



Blackall-Tambo

Regional Council

POSITION DESCRIPTION

POSITION:	Labourer
AWARD CLASSIFICATION:	LGIA – Level 5 (Stream B)
REPORTS TO:	As per Blackall-Tambo Regional Council Organisational Structure

1. PURPOSE

This position involves the performance of labouring duties to ensure the maintenance of Main Roads, shire roads, streets, buildings, and other Council infrastructure.

2. RESPONSIBILITIES AND DUTIES

- Under the direction of Supervisors, Foreman, and the Director of Works & Services, carry out a broad range of civil construction and maintenance tasks;
- Carry out general labouring duties for road and street maintenance including:
 - installation of signs and guideposts,
 - pipe laying,
 - concreting
 - bitumen patching
 - street cleaning
 - Rubbish collection
 - Mowing and slashing
 - Footpath construction and maintenance
 - Kerb and channel construction
- Undertake traffic control management practices as per the Main Roads Uniform Traffic Control Manual
- Provide a quality customer service to both internal and external customers
- Refer matters that may impact upon business, Council and employees to the relevant Supervisor or Manager;
- Eliminate or report hazardous conditions and work practices that come to one's attention, and report promptly any incident that involves work-related injury or illness, a near miss or damage to property or the environment.
- Use properly and maintain, or seek replacement as necessary, all personal protective equipment provided for one's workplace health and safety.
- Ensure that Council's tools, equipment, machinery, and plant are kept in good working order, and are used in accordance with the operator's manual, Council guidelines and relevant legislation;
- Perform assigned tasks as an individual or as part of a team in an efficient and professional manner having respect for; colleagues and other Council staff,

ratepayers and members of the general public, Council plant, tools, equipment and machinery; externally hired plant, tools, equipment and machinery; and external contractor's materials;

- Complete daily timesheets and other relevant documents as required by established or new Council procedures, recording work completed and maintenance undertaken, including consumables and parts used in an accurate and comprehensive manner
- Ensure that duties performed are in accordance with legislative requirements and that all relevant licences and documents are current and valid for the operation of machinery and the performance of specialised tasks;
- Deliver a range of highly skilled and specialist maintenance and construction activities including the operation and maintenance of plant, tools and equipment as required under general supervision in accordance with Council standards;
- Other duties as delegated by Supervisor, Works Foreman and / or Leading Hand, which will assist the Works Department in reaching the Councils objectives as detailed in the Corporate and Operational Plans.

3. SKILLS, KNOWLEDGE, EXPERIENCE AND QUALIFICATIONS

- Proven ability to work within a team-based environment.
- Ability to work unsupervised and to follow detailed instructions.
- Working knowledge and proven commitment to Workplace Health & Safety.
- Full licences and accreditations with relevant governing bodies for plant operations and specialised tasks.
- Working knowledge of Council operations and Quality Assurance principles.

4. WORKPLACE PROTOCOL

- If illness occurs, staff should phone their Supervisor preferably half an hour prior to the day's start.
- All works areas are to be kept in a clean and tidy manner.
- In all instances of overtime, no payment or time in lieu will occur unless authorised by the relevant Supervisor.
- All Council employees shall abide by and uphold Council's Code of Conduct and respect the image and ethos of Council, to provide superior services to our clients and community.
- Employees are to ensure that all licences are maintained and that they do not operate plant and equipment for which they are not licensed or competent. The Chief Executive Officer shall be informed within two working days upon loss, suspension, or expiry of any work-related licence.

5. AUTHORITY

The employee has authority to enforce and adhere to all policy and procedures adopted by the Blackall-Tambo Regional Council to operate within the scope of legislative requirements. All contact with members of the public, government agencies, other internal and external clients and fellow employees shall be in good faith and in accordance with internal protocols within the work group and authority of the position.

6. PHYSICAL REQUIREMENTS

Physical Demand Category

- Sedentary Work
- Light Duty – Frequent lifting/ carrying of objects weighing up to 5kgs.
- Medium work – Frequent lifting/ carrying of objects weighing up to 10kgs.
- Heavy work – Frequent lifting/ carrying of objects weighing up to 20kgs.

Audio Visual Demands

- Peripheral Vision Hearing

Specific Actions Required

This job may include:

Standing/ Walking

- None
- Occasional
- 1-4 Hours
- 4-6 Hours
- 6-8 Hours

Sitting

- None
- Occasional
- 1-4 Hours
- 4-6 Hours
- 6-8 Hours

Driving

- None
- Occasional
- 1-4 Hours
- 4-6 Hours
- 6-8 Hours

Work Environment

Attribute	Yes	No
Chemicals	<input checked="" type="checkbox"/>	<input type="checkbox"/>
Cold	<input checked="" type="checkbox"/>	<input type="checkbox"/>
Dampness	<input checked="" type="checkbox"/>	<input type="checkbox"/>
Fumes/ Gases	<input checked="" type="checkbox"/>	<input type="checkbox"/>
Heat/ Humidity	<input checked="" type="checkbox"/>	<input type="checkbox"/>
Heights	<input type="checkbox"/>	<input checked="" type="checkbox"/>
Noise	<input checked="" type="checkbox"/>	<input type="checkbox"/>

Repetitive Motions

- Simple Grasping Fine Manipulation Pushing & Pulling
- Finger Dexterity Foot Movement

This job will require the following;

Action	Frequent	Occasional	None
Bending	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Squatting	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Climbing	<input type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>
Twisting	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Reaching	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>

7. Workplace Health and Safety Obligations

All employees have a legal obligation to comply with regulatory requirements and BTRC's SMS (*Blackall-Tambo Regional Council's Safety Management System*) incorporating WH&S policies, procedures, and work instructions. These are introduced to ensure the health and safety of employees, contractors, visitors, volunteers, the public and surrounding environment and remain compliant with Industry Benchmark Standards.

The following statements apply to all employees, including permanent, part-time, and casual employees.

Your responsibilities include:

- To comply with instructions given for WH&S at a workplace by the employer;
- Comply with the **health and safety duties and Duty of Care** requirements as Specified within the *Work Health & Safety Act 2011, Part 2*;
- Timely reporting all accidents, incidents, minor injuries, near misses and property Damage (within 24 hours) and assisting if required, with the investigation of all incidents in the workplace;
- For a worker to use the PPE (Personal Protective Equipment) provided by the Employer after proper instruction in its use;
- Not to wilfully or recklessly interfere with, or misuse anything provided for WH&S at the workplace, including yourself;
- Adhere to the BTRC-SMS by remaining compliant to Council's WH&S Management Plan and completing relevant Monthly Action Plan items;
- Performing all work and associated functions in a safe, efficient, and effective manner;
- Complying with all documented WH&S policies, procedures, work instructions and verbal instructions issued by the organisation or its officers;
- Provide advice to ensure risk assessments are conducted and recorded for all identified hazards, or prior to the implementation of new work practices, hazardous substances, or plant. Also as required, assist, or participate in carrying out risk assessments on identified hazards;
- Identify hazards, conduct risk assessments, and implement corrective action to eliminate hazards where possible and/ or control risks in the workplace;
- To report hazards and risks in accordance with WH&S procedures;
- Establish and maintain a high standard of housekeeping within your individual work area(s) and generally within the Blackall-Tambo Regional Council's areas of responsibilities;
- Attend all toolbox, team talks and specific training (e.g. Take 5's etc.) as supplied and required by Blackall-Tambo Regional Council;
- Be familiar with the location of first aid kits, fire protection facilities and evacuation procedures;
- Report any WH&S concerns to your Supervisor, Workplace Health and Safety Representatives or Council's Workplace Health & Safety Officer.

8. PERFORMANCE INDICATORS

All functions are performed within the appropriate standards set out under terms and conditions of employment as set out by Blackall-Tambo Regional Council and specifically within your performance agreement.

Employee Name: _____
Employee Signature: _____
Date: _____
Chief Executive Officer Name: _____
Signature: _____
Date: _____