

### POSITION DESCRIPTION

<b>Position Title:</b>	Labourer Civil Works
<b>Department:</b>	Infrastructure and Recovery
<b>Unit:</b>	Maintenance and Operations
<b>Team:</b>	Civil Assets
<b>Reports To:</b>	Team Leader Maintenance Civil Assets
<b>Award Classification:</b>	LGE 2 Queensland Local Government Industry Award (Stream B) - State 2017 and applicable Division(s)
<b>Hours:</b>	Nominal 76.00 hours per fortnight, nine (9) day fortnight as per Agreement.
<b>Pre-placement Medical:</b>	Yes
<b>National Police History Check:</b>	Yes
<b>Date Developed:</b>	July 2018
<b>Date Reviewed:</b>	May 2025

### Douglas Values

Champion behaviour which exhibits the following values which underpin our efforts to build a culture based on positive relationships with colleagues and the community.

Adapt	Integrity
Respect	Teamwork
Community Care & Support	

### Position Objectives

The purpose and function of the position is to:

- Effectively and efficiently undertake a wide variety of maintenance and civil works activities as directed by the Ganger.
- Work in a safe and environmentally sensitive manner.
- Be a good team player.
- Work across all areas within civil works.

Organisational Relationships	
<b>Position Reports to:</b>	Team Leader Maintenance Civil Assets
<b>Position Supervises:</b>	Nil
<b>Internal Relationships:</b>	The Labourer Civil Works works within the Infrastructure and Recovery Department and directly with the Civil Works team.
<b>External Relationships:</b>	The Labourer Civil Works works with external contractors, external labour hire and the public in general.

Qualifications and Experience
<p><b>Essential:</b></p> <p><u>Qualifications</u></p> <ul style="list-style-type: none"> <li>• Secondary education to Year 10 with good writing and communication skills and an understanding of basic mathematics.</li> <li>• Certificate III in Civil Construction or trade equivalent.</li> <li>• Current Queensland Driver's Licence Class (C, LR).</li> <li>• General Safety Induction (Construction Industry) – White Card.</li> <li>• Level 1 Certification in Chainsaw Operation or ability to obtain.</li> <li>• Proximity to Traffic Awareness Parts 1 and 2 or ability to obtain.</li> </ul> <p><u>Knowledge, Skills &amp; Expertise</u></p> <ul style="list-style-type: none"> <li>• Demonstrated ability to undertake a wide variety of physically strenuous labouring activities.</li> <li>• Previous experience in undertaking road maintenance (or similar activity) and associated civil works activities.</li> <li>• Demonstrated skills and experience in working with asphalt and bitumen.</li> <li>• Demonstrated ability to work in a public environment.</li> <li>• Demonstrated knowledge and understanding of Workplace Health and Safety and Environmental Issues relevant to road maintenance /construction activities.</li> </ul> <p><u>People Oriented Skills &amp; Attributes</u></p> <ul style="list-style-type: none"> <li>• Demonstrated ability to work in a small team and to be a good team player.</li> </ul> <p><b>Desirable:</b></p> <p><u>Qualifications</u></p> <ul style="list-style-type: none"> <li>• MR, HR Truck licence.</li> <li>• Forklift licence or the ability to obtain Level 2 Certification Chainsaw Operation.</li> <li>• Plant licences relevant to Civil Maintenance.</li> </ul> <p><u>Knowledge, Skills &amp; Expertise</u></p> <ul style="list-style-type: none"> <li>• Previous experience in road maintenance.</li> <li>• Previous experience in civil works maintenance and construction.</li> <li>• Previous exposure to traffic management.</li> </ul>

## Key Responsibilities & Duties

Duties and responsibilities include but are not limited to:

- Perform requested tasks efficiently and effectively.
- Ensure that the Ganger is fully informed of any anticipated deviations from productivity or quality.
- Communicate with members of the public and with staff from other Council sections and departments as required.
- Ensure road maintenance and civil works tasks are carried out in a safe and environmentally sensitive manner.
- Drive work vehicles as required.
- Ensure all works are captured within the reflect data base.
- Operate small plant and vehicles in an efficient, courteous and safe manner.
- Attend internal workshops, seminars and training as appropriate.
- Other duties as directed.
- Provide excellent customer service and to actively work to solve customer problems.
- Ensure all corporate information is captured within Council's business systems adhering to Recordkeeping policies and procedures.

## Performance Indicators

It is expected the incumbent will show:

- A positive attitude to attendance.
- A high standard of completed work.
- Compliance with Council's policies and directions.
- A high level of customer service.
- Positive contribution to overall team performance.
- Evidence of contributions to a safe and healthy work environment.

POSITION DESCRIPTION							
<b>Position Title:</b>	Labourer Construction – Civil Assets						
<b>Department:</b>	Infrastructure						
<b>Reports To:</b>	Reports to the Team Leader Construction – Civil Assets						
<b>Award Classification:</b>	LGE 2 Queensland Local Government Industry Award (Stream B) - State 2017 and applicable Division(s)						
<b>Hours:</b>	Nominal 76 hours per fortnight, nine (9) day fortnight as per Agreement.						
<b>Number of Direct Reports:</b>	Nil						
<b>Pre-placement Medical:</b>	No						
<b>National Police History Check:</b>	Yes						
<b>Date Developed:</b>	March 2015						
<b>Date Reviewed:</b>	March 2024						
Douglas Values							
Champion behaviour which exhibits the following values which underpin our efforts to build a culture based on positive relationships with colleagues and the community.							
<table border="1"> <tr> <td>Adapt</td><td>Integrity</td></tr> <tr> <td>Respect</td><td>Teamwork</td></tr> <tr> <td colspan="2">Community Care &amp; Support</td></tr> </table>		Adapt	Integrity	Respect	Teamwork	Community Care & Support	
Adapt	Integrity						
Respect	Teamwork						
Community Care & Support							
Position Objectives							
<p>The purpose and function of the position is to:</p> <ul style="list-style-type: none"> <li>Undertake a wide variety of construction activities ensuring maximum productivity effectively and efficiently with a high standard of workmanship and job safety as directed by the Ganger to be a good team player.</li> <li>Work in a safe and environmentally sensitive manner.</li> <li>Assist the team in effective and efficient delivery of capital works projects.</li> <li>Work across all areas within Civil Works.</li> </ul>							

Organisational Relationships	
Position Reports to:	Team Leader Construction Civil Assets
Position Supervises:	Nil
Internal Relationships:	The Labourer Construction Civil Assets works within the Infrastructure and Recovery Department and directly with the Civil Works team.
External Relationships:	The Labourer Construction Civil Assets works with external contractors, external labour hire and the public in general.
Qualifications and Experience	
<p><b>Essential:</b></p> <p><u>Qualifications</u></p> <ul style="list-style-type: none"> <li>• Secondary education to Year 10 with good writing and communication skills and an understanding of basic mathematics.</li> <li>• Current Queensland Driver's Licence Class (C, MR).</li> <li>• Forklift Licence or the ability to obtain.</li> <li>• General Safety Induction (Construction Industry) – White Card.</li> <li>• Proximity to Traffic Awareness Parts 1 and 2 or ability to obtain.</li> <li>• Level 1 Certification in chainsaw operation or the ability to obtain.</li> <li>• Knowledge and understanding of tablets and smart phones.</li> </ul> <p><u>Knowledge, Skills &amp; Expertise</u></p> <ul style="list-style-type: none"> <li>• Demonstrated ability to undertake a wide variety of physically strenuous labouring activities.</li> <li>• Demonstrated ability to perform a range of construction labouring tasks.</li> <li>• Demonstrated ability to set up formwork and assist in laying of concrete drainage products.</li> <li>• Demonstrated skills and experience in undertaking general bridge, road and drainage activities associated with construction.</li> <li>• Experience/skills in working with timber bridges or timber construction.</li> <li>• Demonstrated ability to work in a public environment.</li> <li>• An understanding of and commitment to Workplace health and Safety, environmental responsibility, quality assurance, equal employment opportunities and open communications.</li> </ul> <p><u>People Oriented Skills &amp; Attributes</u></p> <ul style="list-style-type: none"> <li>• Demonstrated ability to work in a small team and to be a good team player.</li> <li>• Ability to adapt to change within teams and locations.</li> </ul> <p><b>Desirable:</b></p> <p><u>Qualifications</u></p> <ul style="list-style-type: none"> <li>• Certificate III in Civil Construction.</li> <li>• HR Truck Licence.</li> <li>• Excavator, Skid Steer or Loader Licence.</li> </ul>	

- Roller Tickets.
- Level 2 Certification in chainsaw operation.
- Doggers Ticket or the ability to obtain.

#### Knowledge, Skills & Expertise

- Other skills/experience relevant to civil works construction.

### **Key Responsibilities & Duties**

Duties and responsibilities include but are not limited to:

- Strive to achieve high productivity and quality on tasks worked on and ensure that the Ganger Construction - Civil Assets is fully informed of any anticipated deviation from productivity or quality.
- Communicate with members of the public and with staff from other Council sections and departments as required.
- Ensure construction tasks are carried out in an environmentally sensitive manner.
- Ensure all works are captured within the reflect data base.
- Drive work vehicles as required equal to licence class.
- Operate small plant and vehicles in an efficient, courteous and safe manner.
- Inform the Ganger Construction - Civil Assets on all noteworthy aspects of the above duties.
- Attend internal workshops, seminars and training as appropriate.
- Participation in the After-Hours Callout roster for maintenance operations as required.
- Other Duties as required.
- Provide excellent customer service and to actively work to solve customer problems.
- Ensure all corporate information is captured within Council's business systems adhering to Recordkeeping policies and procedures.

### **Performance Indicators**

It is expected the incumbent will demonstrate:

- A positive attitude to attendance.
- A high standard of completed work.
- Compliance with Councils policies and directions.
- A high level of customer service.
- Positive contribution to overall team performance.
- Evidence of contributions to a safe and healthy work environment.