

POSITION TITLE:	Concreter
POSITION NUMBER:	10308
AWARD:	Queensland Local Government Industry (Stream B) Award – State 2017
AWARD CLASSIFICATION:	5
REPORTS TO:	Supervisor Sealed Maintenance Springsure
DEPARTMENT:	Infrastructure & Utilities

ABOUT US

Our vision

A progressive region creating opportunities for all.

Our mission

We are a council committed to continuous improvement, a sustainable future and efficient investment in our communities.

Our values

- Respect and integrity.
- Accountability and transparency.
- Providing value.
- Commitment and teamwork.

OBJECTIVE OF THIS ROLE

The Concreter will be required to undertake duties associated with the construction and maintenance of drainage infrastructure across the Central Highlands Regional Council area as directed by the Supervisor.

This will include leading a small team in all aspects of construction and installation of concrete floodways, kerb and channel, reinforced concrete pipes, reinforced concrete box culverts, concrete and rock edge protection and signage in rural and urban areas of the local and state road and stormwater networks.

KEY RESPONSIBILITIES IN THIS ROLE

- 1. Bridge Carpentry and Concreting.** Carry out all tasks associated with the installation of culvert infrastructure including, but not limited to, removal of existing structures, set out of new infrastructure, concrete reinforcement installation, concrete pouring and finishing, culvert installation and backfilling. Undertaking of all works to required standards and specifications

including, but not limited to, Department of Transport and Main Road standard specifications and standard drawings.

2. **Road and Drainage maintenance:** Carry out all tasks associated with the maintenance of road, drainage and signage infrastructure including, but not limited to, earth and lined drain restoration, concrete and bitumen patching and repair works, road signage installation and maintenance.
3. **Plant Operation and Maintenance:** Ensure safe and competent operation of assigned plant to Council and TMR Standards on road networks and Civil Construction/Maintenance projects. Adopt best practice in relation to road maintenance and construction activities. Undertake regular maintenance checks on any assigned plant.
4. **Training and Development:** To actively participate in ongoing training and self-development to achieve continuous improvement for yourself and council.
5. **Safety and Training.** Work according to safe work procedures and undertake necessary training to ensure regulatory compliance is met and zero harm is achieved.

Additionally, you may be required to conduct other duties as lawfully directed by the Supervisor or Manager.

ABILITIES, SKILLS AND KNOWLEDGE REQUIRED

Mandatory:

- Ability to read and interpret complex construction plans.
- Extensive experience in set out and installation of culvert infrastructure.
- Extensive skills and experience in precision concrete structure construction.
- Ability to supervise small work teams with minimal supervision.

Desirable:

- Knowledge of Department of Transport and Main Roads standard specifications and standard drawings applicable to concrete and culvert installation.
- Ability to operate within a remote camp environment.

QUALIFICATIONS, EDUCATION AND LICENCES REQUIRED

Mandatory:

- Minimum of current Queensland C class provisional drivers licence.
- General Construction Induction Card.
- Certificate III in Concreting, or equivalent related qualification.

Desirable:

- Statement of Attainment or Ticket for various construction plant.
- Heavy Combination License.
- Current First Aid or CPR Certificates.
- TMI
- Chainsaw/Pole Saw Operation Ticket

WORK ENVIRONMENT AND PHYSICAL DEMANDS

This position requires the employee to work outdoors carrying out physical tasks which may include constant forward reaching, constant hand function, constant standing/walking, frequent

squatting/kneeling postures, occasional seated postures, occasional forward bent postures, occasional static neck postures, lifting up to 15kg, carrying up to 15kg.

Additionally, this position will be required to perform work where environmental factors may include heat/cold, wind, rain, sun, noise, wildlife, traffic, and uneven terrain.

CORPORATE REQUIREMENTS YOU MUST MEET

1. Commitment to council's vision, mission and values.
2. Compliance with council's code of conduct.
3. Adherence to all relevant council policies and procedures, certified agreement, your contract of employment and relevant legislation, including the *Local Government Act, 2009* and *Work Health and Safety Act, 2011*.
4. Commitment and adherence to council's customer service charter.
5. Compliance with all relevant and necessary pre-employment checks required for this role.
6. Commitment to council's corporate plan.
7. Commitment to equal employment opportunity, diversity and merit principles.
8. Commitment to ensuring a workplace free from bullying, harassment and discrimination.
9. Efficient and effective utilisation of resources as allocated under the level of responsibility for the position.
10. Commitment to change management.

ELIGIBILITY AND PRE-EMPLOYMENT CHECKS

To be appointed to a permanent position, you must be an Australian citizen, or have permanent residency status, or a visa permitting you to work in Australia permanently. If you have a visa permitting you to work temporarily in Australia, you may be appointed to a temporary position providing the work complies with the conditions of your visa.

The pre-employment checks relevant to this position include:

- Right to work in Australia.
- Medical assessment.
- Qualification check.
- Reference checks.

CORE COMPETENCIES WE NEED FROM YOU

Competency	Definition	Level
Delivering Results	Having the ability to set objectives for yourself and others, taking a forward looking perspective, and delivering successful outcomes within agreed parameters.	2
Communication	Identifying and using appropriate communication styles and methods, taking into consideration the audience and the desired outcome. Building and maintaining effective working relationships with key stakeholders, both internal and external.	2
Initiative and innovation	Anticipating situations and problems, finding appropriate solutions, grasping opportunities for improvements and taking ownership for continuous improvement that goes above and beyond the call of duty.	2

Flexibility	Being able to adapt your thinking and behaviour to suit different situations and changing circumstances. Taking other people's views on board, accepting new and different ways of working and encouraging others to embrace change.	2
Teamwork	Having the ability to work as part of a team, actively encouraging team working and recognising the role you play as part of the council team.	2
Commitment to Council	Being willing and able to align your own behaviours with the objectives, goals and values of council; acting as a role model and promoting the values to others.	2
Customer service	Aligning your behaviour with the customer service charter to ensure both internal and external customer needs are met; taking a positive attitude, showing commitment and having a can-do approach.	2
Workplace Health & Safety	Taking reasonable care for the health and safety of yourself and others, complying with reasonable instruction and co-operating with council policy and procedure.	2

A copy of the Competency Handbook is available on the Central Highlands Regional Council website under 'Careers with Council'.

GENERAL OBLIGATIONS

1. This is a description of the job as it is presently constituted. Council will regularly review position descriptions and appropriately update them to ensure that they relate to the job being performed, or to incorporate whatever changes are being proposed. Where appropriate, employees will be consulted on the changes and employees are expected to participate in consultation.
2. Whilst employment is in the position described in this document it is understood that employment is with Central Highlands Regional 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 the times of disaster or significant exceptional operational circumstances.
4. All employees are responsible for making and keeping records in accordance with legislation, information standards and other relevant guidelines and procedures.
5. Failure to maintain any competency, licence or qualification, which are a condition of your employment, may result in demotion or termination as council is unable to guarantee your transfer to a position not requiring said competency/licence/qualification.

Please sign below if you have read, understood and accepted the responsibilities of this position as outlined in this position description.

Name

Signature

Date