

POSITION DESCRIPTION				
Position Title:	Temporary Employment Pool – Casual Team Member		Position No:	C1558
Directorate:	As required - Various		Section:	Various
Reports To:	Temporary Employment Placement Officer and relevant Work Area Supervisor		Location:	Hervey Bay/ Maryborough
Version No: Sept 2021	Evaluated: #4412132	Status: Approved	By: TARM	Review: Sept 2023
Position Objective To work as a relief team member/ operator in various departments across the organisation				Our Values Trust Respect Accountability Initiative Teamwork Service
Key Responsibilities and Indicators				
Key Result Areas	Key Accountabilities			Performance Indicators/Outputs
Supervision	➤ Performs activities under regular supervision.			➤ Activities completed in accordance with recognised levels of service.
Maintenance Activities	Undertake construction & maintenance activities within designated areas and including, but not limited to, any or all activities below: a) footpath and pavement construction /maintenance, b) bitumen, asphaltting and concrete works, c) construction/maintenance of concrete structures, d) kerb, channelling and stormwater drainage construction/maintenance, e) Garden and turf establishment, f) Planting and maintaining landscape, including advanced trees, g) Irrigation installation and maintenance, h) Building retaining walls, i) Furniture and shelter cleaning and maintaining, j) Paving, k) Plan reading for projects and installation, l) Graffiti removal, m) Cleaning of toilets, bins, BBQ’s, bus shelters, paths and other assets, n) Pedestrian crossing maintenance, o) Transfer station maintenance, p) Bollard, signage and guide post maintenance, q) Line marking maintenance, r) Record and report tree overhangs/root intrusions, ➤ Provide assistance to other construction/maintenance teams as required, ➤ Assist in setting out sites and measuring up			➤ Operate items of plant and power tools in a safe and effective manner.

	<p>completed works under the direction of the Team Leader or Supervisor,</p> <ul style="list-style-type: none"> ➤ Undertake traffic and pedestrian control, ➤ Assist in inspecting work and public areas for faults, sharps and any other hazards or defects that could render the area unsafe for use by the public, ➤ Inspect, report, clean, maintain and/or repair/replace Council managed infrastructure as directed. 	
Plant	<ul style="list-style-type: none"> ➤ Operate a variety of handheld power tools or machinery e.g. wacker packer, vibrating plates, chainsaw, etc as directed. ➤ Operate a variety of electronic equipment e.g. camera with GPS, mobility device, etc as directed. ➤ Driving a rigid motor vehicle exceeding 4.5t GVM up to 11t GVM 	<ul style="list-style-type: none"> ➤ 99% compliance with Council policies and procedures.
Adaptability, Team Work, Communication	<ul style="list-style-type: none"> ➤ Actively contribute to the success of the work teams by performing backfilling duties across various departments and performing various tasks as required ➤ Achieve positive interactions with the team members, supervisors, Managers, Temporary Employment Placement Officer and other relevant parties through effective communication ➤ Contribute to improving and enhancing work functions/ operations ➤ Complete daily time sheets with relevant job numbers. ➤ Adhere to Council's policies and procedures relating to confidentiality, image and accountability. 	<ul style="list-style-type: none"> ➤ 99% compliance with Council policies and procedures.
General	<ul style="list-style-type: none"> ➤ Contribute to own workplace learning and skills development. ➤ Complete allocated tasks in a team context within designated timelines. ➤ Contribute to a teamwork environment. ➤ Be prepared to learn new work methods and undertake training as required. 	<ul style="list-style-type: none"> ➤ 99% compliance with Monthly Action Plans. ➤
Work Health and Safety	<ul style="list-style-type: none"> ➤ Adhere to relevant Work Health & Safety policies and practices and carry out responsibilities outlined in Council's Safety Management Plan. 	<ul style="list-style-type: none"> ➤ As per Council risk management KPIs.
Risk Management	<ul style="list-style-type: none"> ➤ Read, understand and comply with conditions as set out in the Risk Management Policy and undertake all relevant risk management training. 	<p>As per Council's record management policies and procedures</p>
Records Management	<ul style="list-style-type: none"> ➤ Adhere to relevant Records Management policies and practices to ensure compliance with the Public Records Act 2002. 	<ul style="list-style-type: none"> ➤ Any matters arising are dealt with in accordance with the appropriate Council policy and procedures.
Code of Conduct and EEO	<ul style="list-style-type: none"> ➤ Encourage and promote behaviour consistent with Council's Code of Conduct and create a positive and equitable work environment that is safe, flexible, fair, culturally appropriate, inclusive and free from discrimination and harassment. 	<ul style="list-style-type: none"> ➤ As per Council's Customer Service Standards Management policy.
Customer Service	<ul style="list-style-type: none"> ➤ Provide a high level of customer service to internal and external customers. 	<ul style="list-style-type: none"> ➤ As per Council's Sustainability Charter.

Sustainability Requirement	➤ Adhere to the Sustainable Fraser Coast Charter and Implementation Plan and understand that sustainability is a key element of Council’s planning framework and is incorporated into all facets of decision making and policy development.	➤ As per Council’s ‘TRAITS’ campaign.
Values	➤ Exemplify Council’s values of Trust, Respect, Accountability, Initiative, Teamwork and Service through the demonstration of each value’s associated behaviours.	➤ Tasks are undertaken in an efficient and timely manner.
	➤ Other duties as directed.	➤ Tasks are undertaken in an efficient and timely manner.
Selection Criteria		
1. General knowledge and experience in construction/maintenance activities 2. Demonstrated adaptability to work in multiple departments with multiple teams 3. Demonstrated ability to inspect and report on hazards or issues to appropriate persons. 4. Demonstrated good level of oral and written communication skills: (a) <i>Interpersonal</i> : ability to understand and carry out instructions timely and safely; (b) <i>Written</i> : the ability to complete timesheets and mandatory forms. 5. Demonstrated ability to work as an effective team member within a team environment and be self-motivated.		
Qualifications/Licences		
Mandatory	➤ Current Queensland Construction Induction White Card, or NSW or Victorian equivalent.	
Desirable	➤ MR Licence ➤ Traffic Management Implementation	
Licences	➤ Current QLD Class C Driver's Licence	
Mandatory Training		
	➤ Work Health and Safety ➤ Duty of Care ➤ Traffic Control ➤ Code of Conduct ➤ Fire Evacuation ➤ Manual Handling ➤ Noise & PPE ➤ Traffic Management Implementation ➤ SWNELP (as required)	
Conditions of Employment		
Status	Casual	
Award	Queensland Local Government Industry (Stream B) Award – State 2017	
Agreement	Fraser Coast Regional Council Certified Agreement 2018	
Classification Stream	Operational Services	
Classification	LGE Level 2	
Allowances	As per Fraser Coast Regional Council Certified Agreement 2018	
Progression	n/a	
Work Pattern	FWA	Hours/Week As required
O/T Payable	As approved by Manager/Supervisor	
Uniform	PPE, As per Dress Standard and Corporate Uniform Management Policy	
Other	Functional Capacity Assessment	
Position Details		
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I, _____, accept the position description as outlined above. I have been given an opportunity to ask questions about the contents and I understand the terms and conditions outlined in this document.

_____ Date: ____/____/____

Signature of Employee