



## Paroo Shire Council Position Description

<b>Title:</b>	<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>	2
<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 construction to a high standard. To undertake general labouring duties as required and to operate small plant and equipment to the level of your skill and training ability and to work in a safe and healthy manner.

### Reporting Arrangements and Delegations

This role reports directly to the Works Supervisor.

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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 12 months
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

- Demonstrated experience operating and maintaining a wide range plant and equipment and be capable of carrying out physical requirements of this position including manual labouring as required.
- Flexibility to work hours as operationally required to complete works and the ability to work with minimal supervision when necessary.
- The ability to communicate effectively to understand, follow and execute verbal and written instructions.
- Hold or have the ability to obtain a range of tickets including, but not limited to; Backhoe Front End Loader, Skid Steer, Current Traffic Controllers Ticket, Excavator, Roller, Grader, Forklift, HR or above Driver Licence

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### Qualifications

- Hold a current C Drivers licence,

### Desirable

- HR Drivers Licence

- Hold or have the ability to obtain a range of tickets including, but not limited to; Backhoe Front End Loader, Skid Steer, Current Traffic Controllers Ticket, Excavator, Roller, Grader, Forklift, HR or above Driver Licence
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### Key Responsibilities and Duties

- Undertake general labouring duties as required. Depending on the team you are assigned to this may include, but is not limited to:
  - lawn maintenance and gardening, manual handling tasks, rubbish collection, bitumen patching, street sweeping, laying pavers, concreting maintenance of parks and gardens within the Shire.
  - Undertake all maintenance and construction tasks as directed
  - Operate vehicles, small plant, and hand tools which you're qualified and competent.
  - Complete all relevant safety documents as required, including but not limited to; Plant prestart inspections, SWMS, SOP's, Risk Assessments, JSA's, Take 5's and Hazard Inspections.
  - Provide high quality works that conform to required specifications and/or works practices.
  - Be committed to working with site supervisors to achieving high quality work on time and on budget
  - Follow all procedures relating to your work correctly.
  - Undertake other tasks up to and including your competency and level.
  - Actively participate in identifying, recommending, developing and implementing measures through which allocated tasks and responsibilities may be carried out more effectively and efficiently.
  - Demonstrate a commitment to Workplace Health and Safety, Council's Code of Conduct and demonstrate appropriate behaviour for a public sector employee.
  - Present to work in a fit manner with a strong commitment to punctuality.
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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"/>	<input type="checkbox"/> None	<input type="checkbox"/>	<input type="checkbox"/> None	Depth Perception	<input type="checkbox"/>	Fine Manipulation	<input type="checkbox"/>
<input type="checkbox"/> Occasional	<input checked="" type="checkbox"/>	<input type="checkbox"/> Occasional	<input type="checkbox"/>	<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"/>	<input type="checkbox"/> 1-4 hrs	<input checked="" type="checkbox"/>	<input 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"/>	<input type="checkbox"/> 4-6 hrs	<input type="checkbox"/>	<input type="checkbox"/> 4-6 hrs			Simple Grasping	<input checked="" type="checkbox"/>
<input type="checkbox"/> 6-8 hrs	<input type="checkbox"/>	<input type="checkbox"/> 6-8 hrs	<input type="checkbox"/>	<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.....