



Position Description
(Including selection criteria)

Labourer / Plant Operator

Shire of McKinlay
PO Box 177 Julia Creek 4823
Telephone: (07) 47 467 166
Facsimile: (07) 47467 549
Email: employment@mckinlay.qld.gov.au

INFORMATION PRIVACY

Council advises that some of the personal information submitted by applicants for this position will be added to our database for communication and administrative purposes only, and will not be disclosed to any parties other than those involved in the selection process. You may access this information by contacting Council on (07) 47467 166.



McKinlay Shire Council is the southern gateway to the Gulf. The Shire spans some 41,000 square kilometres and townships include Julia Creek (the main hub of the Shire) and Nelia on the Flinders Highway and McKinlay and Kynuna on the Matilda Highway.

McKinlay Shire has a population of approximately 1000 residents. Its main industries are Cattle grazing, beef, mining ventures at BHP Cannington (the most concentrated silver/lead mine in the world), Eloise Mine and tourism.

Our vision

A Vibrant Community –

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

A Strong Economy –

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

A Sustainable Environment –

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

A Well Managed 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

Our Organizational Structure

The McKinlay Shire is represented by 5 Councillors and managed by the Chief Executive Officer in accordance with the Local Government Act and various other Acts and regulations. The staff complement is 58 with an annual budget of \$18m.

Position Description

Position Title:	Labourer / Plant Operator
Date:	February 2024
Department:	Engineering
Supervisor:	Foreman
Remuneration:	Level 4-6
Award:	Local Government Industry Award – State 2017
Award Allowances:	As per Award
Agreement:	McKinlay Shire Council Certified Agreement 2024-2027

OBJECTIVE OF THE POSITION

A works 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.

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
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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 Forman;

- Maintenance of rural roads within the shire, (this may require camping out for up to four nights per week);
- Drive various plant when required or as directed by Job Foreman;
- Conducting pre-start checks and reporting defects on plant and equipment.
- Maintenance of road signs and guideposts
- Pothole patching and other road maintenance tasks
- 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;
- 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

- Ability to complete assigned tasks within expected timeframes and maintain high work standards.
- Prompt reporting of any difficulties encountered requiring remedial actions to the Job Foreman;
- Ability to work independently and as part of a team.
- 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

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, MR (Medium Rigid) or HR (Heavy Rigid) Class Driver Licence;
- 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;