

Burdekin Shire Council is currently seeking applications for a Labourer – Form Setter/Concreter within the Works section.

## The Position

The key responsibilities include:

- Undertake concrete work including the construction and repair of concrete pits, slabs, kerbing and channelling and the installation and maintenance of drainage structures.
- Skills required include plan reading, site preparation and levelling, set-out and installation of formwork and concrete finishing to a high standard.

## The Person

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

- Experience in form-setting/concrete works in the civil construction industry.
- Proven ability to recognise, understand and follow both verbal and written instructions.
- Proven ability to work in a team environment.
- Physical ability necessary to undertake manual handling and labouring for extended periods in direct sunlight if required.

Applicants should familiarise themselves with the entire position description.

The gross fortnightly wage for this position ranges from \$1,963.88 to \$2,034.73 with the commencing wage dependent upon the skills and experience of the successful applicant.

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

Applications for **18/32 – Labourer – Form Setter/Concreter - Works** 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:

- By email to – [employment@burdekin.qld.gov.au](mailto:employment@burdekin.qld.gov.au)
- By mail to – Confidential Application No. 18/32  
PO Box 974  
AYR QLD 4807

Applications close on Tuesday, 26 June 2018 at 5.00pm. Word or PDF format is preferable.

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

### Labourer – Form Setter/Concreter - Works

<b>Position Number</b>	30110
<b>Certified Agreement</b>	Burdekin Shire Council Enterprise Bargaining Agreement
<b>Award</b>	Queensland Local Government Employees Award – State Queensland Local Government Industry (Stream B) Award – State 2017
<b>Award Section</b>	Section 5 – Operational Services
<b>Award Level</b>	Level 5
<b>Reports To</b>	Supervisor - Works
<b>Place of Employment</b>	Council Depot, 25-51 Jones Street, Ayr

### Position Objective

Assist the Leading Hand with the construction and maintenance of civil infrastructure in connection with roads, footpaths, kerbing and channelling, stormwater drainage, boat ramps and other functions of Council.

### 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:

- Construct and repair concrete pits, slabs, etc. requiring plan reading, site preparation, levelling, set-out and installation of formwork, concrete finishing and curing.
- Ensure the efficient use of materials, plant and labour under their control.
- Report immediately to the Works Overseer or Supervisor all hazards, incidents, accidents and near misses and participate in accident investigations making recommendations on changes to work procedure.
- Confirm the location of services (Power, Water, Optic Fibre etc.) before commencing works.
- On a day to day basis, work efficiently, exercising initiative in the application of established 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.
- Undertake all work as specified in the relevant quality and safety plans ensuring compliance with all Acts, Regulations, quality standards and Codes of Practice.
- 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.
- Knowledge of personal protective equipment necessary to minimise risk of injury and illness.
- Knowledge of work health and safety considerations relevant to the work area.
- Knowledge of and ability to apply Council's Accident Reporting Procedures.
- Developing knowledge of procedures and practices obtained through courses of study and on-the-job training in their area of work.

### Skills

- Sound skills in working with concrete
- Competent in use of automatic level
- Time management skills
- Teamwork skills
- Sound interpersonal skills
- Sound literacy and numeracy skills

### Abilities

- Ability to manage time effectively, completing activities to a high-quality finish within set time frames.
- Ability to place, compact and finish concrete within specified quality standards.
- Ability to install and repair precast reinforced concrete pipes, box culverts, and cast in-situ structures.
- Ability to use and train others in the use of hand tools and small motorized plates, generators, jack hammer, etc.
- Ability to assess and document risk and safety aspects associated with assigned works.
- Ability to work with minimal or no supervision.

### Other Requirements

- On appointment, a satisfactory result from a pre-employment medical fitness for Labourer (Truck, Plant, medium to heavy lifting).
- May be required to work overtime when required and attend out-of-hours emergencies as requested by the Works Overseer or Supervisor.
- Physical ability necessary to undertake manual handling and labouring for extended periods in direct sunlight.
- Wear all personal protective equipment in the workplace and maintain it to a high standard, obtaining replacements as needed.

### Experience and Qualifications

- Experience in form-setting/concrete works in the civil construction industry.
- CPCCWHS1001 – General Construction Induction White Card.
- MR (Medium Rigid) Drivers Licence.
- First Aid Certificate.

### 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 5

Employees perform work at the trade or equivalent level. This would generally involve the selection and application of appropriate skills to suit varying demands of the work. Supervision or direction of other employees would often be a feature of this level. The work would be performed under limited supervision.

### Core Competencies

These competencies relate to Award Level 5 positions:

#### Teamwork

- Participate in team-based activities and suggest improvements to team activities.
- Respect, encourage, and support other team members.
- Perform successfully in a range of team roles.
- 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.
- Explore customers' expectations and base the service on this knowledge.

#### Communication

- Write in a clear and concise style, which is grammatically correct, well punctuated, and rarely contains passive sentences..
- Clearly express opinions, ideas, and information to colleagues.
- Actively listen.

#### 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.
- Implement strategies for improving quality.

#### Environment

- Work according to agreed environmental standards within your team.
- Contribute towards setting environmental standards within your team.

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- Monitor your work for opportunities to reduce adverse impacts on the environment.
- Report incidents and suggest improvements through the customer request system.
- Implement strategies for reducing adverse impacts on the environment.

#### 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.
- Anticipate problems and risks and modify work methods appropriately.

#### 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.

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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. Experience in form-setting/concrete works in the civil construction industry.
2. Proven ability to recognise, understand and follow both verbal and written instructions.
3. Proven ability to work in a team environment.
4. Physical ability necessary to undertake manual handling and labouring for extended periods in direct sunlight if required.

#### Desirable

1. MR Drivers Licence.