

## Position Description



<b>Position Title:</b>	Labourer / Plant Operator / Caretaker - McKinlay
<b>Date:</b>	February 2024
<b>Department:</b>	Engineering
<b>Supervisor:</b>	Foreman
<b>Remuneration:</b>	Level 4 - 6
<b>Award:</b>	Local Government Industry Award – State 2017
<b>Award Allowances:</b>	As per Award
<b>Agreement:</b>	McKinlay Shire Council Certified Agreement 2022 -2024

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### OBJECTIVE OF THE POSITION

A Labourer/Operator role will undertake tasks associated with relation to road maintenance/construction. This role will be directed by the Job Forman for all works undertaken and be required to operate plant in a competent and safe manner. A Labourer/Operator will contribute to the efficient and productive operation of the road maintenance/construction teams by carrying out duties in a safe and competent manner. A Caretaker roll will undertake tasks associated with town beautification in the township of Kynuna and McKinlay.

### ORGANISATION ENVIRONMENT

McKinlay Shire Council is the southern gateway to the Gulf. The Shire spans some 41,000 square kilometres and townships include Julia Creek, Nelia, McKinlay and Kynuna.

McKinlay Shire has a population of approximately 1000 residents. Its main industries are beef cattle grazing, tourism and mining ventures at Cannington and Eloise Mine.

### Our vision

Community – A focus on the health, wellbeing and general quality of life for the community.

Economy – A focus on economic development to create employment growth and opportunity.

Environment – A focus on the Shires built and natural environments and supporting infrastructure.

Shire – A focus on Councils leadership and management of the Shire and its assets.

### To do this, we will:

- ✓ Develop a learning organisation which provides a satisfying, rewarding and secure career for our employees while fostering teamwork, person growth and respect for the individual
- ✓ Support and promote economic developments
- ✓ Support and promote community developments
- ✓ Develop assets and infrastructure
- ✓ Achieve environmental sustainability
- ✓ Improve financial security

## **DUTIES AND RESPONSIBILITIES**

- Maintain and service the item of plant in accordance with Council Policy;
- Report promptly any fault or problem with an item of equipment to job Foreman;
- Maintenance of rural roads within the shire, (this will require camping out for up to four nights per week);
- Drive various plant when required or as directed by Job Foreman;
- Be willing to obtain competencies for various plant if required for the position;
- Be responsible for safe keeping and maintenance of personal issue, tools, equipment and stores;
- Maintain a safe working condition under Workplace Health & Safety Act and Regulation at all times;
- Perform the tasks associated with road construction/maintenance as required by Job Foreman;
- Perform the tasks associated with McKinlay and Kynuna Parks and Gardens;
- Perform the tasks associated with caretaking of McKinlay Depot and townships of McKinlay and Kynuna;
- To comply with Council's adopted Equal Employment Opportunity Policy at all times;
- To comply with the local governments adopted Code of Conduct at all times;
- To complete weekly timesheets in a timely and accurate manner;
- Other duties as directed by Job Foreman/Works Manager or Engineer;
- Other duties as directed by the Chief Executive Officer.

## **PERFORMANCE INDICATORS**

- Completion of all duties in a timely and efficient manner;
- Prompt reporting of any difficulties encountered requiring remedial actions to the Job Foreman;
- Compliance with all Policies & Procedures applying to the duties of the position;
- Compliance with all workplace health and safety standards and Council policy;
- Compliance with the adopted Code of Conduct;
- Punctuality and Reliability and courtesy at all times;
- Appropriate notifications to accountable supervisor with respect to work absences.

## **ACCOUNTABILITY AND EXTENT OF AUTHORITY**

Management Responsibilities: Nil

Statutory Responsibilities: To act within the established procedures, processes and guidelines with scope to apply discretion to individual situations.

Expenditure: Refer to Councils Procurement Policy

## **WORKPLACE HEALTH & SAFETY**

- Report any workplace accidents / incidents to your supervisor;
- Comply with any reasonable instruction and cooperate with any reasonable policy or procedure relating to health and safety at the workplace;
- Contribute ideas and suggestions that promote safety awareness;

- Take reasonable care for your own health and safety and do not adversely affect the health and safety of other persons.
- Comply with obligations under Workplace Health & Safety Legislation.

## **SELECTION CRITERIA**

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### **SC1 Skills/Requirements:**

- Competent level of skills in road/job related labour and construction techniques;
- Competent level of tool equipment handling;
- Competent level of plant operation;
- Ability to work unsupervised.

### **SC2 Qualifications or Relevant Experience:**

- Reliable previous work history;
- Queensland Construction Induction White Card;
- Hold a current 'C' class Queensland driver's license, preferably MR or higher;
- Certificate of competency to operate plant as nominated on application form;

### **SC3 Knowledge:**

- A working knowledge of the Workplace, Health and Safety Act;
- Basic knowledge of Quality Assurance requirements;
- Basic knowledge of road construction;
- Knowledge of hand tool operation;
- Knowledge Main Roads procedure and standards;