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| Position Title: | Labourer – Normanton Town Crew |
| Position Status: | Permanent Full Time |
| Department: | Engineering – Roads |
| Location: | Normanton |
| Award Classification/Level: | Level 2 |
| Hours of Duty: | 45 hours/week |
| Award & Enterprise Agreement: | Local Government Award & Carpentaria Shire Council Administrative Agreement 2013 |
| Reporting to: | Leading Hand/Foreman |
| Direct Reports: | Nil |

Primary Objectives of the Position

This position provides labouring services for town works and other works generally associated with Council operations. This position may also be required to undertake cleaning and basic property maintenance of Council facilities including the Depot, Public Toilets and Shire Hall.

Key Duties & Responsibilities

Duties and responsibilities include but are not limited to:

- Upon direction, the employee shall carry out and be responsible for work activities such as:
 - Facility cleaning
 - Basic property maintenance
 - Street cleaning
 - Litter collection
 - Refuse collection
 - Grass mowing
 - Park maintenance, foreshore cleaning
 - Weed control
 - Dump maintenance
- Work closely with the Foremen/Leading Hands on all work site and projects throughout the Shire
- Understand and maintain workplace health & safety of self, workmates & the general public by ensuring compliance to Council's Safety Policy, safety regulations & safe work practices
- Assist other sections & departments as requested when called upon
- Participate in training programs in order to upgrade skills
- Maintain accurate and complete records of timesheets and repairs/maintenance and component hours
- Enhance customer service by communicating with the general public-suppliers and other council employees in a courteous, cooperative and competent manner
- Undertake any necessary training to improve existing skills
- Be committed to working with site supervisor in achieving high quality work in a timely manner and meet with budgetary constraints
- Where necessary work a 10/4 roster and camp out

- Undertake other duties as directed by Foreman, Leading Hand, Works Supervisor, or Works Manager.
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Essential Selection Criteria

Qualifications

- Light Rigid or Medium Rigid or Heavy Rigid Licence
- Current Construction Industry Safety Induction Card (White/Blue Card) or ability to obtain.

Knowledge and Skills

- Basic property maintenance skills
- Experience working within a team environment
- Demonstrated ability to follow Work Health and Safety policies and procedures
- Demonstrated ability to undertake manual tasks for extended periods in direct sunlight
- Ability to interact and communicate with people from different backgrounds.

Desirable Selection Criteria

Qualifications

- Some cleaning experience
- Experience with any type of plant
- Current First Aid Certificate.

Knowledge and Skills

- Ability to operate a two-way radio
 - Basic computer skills.
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Workplace Health & Safety and Equal Employment Opportunity Requirements

Work Health and Safety (WHS)

- Follow safe practices and procedures to perform your duties in a manner that does not put yourself or others at risk of harm
- Actively participate in WHS inductions and training
- Participate in the development of safe work method statements and risk assessments with your supervisor when required
- Wear personal protective equipment (PPE) in the prescribed manner and when required
- Participate in workplace inspections if required
- Take care of any plant or equipment of any kind, including telecommunication devices
- Report all hazards, near misses and damage to Council's property to the responsible Supervisor.

Injury Management

- Report all injuries or illnesses to the responsible Supervisor immediately
- If injured at work, actively cooperate and participate with injury management obligations and return to work plans if applicable.

Risk Management

- Report any potential public liability and professional indemnity exposures in your workplace to the responsible Supervisor.

Equal Employment Opportunity (EEO)

- Recognise the skills and talents of other staff members
 - Treat people fairly
 - Act to prevent bullying, harassment and discrimination against others in your workplace
 - Respect differences among your colleagues and customers such as cultural and social diversity.
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Pre – Employment Requirements

- Pre employment Medical Assessment at Council's expense
 - Immunisation against Hepatitis A, Hepatitis B and Tetanus at Council's expense.
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