

**POSITION DESCRIPTION****PART 1 – POSITION DETAILS**

Position Title:	Labourer
Classification Level:	QLGIA (Stream A), Award State - Division 2 Section 1 – Level 1
Industrial Instruments:	Torres Shire Council Certified Agreement 2022
Date prepared/ Updated:	March 2025
Position Purpose:	<p>Under general direction be responsible for effectively carrying out delegated tasks.</p> <p>Be responsible for the condition of all small plant and equipment and materials under his/her control.</p>
Reports To (Position Title):	Works Manager
Roles Reporting to This:	Nil
Key Relationships / Interactions:	<ul style="list-style-type: none">• Members of the public• Other Council Staff both Internal and External
Decision Making Authority:	<p>The Chief Executive Officer, in accordance with the provisions of the <i>Local Government Act 2009</i>, will delegate authority to exercise such powers, delegations and judgements as determined necessary from time to time to enable the effective fulfilment of the requirements of the position.</p> <ul style="list-style-type: none">• The position is accountable to the Delegate of Director, Engineering & Infrastructure Services. Specified on appointment

I hereby agree to abide by Council values and the *Local Government Act 2009* and that this position description clearly outlines the specific responsibilities and duties that are to be carried out as part of this role of which I agree to perform at the best of my abilities. I also understand that the selection criteria represent the minimum requirements to perform the duties at the current level.

Signature of Incumbent:	
Print Name:	
Date:	/ /



PART 2 – KEY RESPONSIBILITIES

Key Result Area	Major Tasks
Job Specific Responsibilities	<ol style="list-style-type: none"> 1. To carry out under direct supervision, roads and drainage construction and infrastructure maintenance, water and sewerage operations and infrastructure maintenance, waste and landfill operations and infrastructure maintenance. 2. To carry out as directed works associated with Council's works in areas of parks and gardens and environmental management. 3. To operate and carry out daily routine maintenance to any small plant and equipment under his/her control at all times. 4. To maintain appropriate operational standards and compliance with Work Health & Safety legislation. 5. To carry out such other duties from time to time as directed by his/her immediate supervisor or manager.
Supervisory Responsibilities	<p>Nil</p>
Communication & Interpersonal Responsibilities	<ol style="list-style-type: none"> 1. Work as part of a team and show professionalism. 2. Punctual in both attendance at work and staff meetings. 3. Maintain high standards of presentation and personal grooming. 4. Comply with Council's Code of Conduct.
Legislative Responsibilities	<ol style="list-style-type: none"> 1. Corporate recordkeeping is the responsibility of all staff. This position is required to comply with the Councils 'Corporate Recordkeeping' Policy and associated procedures. 2. Observe Council's policies and procedures to ensure compliance with all relevant legislation, including: <ul style="list-style-type: none"> • <i>Local Government Act 2009;</i> • <i>Local Government Regulations 2012;</i> • <i>Human Rights Act 2019 (QLD);</i> • <i>Public Sector Ethics Act 1994;</i> • <i>Industrial Relations Act 2016;</i> • <i>Workplace Health and Safety Act 2011;</i> • <i>Workplace Health and Safety Regulation 2011;</i> • <i>Workers Compensation and Rehabilitation Act 2003;</i> • <i>QLD Crime and Corruption Act 2001;</i> • <i>Commonwealth Disability Discrimination Act 1992;</i> • <i>Commonwealth Age Discrimination Act 2004;</i> • <i>Commonwealth Racial Discrimination Act 1975;</i> • <i>Commonwealth Sex Discrimination Act 1984;</i> • <i>Environmental Protection Act 1994;</i> • <i>Environmental Protection Regulation 1998;</i> • <i>Equal Opportunity in Public Employment Act 1992;</i> • <i>Anti-Discrimination Act 1991;</i> • <i>The Public Records Act 2002;</i> • <i>Public Interest Disclosure Act 2010.</i>
Workplace Health and Safety Responsibilities	<p>The employee will assist in ensuring the work environment complies with the Workplace Health & Safety Act, Regulations, Codes of Practice and Council's Safe Plan system, Safe Work statements, Policies and Procedures. Complies</p>



	with instructions given by his or her Manager and / or Supervisor. Adhere to the workplace health and safety legislation in reporting all accidents and potential hazards in a timely manner.
Confidentiality and Privacy	<ol style="list-style-type: none">1. Keep all confidential information, whether written or verbal, as well as any intellectual property developed, utilised or otherwise gained by the employee in the course of employment, completely confidential, even after completion of employment.2. Ensure compliance with:<ul style="list-style-type: none">• <i>Right to Information Act 2009</i>• <i>Information Privacy Act 2009</i>

PART 3 – PERSON SPECIFICATION

Qualifications & Experience
<ol style="list-style-type: none">1. Must be the holder of a current (C class) Driver's Licence.2. Possess a Construction Induction Card (White Card)3. Prior experience with working in Local Government. (Desirable)4. Possession of plant operator tickets. (Desirable)5. Understanding of Ilan Kastom and languages.
Technical Skills & Abilities
<ol style="list-style-type: none">1. Mature, positive attitude, good interpersonal skills and ability to Interact positively with public and other Council Staff2. Ability to follows instructions3. Operational knowledge of small plant and equipment4. Ability to communicate effectively with Aboriginal and Torres Strait Islander people.

PART 4 – SELECTION CRITERIA

Essential Skills, Experience & Qualifications
<ol style="list-style-type: none">1. Must be the holder of a current (C class) Driver's Licence.2. Possess a Construction Induction Card (White Card)3. Show how you will work and commit to Council:<ol style="list-style-type: none">a. Punctualb. Reliablec. Able to follow instructions