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# Diamantina Shire Council

## POSITION DESCRIPTION

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SUSTAINABLY DEVELOPING THE OUTBACK

- 1.0 TITLE:** Labourer
- 2.0 AWARD:** Queensland Local Government Industry (Stream B) Award – State 2017
- 3.0 SECTION:** Operational Services
- 4.0 CLASSIFICATION:** Level 2
- 5.0 DEPARTMENT:** Infrastructure
- 6.0 BRANCH:** Town Services
- 7.0 LOCATION:** Birdsville / Bedourie

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### 10.0 POSITION OBJECTIVE

To ensure that all labouring tasks assigned are completed efficiently and to a high standard.

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### 11.0 REQUIREMENTS OF THE JOB

**a) Skills/Capabilities**

- Ability to work as a team member and contribute to team outcomes
- Willingness to learn.
- Ability to complete manual tasks.
- Ability to be flexible, reliable, honest and committed.

**b) Knowledge**

**Sound knowledge of –**

- Manual handling procedures
- Quality Assurance and Workplace Health and Safety processes
- Council's work operations, policies and procedures or a demonstrated ability to learn

**c) Experience and/or qualifications**

- Current C class license
- White Construction Card

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### 12.0 KEY RESPONSIBILITIES OF THE POSITION

1. Carry out labouring and cleaning tasks as directed by the Supervisor.
2. Operate plant and equipment as directed by the Supervisor.
3. Ensure all plant and equipment are maintained in accordance with Council requirements.
4. Provide work progress reports to the Supervisor.
5. Communicate, solve and discuss work problems with other team members the Supervisor.
6. Assist with prompt responses to customer requests/enquiries and project a helpful and positive image of the Council and its staff.
7. Ensure that Councils Quality Assurance Program is adhered.
8. Ensure that Councils Workplace Health and Safety Policy is upheld and all operations are carried out in accordance with this policy
9. Perform other Council work as directed

### Workplace Health and Safety Responsibilities

- 1) Being aware of Council's WH&S Management System – SAFE PLAN the WH&S Management Plan and MAPs.
- 2) Performing all work and associated functions in a safe manner.
- 3) Complying with all documented WH&S policies, procedures, work instruction and verbal instructions issued by Council or its officers.
- 4) Correctly using and maintaining all personal protective clothing and equipment supplied by Council.
- 5) Identifying hazards, conducting risk assessments, and taking corrective action to eliminate hazards where possible in the workplace, and/or to report hazards and risks in accordance with WH&S procedures.
- 6) Establishing and maintaining a high standard of housekeeping and cleanliness within individual work areas and on Council's property generally.
- 7) Reporting and assisting with the investigation of all incidents in the workplace, including minor injuries, near misses and property damage.
- 8) Attending any toolbox, team talks or specific training supplied by Council.
- 9) Being familiar with the location of first aid treatment centres, fire protection facilities and evacuation procedures.
- 10) Working in a manner that will not endanger yourself, other employees or the public.
- 11) Report any concerns for WH&S to your Supervisor.

**Note:** An employee may be directed to carry out such duties as are within the limits of the employee's skill, competence and training. All employees have a legal obligation and are required to observe Council policies and procedures in relation to Code of Conduct, Confidentiality, Anti-Discrimination, Equal Employment Opportunity; Workplace Health & Safety; Employee Welfare; the Environment and Service Delivery Standards. Employees must also fulfil all recordkeeping responsibilities in accordance with relevant Information Standards and associated guidelines.

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### 13.0 KEY SELECTION CRITERIA

- 12) Ability to operate plant equipment and machinery or willingness to learn.
- 13) Physically capable of performing manual labour.
- 14) Ability to operate effectively in a team, contributing positively to team operations and working relationships in a friendly and flexible manner.
- 15) Ability to work under direct supervision whilst exercising initiative, judgement and enthusiasm.
- 16) Demonstrated commitment to OH&S.
- 17) Current Queensland 'C' Class Drivers Licence.

**Note:** As part of any recruitment for this position, Council may require the applicant to undertake a Criminal Records Check, Working with Children Check, Physical fitness/medical test, drug or alcohol test, relevant skill test, personality profile and/or psychometric testing prior to appointment. It is a condition of employment with DSC that all applicants agree to this requirement before appointment. Some positions require incumbent to undergo mandatory immunisation or provide medical documentary evidence of suitable immunisation as the work environment may involve exposure to areas identified as "at risk" work areas.

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### 14.0 ORGANISATIONAL RELATIONSHIPS / ACCOUNTABILITY

Reports to: Town Supervisor

Internal Liaisons: All Council Departments

External Liaisons: State and Local Government authorities as appropriate, suppliers and contractors, Councillors, community members/groups, and members of the general public.

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### 15.0 EXTENT OF AUTHORITY

As per Council's Delegation Register

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**Reviewed By:** Trevor Stewart  
Infrastructure Manager

**Approved by:** Leon Love  
Chief Executive Officer

**Signature:**

**Date:**

I, [Name] have read and understood this Position Description – Labourer and accept the objectives and responsibilities of this position.

**Applicant:** .....

**Date:** ...../...../.....