



ETHERIDGE SHIRE COUNCIL

...The Golden Heart of the Gulf

POSITION DESCRIPTION

Labourer/Plant Operator

DEPARTMENT:	Engineering
REPORTS TO:	Infrastructure Services Operations Manager
LOCATION:	Council Depot, Mary Street, Georgetown Qld
DATE PREPARED:	January 2024
PREPARED BY:	Human Resources

This Statement represents an accurate description of the role of the Labourer/Plant Operator

Signed Position Incumbent:

Dated:

PRIMARY PURPOSE OF ROLE

The purpose of this role is to assist the Infrastructure Services Operations Manager and other Council employees to ensure the range of tasks requested are completed to a standard to achieve efficiency, effectiveness and community satisfaction.

ENVIRONMENT

Etheridge Shire Council, *'The Golden Heart of the Gulf'* is classified as a small sized rural Council which borders Tablelands Regional Council, Mareeba Shire Council, Charters Towers Regional Council, Flinders Shire Council, Richmond Shire Council, Croydon Shire Council and Carpentaria Shire Council. The Shire covers an area of 39,039km² the Etheridge Shire is bursting with development opportunities with a current population of approximately 800. It is expected to rapidly expand to over 2,500 if the development that is earmarked for the region is approved.

Our new vision for the Shire is one for a *"balanced community with robust economic and environmental assets which supports our youth and the wellbeing of our citizens"*.

Mining, Tourism, Beef Cattle and Agriculture are the predominant industries driving our economy, but as industry grows and our population steadily growing so will the need for additional services to keep pace with this growth.

The shire has residential, rural/residential and industrial land available. The shire has good community infrastructure in place and we are committed to providing additional infrastructure for future generations to enjoy. The shire is a great place to live, work and play and to bring up children and we are blessed with a caring and committed community.

The key challenges for the Labourer/Plant Operator over the next 12 months include:

- **Teamwork:** The ability to effectively communicate the directives of Council.
- **Communication & Interpersonal Skills:** The ability to effectively transfer ideas, concepts and information. The ability to create, maintain and enhance relationships with clients and staff in order to achieve work goals.
- **Leadership:** The ability to create a shared understanding of requirements in the work environment and through influence, enable team members to fully contribute to team and corporate goals.

KEY RESPONSIBILITIES & ACCOUNTABILITIES

Labourer/Plant Operator

The incumbent will be responsible for, but not limited to the following duties:

- General road construction and maintenance work including traffic control.
- General road drainage and concrete works.
- General bitumen surfacing works.
- Implement and enforce measures to provide a safe and healthy work place for staff, contractors, suppliers and community contacts that work within Council's parameters.
- Carry out jobs in safe manner using all safety parameters.
- Report any hazards or risks, either on the job site or with plant to relevant Supervisor.
- Wear PPE in accordance with OH&S requirements.
- Contribute to the development of safe working procedures and practices.
- All other duties as directed by Supervisor / Director Engineering Services and Chief Executive officer.

Undertake any other duties and special projects as required, as are reasonably within the limits of the employee's skills, competence and training.

Working with staff:

- Work co-operatively with staff and provide clear communication with team members.
- Maintain a positive and flexible approach to change
- Be punctual and attend staff meetings as directed by the Infrastructure Services Operations Manager

Other responsibilities and duties:

- Maintain confidentiality at all times regarding matters within the service
- Work in accordance to the Council's Policy and Procedure at all time.
- Attend training and professional development and contribute to social and community activities.
- Employee to dress appropriately in accordance with the Etheridge Shire Council Uniform Policy.

KEY PERFORMANCE INDICATORS

- Completion of all duties (as noted above) in a timely and efficient manner
- Appropriate notification to supervisor in respect to work absences and leave requirements
- Compliance with all policies and procedures
- Compliance with all workplace health and safety standards
- Punctuality and courtesy at all times
- Compliance of the adopted Code of Conduct

KEY BEHAVIOURS

Integrity:

- Follow through with agreed actions.

Excellent work ethic:

- Follow instructions carefully.
- Anticipate potential problems and addresses them with Supervisor.

Team player

- Attend and participates in team meetings.
- Actively contribute to meeting discussions.

Results orientated

- See tasks through to completion.
- Complete tasks within specified time frames.

Commitment to Best Practice

- Follows procedures.
- Maintain accurate records.
- Maintain an understanding of Council policies and procedures.

GENERAL INFORMATION AND CONDITIONS

QUALIFICATIONS

To perform this job successfully, an individual must have or be able to demonstrate a background in General Labouring. The position requires a good general knowledge of the regulations pertaining to Civil Construction, Maintenance & Local Government.

- Current Drivers Licence (Class C or MC)
- RII Plant Operator tickets (if held)
- A team player who effectively communicates with customers and staff alike;
- Completion of Secondary School minimum Year 10;
- Construction Industry White Card.

MEDICAL CONDITION

It is a requirement of the Etheridge Shire Council that a medical examination with an approved General Practitioner be carried out prior to commencing employment. Successful employment will be dependent upon receiving confirmation from the General Practitioner that you are physically able to carry out the work required for this position.

CODE OF CONDUCT

You will be required to inform yourself of the contents of the Shire's "Code of Conduct" and will be required to adhere to the Code.

WORKPLACE HEALTH & SAFETY

You will be required to familiarize yourself with the Shire's Safety Policy and "Safe Plan" procedures. This includes compliance with all of the requirements of Project Safety Plans. This also includes the legal obligations of an employee as defined by the Workplace Health and Safety Act 2011.

PROBATION PERIOD

A probation period of six (6) months applies to this position.

ACCOMMODATION

This position does not include Council supplied housing.

CERTIFICATES, LICENSES, REGISTRATIONS

It is a condition of employment that a Current 'C' class driver's license be maintained at all times. Failure to hold such license may result in termination of employment.

- Council is committed to Equal Employment Opportunity, Diversity and Merit principles.
- Existing Council policy will be applied to assist appointees to relocate.

Applications for this position should be forwarded to:

The Chief Executive Officer
Etheridge Shire Council
PO Box 12
Georgetown, Qld 4871