



MOUNT ISA CITY COUNCIL POSITION DESCRIPTION

POSITION:	Pipelayer / Labourer
EMPLOYMENT STATUS:	Full Time
AWARD CLASSIFICATION:	Level 3 Yard Queensland Local Government Industry (Stream B) Award - State 2017 in conjunction with Mount Isa City Councils Certified Agreement
DEPARTMENT:	Infrastructure Services
SECTION:	Water and Sewer

POSITION OBJECTIVE

To assist Tradesmen/Plumbers to undertake repairs and new works to Council's water and sewerage infrastructure.

ORGANISATIONAL RELATIONSHIPS

Reports to: Supervisor – Water and Sewer

Supervises: Nil

REQUIREMENTS OF THE POSITION

Skills, Knowledge and Experience

- Able to take direction and work under supervision of a Tradesman;
- Possess a team approach with a good work ethic;
- Self-motivated with strong time management skills;
- Sound knowledge and understanding of Workplace Health & Safety requirements.

Qualifications

- Possession of a current 30215 Queensland General Safety Induction (Construction Industry White Card essential);
- Confined spaces certification;
- Working at heights certification (desirable);
- Availability for overtime and on-call duties essential;
- Current "C" class manual Driver's Licence or ability to acquire a licence prior to commencing in the role;
- Must be willing to obtain a Local Government Workers card within probationary period.

Training

- Must be willing to undertake and successfully complete training deemed essential for the position in accordance with Councils Training Matrix.

KEY RESPONSIBILITIES

This position is responsible for the following areas and includes but is not limited to:

- Undertake all labouring functions of the role as directed by the Supervisor and/or Tradesman;
- Provide assistance to the Tradesmen/Plumbers in undertaking repairs / new works;
- Ensure pump stations are well maintained and serviced regularly;
- Undertake water meter reading and repair duties in the absence of a water meter reader;

- Maintain stock levels / daily requirements in Plumber's job trucks;
- Ensure all water and sewerage vehicles are maintained in a clean and tidy state;
- Ensure the water and sewerage shed is maintained in a clean and tidy state;
- Report low stock levels to the Team Leader Water and Sewer;
- Undertake any other duties as directed by the Supervisor;
- Actively contribute to the team and promote best practice;
- Contribute to the promotion of the image of Council and the maximisation of good public relations;
- You are expected to be available to carry out reasonable overtime and participate in an on-call roster;
- Out of ordinary hours work may be required;
- You are required to follow any other lawful and reasonable directives provided by your Supervisor or more senior officer;
- Council reserves the right to change these duties at any time.

Physical Requirements

- It is an inherent requirement of the position to be able to constantly lift weights;
- Must be able to work in confined spaces;
- Work outdoors in all weather conditions;
- Sit continuously for extended periods of time;
- Walk on uneven terrain.

This position requires the incumbent to maintain a level of fitness to be capable of carrying out the physical requirements of the position.

KEY PERFORMANCE INDICATORS

- All assigned tasks completed professionally and on time;
- Accountable for positive health and safety practices;
- High level of participation and commitment to team outcomes;
- Consistently meets corporate obligations;
- Other targets as outlined in a Performance Review are achieved;
- Develops, promotes and complies with Council policies and procedures;
- Required to undertake the responsibilities of a Local Government Worker to assist Council in carrying out its responsibilities under local government legislation.

DELEGATION AUTHORITY AND ACCOUNTABILITY

- As per Council's Delegations of Authority;
- Authorise expenditure in accordance with Council's Procurement Manual;
- Other delegations as determined by the CEO or Council.

ORGANISATIONAL COMMITMENTS

To comply with the requirements of all Mount Isa City Council policies and procedures as amended from time to time, including but not limited to:

- Comply with customer service standards;
- Comply with Council's Code of Conduct;
- Comply with and actively promote and ensure compliance with Council's EEO Policy;
- Comply with Human Resources policies and procedures;
- Comply with Work Health & Safety legislation, policies and procedures;
- Comply with Records Management policies and procedures.

WORK HEALTH AND SAFETY

All employees of Council have a legal obligation to comply with Work Health and Safety legislation including Council's Work Health and Safety Management System; Safeplan and Council policies, procedures and work instructions. This framework is established to ensure the health and safety of employees, contractors, visitors, volunteers and the public.

Employees are required to perform all work and associated functions in a safe manner and to identify and report any concerns, near misses and incidents/accidents to Councils WH&S Officer and Supervisor.

As a condition of your employment, you agree to undertake the full immunisation program specific to your role to ensure that you are protected against any possible risks.

GENERAL

All employees must comply with all reasonable and lawful directives given in the workplace and must undertake other duties associated with the role, as reasonably directed and within the scope of the requirements of the role.

Position Descriptions do not provide a definitive list of duties and responsibilities and as such Council reserves the right to alter this position description from time to time. Council expects employees to accept variations to their work within the classification level therefore Council may initiate changes through consultation with the position holder. On an annual basis the employee and appropriate Supervisor/Department Manager should review the position description for currency.

SELECTION CRITERIA – Pipe Layer

SELECTION CRITERIA		WEIGHTING (%)
SC1	Experience in a similar role with licences/qualifications relevant to the position (must be willing and able to work in confined space).	MANDATORY 30%
SC2	Willing to undertake heavy physical labouring type duties and work outdoors in all weather conditions.	25%
SC3	Possess knowledge and understanding of Workplace Health & Safety requirements.	15%
SC4	Proven ability to work effectively and efficiently within a small team environment with positive work ethic.	15%
SC5	Must be willing to participate in an on –call roster system and be available to work outside of normal hours at short notice.	15%

AUTHORISATION

Director: Stephen Jewell

Signature: _____

Date: ____ / ____ / ____

Date originated: 3 October 2013

Date reviewed: 30 April 2019

EMPLOYEE DECLARATION

I, the undersigned acknowledge receiving a copy of the Pipe Layer Position Description:

Name: _____

Signature: _____

Date: ____ / ____ / ____