Shire Council's Water Services areas.

Skills

- Communication and leadership skills.
- Electronic device usage.
- Sound teamwork skills.
- Possess literacy and numeracy skills necessary to complete timesheets and participate in training.
- General labouring skills.
- Teamwork skills.
- Proficient skills in the use of minor plant.
- Skills in performance of minor machinery maintenance.

Abilities

- Ability to manage time effectively and carry out work to a high standard, within set time frames.
- Ability to assess safety risks and complete and understand risk assessments associated with works.
- Capacity to communicate and establish good working relationships with officers of the Council, members of the public and other organisations.
- Established ability to work with minimal or no supervision.

Other Requirements

- Physical ability necessary to undertake manual handling and labouring for extended period in direct sunlight.
- On appointment, a satisfactory result from a pre-placement medical fitness for driver / operator (Truck, Plant, Labourer, medium to heavy lifting).
- Availability to work overtime when required.
- Immunisation record for Hepatitis A and Hepatitis B.

Experience and Qualifications

- Workplace Health and Safety / Manual Handling.
- Non-friable Asbestos removal B training.
- Hazardous Substances awareness training.

- First Aid Certificate.
- Confined Space – RIIWHS202D.
- General Construction Induction White Card.
- C or MR (Medium Rigid) driver's licence.
- Certificates of competency for Backhoe, Excavator and Skid Steer Loader.

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.

Labourer – Water & Waste Water

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.

Selection Criteria

It is essential to respond to each criterion with one or two paragraphs explaining how you have demonstrated each particular skill or quality, and including examples from your work experiences. Short-listing of candidates will be based upon an assessment of how well the following selection criteria are addressed.

Essential

1. Physical ability necessary to undertake manual handling and labouring for extended period in direct sunlight.
2. Demonstrated ability to work at heights and in confined spaces.
3. Demonstrated sound written, electronic and verbal communication skills and the ability to follow both written and verbal instructions.
4. Proven ability to work in a team environment under direct and remote supervision.
5. Minimum of a C class driver's licence.
6. Working knowledge of plumbing, sanitary and reticulation fittings and their intended applications.

Desirable

1. Current certificates of competency for Backhoe, Excavator and Skid Steer Loader.
2. Demonstrated medical history to obtain Traffic Control Certification.
3. MR class drivers licence.