POSITION DESCRIPTION RMPC Labourer

POSITION	RMPC Labourer
EMPLOYMENT CONDITIONS	*Queensland Local Government Industry Award (Stream B) – State 2017* *Richmond Shire Council Certified Agreement 2022* *Queensland Employment Standards*
SECTION / DEPARTMENT	Works
LOCATION	Richmond (may be required to work across the Shire)
REPORTS TO	Maintenance Foreman
SUPERVISES	NIL

POSITION OBJECTIVE

To perform general labouring duties, and to operate plant and vehicles as licensed and competent, to support Council's RMPC works programs, and other works programs as required such as road construction, road maintenance, town services, water and sewerage.

KEY DUTIES AND RESPONSIBILITIES

Key duties and responsibilities include, but are not limited to:

- Operate plant and equipment in an effective manner at various locations throughout the Shire including for:
  - road construction;
  - road maintenance;
  - batching cement, driving loads to sites, unloading etc when required;
  - assisting other Works areas as requested e.g. Water and Sewerage; Parks and Gardens;
  - performing private works;
  - maintenance of dump including fill and seal top;
  - maintenance of animal pit;
  - digging and filling grave sites.
- Perform general labouring activities as required, for Road Construction or other areas of Works as required (e.g. digging trenches, preparing work sites, laying pipe, traffic control, assisting Parks and Gardens).
- Operate small tools and equipment safely as required (e.g. chainsaws, mowers).
- Maintain and service plant and vehicles on a daily basis and as required in accordance with operating procedures and Workshop instructions (e.g. daily pre-start check, greasing and other routine servicing and safety maintenance checks).
- Implement Council's operating procedures and site specific work plans.
- Work in a safe, efficient manner with regard for self, other staff and the public using appropriate signage and awareness of hazards.

- Undertake traffic control and implement traffic control plans as required.
- Liaise with workplace representatives and employees to continuously improve work practices and work effectively as a team.
- Report to the Foreman on a regular basis regarding works progress and programming of works.
- Maintain accurate and complete records of plant and vehicle movement, repairs, maintenance, new works and component hours.
- Record daily work times and appropriate job numbers on a time sheet and other records as necessary for accounting and record purposes.

WORKPLACE HEALTH AND SAFETY RESPONSIBILITIES

All workers have a duty to familiarise themselves with and comply with statutory and Richmond Shire Council Workplace Health and Safety (WHS) requirements, including the WHS Management System, and WHS policies, procedures and work instructions.

In fulfilling this duty, workers are to:

- Take reasonable care for their own health and safety
- Take reasonable care that their acts or omissions do not adversely affect the health and safety of other persons
- Cooperate with all reasonable instructions, policies and procedures of Council, and follow safe work practices
- Identify hazards, conduct risk assessments, and take corrective actions to eliminate hazards where possible in the workplace, and/or report hazards and risks promptly to their Supervisor
- Establish and maintain a high standard of housekeeping and cleanliness within individual work areas and on Council property generally
- Report promptly to their Supervisor and assist with the investigation of all incidents within the workplace, including minor injuries, near-miss incidents and property damage.
- Report any incidents of bullying and/or harassment in the workplace promptly to their Supervisor or higher management
- Attend Toolbox talks, daily pre-start meetings and workplace health and safety training as required
- Correctly use and maintain tools, equipment and vehicles/plant
- Report any worn out or defective tools or equipment or problems regarding tools and equipment promptly to their Supervisor
- Correctly use and maintain all personal protective clothing and equipment supplied by Council
- Report any worn out or defective equipment or problems regarding Personal Protective Equipment promptly to their Supervisor
- Operate equipment and machinery with guards and safety controls operating and in place at all times
- Report promptly to their Supervisor if the employee does not have appropriate ticketing, licensing or training to undertake any designated task
- Report all problems with plant and equipment promptly to their Supervisor
- Report all problems with manual tasks, including signs of discomfort, promptly to their Supervisor

- Be familiar with the location of first aid kits, fire safety equipment, evacuation procedures, assembly points and key WHS personnel (e.g. Health and Safety Representatives, Fire Wardens, First Aid Officers)
- Participate in workplace health and safety activities such as inspections, investigations, evacuation drills, meetings and risk assessments as required from time to time
- Report promptly to their Supervisor any physical or psychological conditions that may affect their ability to safely perform their duties
- Assist in the return to work process for themselves or any work colleagues following injury
- Do not misuse or interfere with anything which is provided in the interests of workplace health and safety
- Participate in workplace health and safety consultation meetings to discuss workplace safety in the department, in accordance with the *Consultation, Cooperation and Coordination Code of Practice 2011*.

KEY SELECTION CRITERIA

- Construction and maintenance works meet required standards at all times, and is completed in a timely manner.
- Demonstrated willingness to perform labouring duties as required.
- Plant and equipment is maintained to required standards, and plant issues are brought to the attention of the Foreman or Workshop promptly.
- Work is performed in a manner that ensures the safety and health of employees, contractors and the community.
- Council's instructions, Policies and Procedures are followed.
- Clear communication is achieved with work crews for safe and efficient completion of service requests and private works.

QUALIFICATIONS

Essential:

- Current Drivers Licence Class C
- National White Card or Queensland Blue Card (Construction Induction Certification).

Desirable:

- Demonstrated experience in performing general labouring duties.
- Demonstrated ability to conduct safety and routine plant mechanical checks in accordance with regular service and the Workshop's guidelines.
- Demonstrated knowledge of safe plant operation techniques.
- Sound literacy, numeracy and oral communication skills.
- Ability to work in a co-operative manner with others in a team environment and be part of that team to resolve problems.
- Sound level of time management and organisational skills.
- Demonstrated ability to deal with the public courteously and efficiently.
- Traffic control tickets.
- MR or HR Truck Licence

OTHER REQUIREMENTS AND CONDITIONS

- Working in the heat, standing for extended periods and performing repetitive manual handling, twisting, turning and bending are requirements of this position.

PERFORMANCE STANDARDS

- Appropriate and consistent application of local laws and legislation
- Effective liaison with customers, colleagues and stakeholders
- All assigned tasks are completed professionally and within specified timeframes, and to required standards
- High level of participation, commitment to and concern for both the immediate team and corporate team, including willingness to follow directions, assist others, and be punctual and reliable in attendance
- High level of commitment to continual improvement of Council's policies and processes
- High level of commitment to continual improvement of personal work performance
- Effective, efficient and economical management of public resources
- Effective record-keeping, including for invoicing
- Effective use of judgement and initiative
- Council's Policies and Procedures and relevant legislation are adhered to
- Other targets as outlined in the Performance Review are achieved

DELEGATED AUTHORITY

- Authority in accordance with Council's corporate structure, delegations and statutory powers.
- Authorise expenditure in accordance with financial delegations and Council's Procurement Manual

INTELLECTUAL PROPERTY

Any literary work, computer program, invention, design, patent, copyright, trademark, photograph, diagrams, image, improvement or idea discovered, developed or produced by the employee in the course of employment is the sole property of Council and Council shall unless otherwise agreed have the exclusive right to use, adapt, patent and otherwise register it.

The employee following discovery, development or production of any literary work, computer program, invention, design, patent, copyright, trademark, photography, diagram, image, improvement or idea, shall immediately report it to Council to enable Council to ascertain whether it was discovered, developed or produced wholly outside and wholly unconnected with the course of employment.

The employee hereby assigns to Council by way of future assignment all copyright, design, design right and other property rights (if any) in respect to any literary work, computer program, invention, design, patent, copyright, trademark, photograph, diagram, image, improvement or idea developed by the employee in the course of employment.

The employee agrees that he/she will at the request and expense of Council complete all necessary deeds and documents and take all action necessary to vest any literary work, computer program, invention, design, patent, copyright, trademark, photograph, diagram, image, improvement or idea developed by the employee in the course of employment and obtain for Council the full benefit of all patent, trademark, copyright and other forms of protection throughout the world.

INFORMATION MANAGEMENT

The employee will comply with and effectively implement all legislative requirements and relevant Council Policies and Procedures pertaining to the collection, storage, use, disclosure, distribution and transfer of information, documentation and records that the employee produces, collects or is otherwise exposed to or becomes aware of through their employment with Council. With regard to personal information, the employee will collect only that information which is needed for a lawful purpose related to Council's functions; issue verbal and/or written Collection Notices for the collection of personal information; and maintain current and accurate records. In addition, the employee will not intrude unreasonably on an individual's private life or use illegal or unfair means to collect personal information, and will otherwise comply with the *Information Privacy Act 2009* and Council Policies and Procedures.

The employee will not divulge any confidential information about Council either during or after the term of their employment with Council.

"Confidential information" shall include any and all confidential information, data, reports, operations, dealings, records, materials, plans, statistics, finances, or other agreements and things (other than that which is already in the public domain), whether written or oral and of whatever type or nature relating to property, assets, liabilities, finances, dealings or functions of Council or any undertaking from time to time carried out by Council.

AUTHORISATION

Director: Mr Peter Bennett – Chief Executive Officer

Signature: _____

Date Originated: 14 July 2015

Date Reviewed: 12 May 2025

Employee Name: _____

Employee Signature: _____

Dated: _____