



# MOUNT ISA CITY COUNCIL POSITION DESCRIPTION

<b>POSITION TITLE:</b>	Labourer / Truck Driver
<b>EMPLOYMENT STATUS:</b>	Full Time
<b>AWARD:</b>	<i>Queensland Local Government Industry (Stream B) Award – State 2017</i> in conjunction with Mount Isa City Council's current Certified Agreement
<b>AWARD CLASSIFICATION:</b>	Level 5 Yard
<b>DEPARTMENT:</b>	Infrastructure Services
<b>SECTION:</b>	Urban Construction/Maintenance

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## **POSITION OBJECTIVE**

The experienced incumbent is required to undertake general labouring activities, truck driving as well as operate the Council's Civil Construction Plant and equipment to undertake duties associated with road construction and maintenance activities.

## **ORGANISATIONAL RELATIONSHIPS**

Reports to: Supervisor Urban Construction/Maintenance

Supervises: Nil

## **REQUIREMENTS OF THE POSITION**

### **Skills, Knowledge and Experience**

- Experience and certification to operate road construction and maintenance plant i.e. Backhoe, Dozer, Grader, Roller etc;
- A team approach and the ability to effectively operate in a multi-faceted unit where multi tasking is often required to achieve outcomes;
- Knowledge and experience of road construction and maintenance principles;
- Knowledge and experience in basic mechanical & maintenance principles of plant;
- Self motivated with strong time management, problem solving and decision making abilities;
- Sound literacy and numerical skills necessary to maintain servicing records and complete time sheets and other relevant documentation;
- Proven ability to work with minimal to no supervision ;
- Ability to complete tasks within set timeframes;
- High level of communication skills necessary to deal with the general public, contractors, and other employees within the Council's Policies and Guidelines;
- Able to work within a team environment;
- Working knowledge of Workplace Health and Safety relevant to the position;
- Understanding and practicing customer focus in Council operations.

MOUNT ISA CITY COUNCIL  
Labourer / Truck Driver

**Qualifications**

- Current "C" class manual Driver's Licence is essential.
- Possession of a current HC (Medium Rigid) Licence is minimum compulsory requirement;
- Possession of a current 30215 Queensland General Safety Induction (Construction Industry White Card) is essential;
- Traffic control and traffic management accreditation is highly desirable;
- Plant Operator competencies across a range of machinery is highly desirable;
- Confined Space is desired;
- Working at Heights is desired.

**Training**

- Training deemed essential for the position in accordance with Councils Training Matrix.

**KEY RESPONSIBILITIES**

- Ensure plant is operated and maintained in accordance with correct procedures at all times.
- Undertake labouring duties, as and when required.
- Undertake all labouring and manual handling functions of the role as directed by the Leading Hand/Supervisor;
- Undertake any other duties as directed by the Leading Hand / Supervisor;
- Provide and maintain high level of confidentiality;
- Actively contribute to the team and promote best practice;
- Maintain professional standards and integrity;
- Contribute to the promotion of the image of Council and the maximisation of good public relations;
- Ensure all assigned plant machinery is operated in a safe and competent manner;
- Ensure all vehicles are maintained in a clean and tidy state;
- Undertake pre-start checks on all of the equipment prior to operation;
- Undertake basic servicing and preventative maintenance of all plant equipment and machinery;
- Ensure written records and relevant documentation are properly maintained to relevant standards;
- Responsible for working safely at all times to protect own health and safety and that of all team members and any other person in the work environment;
- Strict adherence to Personal Protective Equipment (PPE) requirements as per the WH&S Induction and /or Council requirements;
- Abide by Council WH&S Policies, Procedures and training at all times;
- Report any personal, third party or vehicle incidents or damage to the Leading Hand/Supervisor immediately;
- Report any WH&S concerns to the Supervisor/Leading Hand immediately;
- Ensure that Council's SAFEPLAN is adhered to;
- Ensure hazardous materials are disposed of as set out in the manufacturer's specifications and in accordance with procedures and the provisions of the Dangerous Goods Safety Management Act 2011 and the Environmental Protection Act 1994 and subordinate legislation;
- 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.

MOUNT ISA CITY COUNCIL  
Labourer / Truck Driver

**Physical Requirements**

- It is an inherent requirement of the position to be able to frequently lift weights up to 20 kg;
- Work outdoors in all weather conditions;
- Sit continuously for extended periods of time and to work upright for continuous periods of time whilst operating plant machinery and trucks;
- Required to climb ladders and to get in and out of trucks;
- Stooping, crouching and crawling on uneven surfaces;
- Required to raise or lower objects from one level to another regularly during the shift;
- Requires exerting force up to a certain number of kilograms on a regular basis so that the object is moved to or away from the employee (pushing/pulling);
- Required, on a regular basis, to carry objects in his or her arms or on the shoulder(s);
- Required to work in a confined space;
- Required to work at heights;
- Requires clarity of vision at 20 feet or more, with or without corrective lenses;
- Required to travel to remote locations;
- 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**

Specific requirements of the position include:

- Vehicles are maintained in a clean and proper state;
- All labouring functions are carried out adhering to safe working practices;
- All assigned tasks completed professionally and on time;
- High level of participation and commitment to team outcomes;
- All liaisons carried out in a professional manner being a positive ambassador for Mount Isa City Council;
- Consistently meets corporate obligations;
- Promotes and complies with council policies and procedures;
- Other targets as outlined in a Performance Review are achieved.

Note: These key performance indicators will outline the annual performance review associated with the position.

**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.

MOUNT ISA CITY COUNCIL

Labourer / Truck Driver

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.

**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 – Labourer / Truck Driver**

SELECTION CRITERIA		WEIGHTING (%)
SC1	Demonstrated experience in an equivalent or similar position, operating plant and other small plant used in the construction industry.	MANDATORY 30%
SC2	Knowledge and experience of road construction and maintenance principles	25%
SC3	Sound literacy and numeracy skills necessary to maintain servicing records and completion of timesheets and other relevant documentation	20%
SC4	Must be self motivated with strong time management abilities and possess good work ethics with a proven ability to work with minimal or no supervision but also within a Team environment	15%
SC5	Working knowledge of Workplace Health and Safety requirements and the ability to undertake manual labouring duties correctly	10%

**AUTHORISATION**

Director                      Stephen Jewell

Signature: \_\_\_\_\_

Date:                          \_\_\_\_ / \_\_\_\_ / \_\_\_\_

Date originated:          28 October 2013

Date reviewed:            08 July 2021