

## Labourer

### Position Details

<b>Location</b>	Alpha Jericho, Barcaldine, or Aramac Muttaborra District Regional work and travel as required
<b>Status</b>	Full time, Ongoing Subject to Councils capacity to pay, funding, and employee performance
<b>Industrial Instruments</b>	Queensland Local Government Industry (Stream B) Award – State 2017 Barcaldine Regional Council Certified Agreement 2022
<b>Classification</b>	Minimum Level 3
<b>Reports to</b>	Works Supervisor
<b>Direct Reports</b>	N/AL

### About Council

Barcaldine Regional Council, located in the heart of the Central West of Queensland, is committed to providing exceptional services to the Barcaldine region, which includes the communities of Alpha, Jericho, Barcaldine, Aramac, and Muttaborra. With a wealth of talent within the organisation, and amazing facilities, we have created a vibrant workplace that blends old-fashioned, small-town charm with a rich indigenous history. We honour the Iningai and Bidjara peoples, the Traditional Custodians of this land, and embrace the diversity of Elders and community members.

Barcaldine Regional Council strives to provide our employees with a safe, secure, and supportive environment, where employees are encouraged to live by our values and reach their full potential. Our vision is to have a positive, sustainable, and innovative workplace, ensuring a bright future for all.

### Our Values



**HONESTY**  
WE ALWAYS TELL THE TRUTH



**EMPATHY**  
WE WILL SEEK TO LISTEN AND UNDERSTAND THE PERSPECTIVES OF OTHERS. WE WILL TREAT ALL WITH KINDNESS



**ACCOUNTABILITY**  
WE WILL TAKE RESPONSIBILITY FOR OUR CHOICES, ACTIONS, BEHAVIOURS, PERFORMANCE AND DECISIONS



**RESPECT**  
WE WILL BE PRESENT, VALUE OTHERS AND WELCOME DIVERSITY



**TRUST**  
WE WILL GAIN THE TRUST OF OTHERS BY LIVING OUR VALUES

## Key Responsibilities

### Cleaning Duties:

- Clean playground equipment, tables, chairs, pathways, and Council facilities.
- Scrub and sanitise toilets, sinks, and kitchen fixtures.
- Vacuum, sweep, and mop floors of various types.
- Dust and clean furniture, ceilings, light fixtures, countertops, and vents.
- Polish furniture and room accessories as needed.
- Wash and dry windows.
- Empty garbage bins and wash them as required.
- Refill supplies such as toilet paper and paper towels.
- Liaise with the Town Supervisor to ensure sufficient cleaning products are always available.
- Store and handle cleaning supplies safely and hygienically.
- Report any breakages that occur during the cleaning process.
- Inform the Town Supervisor of any required repairs.

### Gardening Duties:

- Perform tasks including mowing weeding, edging, spraying, pruning, whipper snipping, as directed.
- Assist in the selection, ordering and planting of trees and plants.
- Help prepare and design flower beds
- Monitor irrigation requirements and manage water usage effectively.
- Rubbish and litter removal.

### General Responsibilities:

- Report any property damage or incidents to the relevant Supervisor and/or Officer.
- Participate effectively in road maintenance and/or construction work by performing duties such as:
  - Traffic control, including placement of signs and barricades as required.
  - Manual handling tasks, including lifting, digging, raking, shovelling, and the use of powered tools.
- If licensed and as directed by the appropriate Supervisor, operate and maintain vehicles/plant/equipment safely and efficiently, following all Transport legislation, operator guidelines, and workshop standards, including:
  - Performing daily inspections and accurately completing fault and incident reports as needed.
  - Conducting routine maintenance checks as directed by the workshop supervisor.
  - Notifying the workshop supervisor of any faults or required maintenance.
  - Keeping plant and tools in good working condition, clean, and stored properly.
- Complete accurate timesheets and plant sheets as required.

## Fundamental Responsibilities

- Comply with all Council policies, practices, and procedures and fulfill Council reporting functions as required.
- Be aware of and comply with all statutory workplace safety legislation and Council's Work Health and Safety Management System, Work Health and Safety policies, procedures, and duty statements.
- Promote safe working practices and maintain a safe, neat and tidy work environment.
- Minimise wastage in all activities while ensuring safety and effectiveness remain uncompromised, adhering to environmentally responsible practices.
- Ensure the security and appropriate use of Council information at all times.
- Monitor personal qualifications and licences to ensure currency, and participate in formal and on the job training to assist in ensuring a satisfactory knowledge and skill base.
- Work cooperatively and effectively in a team environment, communicating reliably and regularly.
- Deliver high quality customer service within the organisation and to the public.
- Uphold high standards of ethical conduct and integrity in all activities.

- Actively engage with Council and community to identify needs and opportunities, and provide suggestions for improvement to enhance community well-being and foster sustainable development.

NOTE: Employees may be required to undertake additional duties within the limits of their skill, competence and training, consistent with their band level, and in any area of Council.

## Physical Demands and Work Environment

- In this role, you will occasionally be required to lift and carry heavy objects (weighing up to 20kg), with occasional repetitive tasks (bending, squatting, climbing, twisting, and reaching) and motions (simple grasping, fine manipulation, pushing and pulling, finger dexterity, and foot movement).
- Incumbents must possess adequate peripheral vision, hearing, depth perception, and colour discrimination to effectively perform the duties of this position.
- Incumbents will encounter occasional exposure to risks in the workplace which will require you to follow relevant site processes and wear the appropriate identified personal protective equipment (PPE) to ensure the safety of all employees.

## Essential Criteria

### Licensing:

- Current Queensland class 'C' Driver Licence (MR Licence highly regarded).
- Current General Construction Induction Card (White/Blue Card) or equivalent.
- Current Traffic Controller Licence and/or Traffic Management Implementation qualification, or willingness to obtain.

### Experience and Knowledge:

- Minimum two (2) years' experience in a civil construction and/or maintenance related role.
- Proven knowledge and experience in horticulture and gardening maintenance activities.
- Ability to work effectively under direct supervision, showing initiative, sound judgement, and enthusiasm.
- Strong commitment to delivering quality customer service.
- Ability to work cooperatively within a team environment, contributing positively to team objectives.
- Effective communication skills, including interpersonal, written, and verbal.
- Ability to safely and effectively carry out manual tasks and labouring activities (lifting, digging, shovelling).

## Acknowledgement

This position description is subject to change from time to time as Council's operational needs change and/or the organisation may be developed or restructured. Any such change shall be the subject of consultation with the position incumbent and others as may be deemed necessary or desirable. Further, it has been designed to indicate the general nature and level of work performed by employees within this classification and is not to be interpreted as a comprehensive inventory of all duties, responsibilities and qualifications required of employees assigned to the role.

<b>Approving Manager:</b>	
<b>Signature:</b>	
<b>Date:</b>	
<b>Employee Name:</b>	
<b>Employee Signature:</b>	
<b>Date:</b>	