



## Paroo Shire Council Position Description

<b>Title:</b>	Multi Skilled <b>Labourer Operator</b>
<b>Award:</b>	Queensland Local Government Industry Award (Stream B) – State 2017, and Paroo Shire Council – Non-Operational Staff Certified Agreement 2021-2024.
<b>Level:</b>	5
<b>Employment Basis</b>	Full Time
<b>Department:</b>	Infrastructure
<b>Location:</b>	Cunnamulla

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### Position Objectives

This role is to perform maintenance work and all types of civil construction to a high standard. To work as part of a road maintenance or construction crew, complete scheduled works on time and to labour on projects as required and operate plant to the level of your skills, training, and licensing required.

### Reporting Arrangements and Delegations

This role reports directly to the Works supervisor. When they are not on-site, the Grader Operator will act as Leading Hand for the team. These reporting arrangements may be varied from time to time due to operational requirements.

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### Key Selection Criteria

1. Operate machinery and perform all work activities in a safe and healthy manner.
2. Participate in all WHS processes, including consultation
3. Perform all assigned labouring tasks on time and to the required standard
4. Operate assigned plant to complete assigned tasks on time and to the required standard
5. Provides a high level of communication within the team and customer service to the Community and all workers at Council.

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### Skills and Experience

- Basic literacy and numeracy skills to ensure an understanding of and compliance with Council's Code of Conduct, Workplace Health and Safety and Anti-Discrimination policies and the ability to complete timesheets, job cards, defect reports.
- Demonstrated experience operating and maintaining a wide range plant and equipment
- Flexibility to work hours as operationally required to complete works and the ability to work with minimal supervision when necessary.
- Be willing and physically capable of carrying out the physical requirements of this position including manual labouring as required. This includes manual lifting and spending extended time on your feet.
- The ability to communicate effectively and to understand, follow and execute verbal and written instructions.

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### Qualifications

- Hold a current MR Drivers licence,
- Hold or have the ability to obtain a range of tickets including, but not limited to;

- Backhoe, Front End Loader, Skid Steer, Roller, Excavator

#### Desirable

- Current Traffic Controllers Ticket
  - Additional tickets and licenses including but not limited to: Grader, Forklift, HR Driver's Licence
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#### Key Responsibilities and Duties

- Undertake all maintenance and construction tasks as directed, associated with the Council's infrastructure and facilities including maintenance and construction of assets.
  - Provide high quality works that conform to required specifications and/or works practices.
  - Follow all procedures relating to your work correctly.
  - Demonstrate a commitment to Workplace Health and Safety, Council's Code of Conduct and demonstrate appropriate behaviour for a public sector employee.
  - Operate a range of plant to complete your assigned tasks.
  - This includes, but is not limited to:
    - Powered vibrating road roller over 4 tonnes
    - Pneumatic tyred powered road roller over 8 tonnes
    - Front-end or overhead loader up to 2.25 cubic metre capacity
  - Present to work in a fit manner with a strong commitment to punctuality.
  - Undertake general labouring duties as required. Depending on the team you are assigned to this may include, but is not limited to:
    - Manual handling tasks
    - Bitumen patching
    - Street sweeping
    - Laying pavers
  - Undertake other tasks up to and including your competency and level.
  - Be committed to working with site supervisors to achieving high quality work on time and on budget
  - Actively participate in identifying, recommending, developing and implementing measures through which allocated tasks and responsibilities may be carried out more effectively and efficiently.
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#### ADDITIONAL POSITION REQUIREMENTS

The incumbent must be:

- Prepared to work flexible hours to meet the requirements of the position;
- Willing to obtain a 'Blue Card' to enable the incumbent to work with or supervise people less than eighteen (18) years of age if required;
- Medically fit and physically capable to meet requirements of the position;
- In compliance with legislation and Paroo Shire Council Policy you will be required to provide a current National Police Check Certificate and have a Pre-Employment Health Assessment.

#### Ethical Behaviour

Employees must:

- Perform all jobs, tasks and processes in accordance with relevant guidelines and standards;
- Operate and maintain all Council assets including plant, fleet and equipment within Council guidelines and manufacturers' specifications;
- Behave in a manner consistent with Council's Code of Conduct and HR policies and the Local Government Act 2009; and
- Maintain confidentiality of all Council information obtained during the course of employment.

#### Customer Service

Employees must:

- Foster and maintain strong public relations with Council’s ratepayers, clients and other bodies directly or indirectly associated with Council; and
- Provide consistent and excellent customer services to all stakeholders.

**Teamwork and Participation**

Employees must:

- Establish and maintain effective professional relationships with the Chief Executive Officer, managers, supervisory staff, employees and contractors; and
- Maintain a positive team culture based on honesty, trust and integrity.

**OTHER INFORMATION**

- Paroo Shire Council is an Equal Employment Opportunity employer;
- All Employees within Council are subject to an initial three-month probationary period; and
- It is essential that applicants are interested in the lifestyle and unique rewards of working towards the development and prosperity of a small rural remote community.

**PHYSICAL REQUIREMENTS**

SEDENTARY WORK								
Light Duty	Frequent lifting / carrying of objects weighing up to 5kgs.					<input type="checkbox"/>		
Work	Frequent lifting / carrying of objects weighing up to 10kgs.					<input type="checkbox"/>		
Heavy Work	Frequent lifting / carrying of objects not exceeding 25kgs					<input checked="" type="checkbox"/>		
WORK ENVIRONMENT								
ATTRIBUTE			MANOEUVRE	FREQUENT	OCCASIONAL	NONE		
Chemicals	<input type="checkbox"/> YES	<input checked="" type="checkbox"/> NO	Bending	<input type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>		
Cold	<input checked="" type="checkbox"/> YES	<input type="checkbox"/> NO	Squatting	<input type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>		
Dampness	<input checked="" type="checkbox"/> YES	<input type="checkbox"/> NO	Climbing	<input type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>		
Fumes/gases	<input checked="" type="checkbox"/> YES	<input type="checkbox"/> NO	Twisting	<input type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>		
Heat / Humidity	<input checked="" type="checkbox"/> YES	<input type="checkbox"/> NO	Reaching	<input type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>		
Heights	<input type="checkbox"/> YES	<input checked="" type="checkbox"/> NO	PLANT OPERATION					
Noises	<input checked="" type="checkbox"/> YES	<input type="checkbox"/> NO	Maximum seat rating of 120kgs					
SPECIFIC ACTIONS REQUIRED				AUDIO – VISUAL DEMANDS		REPETITIVE MOTIONS		
This job may include:								
Standing/Walking	Sitting		Driving		Hearing	<input checked="" type="checkbox"/>	Foot Movement	<input checked="" type="checkbox"/>
<input type="checkbox"/> None	<input type="checkbox"/>	None	<input type="checkbox"/>	None	Depth Perception	<input type="checkbox"/>	Fine Manipulation	<input type="checkbox"/>
<input type="checkbox"/> Occasional	<input checked="" type="checkbox"/>	Occasional	<input type="checkbox"/>	Occasional	Colour Discrimination	<input checked="" type="checkbox"/>	Pushing/Pulling	<input type="checkbox"/>
<input checked="" type="checkbox"/> 1-4 hrs	<input type="checkbox"/>	1-4 hrs	<input checked="" type="checkbox"/>	1-4 hrs	Peripheral Vision	<input type="checkbox"/>	Finger Dexterity	<input checked="" type="checkbox"/>
<input type="checkbox"/> 4-6 hrs	<input type="checkbox"/>	4-6 hrs	<input type="checkbox"/>	4-6 hrs			Simple Grasping	<input checked="" type="checkbox"/>
<input type="checkbox"/> 6-8 hrs	<input type="checkbox"/>	6-8 hrs	<input type="checkbox"/>	6-8 hrs				

**POSITION DESCRIPTION ACCEPTANCE**

I agree and accept all terms, conditions and duties outlined in this document.

Employee Signature.....

Employee Name.....

Date.....

CEO Signature.....

CEO Name.....

Date.....