



Position Description

Works Operator/ Labourer

Applications Close:
5:00pm on Tuesday, 3 December 2024

Position title

Works Operator / Labourer

Position number

WU10203

Department

Works & Utilities

Classification

Level 5, year 1 Queensland Local Government Industry (Stream B) Award 2017 and
Winton Shire Council Enterprise Bargain Agreement 2023 as varied

Terms of employment

Permanent Full-Time

Supporting documents

Employee Code of Conduct

Workplace Health & Safety Responsibilities

Winton Shire Council Drug and Alcohol Policy

Organisational environment

Winton Shire Council's Mission Statement is:

"Through meaningful engagement, implement a range of strategies that cater to people from all walks of life, our community needs and aim to enrich our lifestyle and preserve our heritage".

Winton Shire Council's Vision is:

"To grow our community and explore exciting, new and innovative opportunities which will retain existing and attract new people with whom we can share our unique lifestyle and rich heritage".

Winton Shire Council's Corporate Values are:

Accountability:

The ethical concept associated with responsibility, enforcement, blameworthiness, transparent process, liability, and other terms associated with being answerable for the trust that is bestowed by those whom we serve.

Effectiveness:

The idea of carrying out a program or process that is entirely adequate to accomplish the purpose that has been identified as a goal or aspiration.

Efficiency:

The concept that in the process of pursuing or effecting any program, procedures, or task where all wastage is minimised.

Sustainability:

Is the capacity to maintain a certain process or state indefinitely? When applied in an economic context, a business is sustainable if it has accepted its practices for the use of renewable resources and is accountable for the environmental impact of its activities.

Meaningful Community Engagement:

Encompasses the principle of seeking the views and opinions of the Community. This is to be through an effective committee system and public consultation process as part of Council's decision making methodology.

Good Governance:

This describes the process of decision-making and the process by which decisions are implemented (or not implemented), hereby, public institutions conduct public affairs, manage public resources, and guarantee the realisation of human rights. Good governance accomplishes this in a manner essentially free of abuse and corruption and with due regard for the rule of law.

Ethical and Legal Behaviour:

Ethical behaviour is characterised by honesty, fairness, and equity in all interpersonal relationships. Ethical behaviour respects the dignity, diversity and rights of individuals and groups of people. When coupled with legal behaviours there is an expectation that there will be a penalty for conduct that breaches any law statute or regulation.

Organisational relationships

Reports to:

Manager of Operations

Supervision of:

No supervision applicable

Internal Liaisons

Works Department

External liaisons

Customers, Winton Shire Community at large and visitors to Winton as required.

Position objectives

The purpose of works Operator Labourer will be responsible to assist in the efficient and effective maintenance of road infrastructure. In the absence of these specific activities the incumbent with perform labouring activities in other areas.

Organisational commitment

Corporate

All Local Government employees are required to comply with relevant Acts and regulations, Council's policies and procedures as amended from time to time.

Confidentiality and improper use of information

All Council documents and information are treated with complete confidentiality. Information gained during employment with Local Government must not be used to gain advantage, or to cause detriment to the Local Government.

Continuous quality improvement

All employees are encouraged to embrace the concept of Continuous Quality Improvement (CQI) within the workplace. This will encourage creativity and innovation and identify and implement improved ways of doing things through this structured process.

Workplace Health and Safety

All employees have a duty under the *Workplace Health and Safety Act 2011* Section 28.

While at work all Winton Shire Council workers must:

- Take reasonable care for his or her own health and safety; and
- Take reasonable care that his or her acts or omissions do not adversely affect the health and safety of other persons; and
- Comply, so far as the worker is reasonably able, with any reasonable instruction that is given by the person conducting the business or undertaking to allow the person to comply with this Act; and

- Co-operate with any reasonable policy or procedure of the person conducting the business or undertaking relating to health or safety at the workplace that has been notified to workers.

Qualifications/Licences/Tickets required

The following qualifications and licences are desired:

Mandatory

- MR Class Drivers Licence.
- Construction White Card.

Desirable

- HR Licence.
- Level 2 Traffic Management Training qualifications.
- Various civil construction plant tickets/ certification.

There is considerable emphasis on multiskilling and any applicants are encouraged to apply. Council may be able to provide on the job training to meet mandatory or desirable qualifications.

Additional requirements and working conditions

The following requirements and working conditions will be necessary in this role:

- Ability to work as a team member and contribute to team outcomes.
- Work within this area may involve manual labourer and work in extreme heat.
- The Council Employee Code of Conduct applies to this position; and
- Travel within the shire area may be required for work and training purposes.

Statement of key responsibilities and duties

The following key responsibilities may be modified from time to time to ensure the expected outcomes are coordinated with Council's operational and corporate plans. The key responsibilities of the position are:

- Operate plant and equipment as directed by the Supervisor to assist Council work programs.
- Ensure plant, equipment and logbooks are maintained in accordance with Council requirements.
- Operator plant in accordance with ability, certification or tickets.

- Keep plant tidy, clean and in good condition, reporting any issues to Supervisor or Workshop Manager as soon as practicable.
- Complete prestart checks on plant operated.
- Communicate, solve and discuss work program with other team members and the Supervisor.
- Provide work progress reports to the Supervisor when requested.
- Assist with prompt responses to customer requests/enquires and project a helpful and positive image of the Council.
- Undertake training in relation to plant and equipment when necessary.
- Other duties within the capabilities of the staff member as directed by Council from time to time.

Key selection criteria

The applicant's suitability for this role will be assessed against the following competencies:

Selection Criteria 1

Ability and experience to operator plant and equipment and examples of tickets and licences Currently held.

Selection Criteria 2

Demonstrated ability to work unsupervised and manage priorities in order to complete allocated tasks within agreed timeframes and to the required standards.

Selection Criteria 3

Demonstrated ability to work effectively as part of a team and contribute to team outcomes in the workforce.

Selection Criteria 4

Demonstrated ability to cope with physical labour in extreme heat and examples of work environments where you have undertaken same.

Other relevant information

- The selected applicant will be subject to a criminal history check – undertaken and paid for by Council.
- The selected applicant will be required to undertake a pre-medical assessment to prove that they are medically fit to carry out the duties and responsibilities of the position with Council covering the cost.
- This position will be subject to a minimum probationary period of Three (3) months. The applicant's employment will undergo a review at the end of the probationary period and a recommendation will be made to the Chief Executive Officer regarding permanent employment in the position.

- The selected applicant may be required to provide Winton Shire Council with a recent photograph of the person, at the time of the person's induction, for the purpose of creating a Winton Shire Council Employee Identity Card. Under (s138A) of the Queensland Local Government Act 2009 the employee has a legal obligation to hand any such identity card/s back to the employer within twenty-one days of termination of employment, unless the employee has a reasonable excuse.

In the event of organisational change or restructure, Council may require employees to undertake other roles for which they are qualified and capable of performing.

Authorisation

(This section to be completed with the successful applicant upon completion of the recruitment process)

By signing this authorisation, the successful applicant acknowledges that they have read this Position Description and understand the responsibilities associated with the position.

I,

accept the position of **Works Operator/ Labourer** with the Winton Shire Council and the details as outlined in the Position Description.

I have been given an opportunity to ask questions about the contents and I understand the terms and conditions outlined in this document.

Signature:

Date

Recruitment process

Candidates should lodge their applications in accordance with the directions outlined in “How to Apply for the Position” below.

How to apply for the position

We invite you to lodge a formal application which MUST include a:

- **Resume,**
- **Cover letter, and**
- **Response to the Selection Criteria**

Completed applications are to be forwarded to: jobs@winton.qld.gov.au

Shortlisting and interviews

The Shortlisting of all applicants will be undertaken by a Selection Panel within five (5) working days after receipt of a completed suitable application. Interviews may be conducted face to face, or via video-conferencing or tele-conferencing, depending on the location of candidates and the technology available at the time.

Further information

For further information in relation to this position please contact Winton Shire Council, on 07 4657 2666.