

Position Vacant – Town Labourer – Dirranbandi and Hebel

[For full details and requirements of the role – Please refer to the Position Description](#)

BENEFITS AND CONDITIONS

Employment will be in accordance with the Local Government Industry (Stream B) Award State – 2017 and Balonne Shire Council Certified Agreement

- Prior to appointment, the chosen applicant will need to successfully complete a Pre-Employment Medical Examination and a Criminal History check.
- Salary cash component – Level 2 - \$55,796 per annum.
- 9 day fortnight.
- 4 weeks (152 hours) Annual Leave with 17.5% loading per annum.
- 15 days Sick Leave per annum.
- Council offers employees the ability to salary sacrifice some expenses such as rent through a salary packaging arrangement.
- Weekend and after hours work may be required at times.
- Balonne Shire Council is an equal employment opportunity employer and offers a smoke free working environment.
- Superannuation – Guarantee Levy (10.5%) applicable on commencement of employment. Contributions at the rate of 6% (employee) & 13% (employer) are compulsory after 12 months employment. Personal contributions are able to be salary sacrificed.

HOW TO APPLY

All applications must include:

- A completed Application for Employment Form
- Cover letter
- Resume

Applications may be submitted via email, hand delivered or post as follows:

Email: recruitment@balonne.qld.gov.au

Hand delivered: 118 Victoria Street, St George QLD

Post: PO Box 201, St George QLD 4487

Please quote Council reference – 22-23-049

For further enquiries regarding this vacancy and associated selection process, please contact Mr Michael Lynch on 07 4620 8855.

Note: All information submitted by an applicant for this role is subject to the Right to Information Act 2009. As a result, information submitted by all applicants may be released under the Act if requested.

APPLICATIONS CLOSE – 5pm, Tuesday 31 January 2023

Matthew Magin
CHIEF EXECUTIVE OFFICER

Position Description – Town Labourer – Dirranbandi and Hebel



| POSITION DETAILS | | | |
|--|--|--|---|
| DEPARTMENT: | Infrastructure Services | | |
| POSITION: | Town Labourer – Dirranbandi and Hebel | | |
| REPORTS TO: | Town Supervisor Dirranbandi and Hebel | | |
| DIRECT REPORTS: | Nil | | |
| PRINCIPAL LOCATION: | 66-68 Railway Street, Dirranbandi | | |
| EMPLOYMENT BASIS: | Permanent, Full Time | | |
| POSITION PURPOSE: | The Town Labourer – Dirranbandi and Hebel is responsible for carrying out labouring works on road and street construction and maintenance projects throughout the Shire. Assignment to works crews is at the discretion of the Town Supervisor, determined by operational requirements. | | |
| POSITION REQUIREMENTS (section criteria) | | | |
| TYPE | ESSENTIAL | DESIRABLE | |
| QUALIFICATIONS | 1. Current MR class drivers licence 2. White Card – general safety induction | 1. Cert III Parks & Gardens or Horticulture 2. Plant Operator Certificates for plant classifications (backhoe, loader, skid steer loader) 3. Chainsaw competency licence | |
| SKILLS | 3. Ability to interpret and apply policies and procedures 4. Demonstrable ability to work unsupervised, meet demanding deadlines and deliver high quality outcomes 5. Demonstrable customer service and communication skills with an ability to liaise effectively with people in a culturally diverse environment | | |
| EXPERIENCE | 6. Minimum two (2) years' relevant labouring and manual handling experience, in similar positions | 4. Experience in local authority | |
| IMMUNISATION REQUIREMENTS | | | |
| The ticked boxes indicate the immunisations required for this role in accordance with the BAL-1044 Immunisation Procedure . | | | |
| <input type="checkbox"/> Influenza | <input checked="" type="checkbox"/> Hepatitis A | <input type="checkbox"/> Varicella (chickenpox) | <input type="checkbox"/> Pertussis (whooping cough) |
| <input type="checkbox"/> Tetanus | <input checked="" type="checkbox"/> Hepatitis B | <input type="checkbox"/> MMR | <input type="checkbox"/> Rabies |
| <input type="checkbox"/> Q Fever | <input type="checkbox"/> Other: | | |
| POSITION KPI's | | | |
| Key performance indicators for the position are developed in consultation with the employee as part of their annual performance appraisal. | | | |
| AUTHORITY/DELEGATION | | | |

Works independently, as well as in a team, within general guidelines and objectives provided by the Director of Infrastructure Services. This position has delegated purchasing authority in accordance with **Council's Delegation Register**.

RESPONSIBILITIES

INHERENT RESPONSIBILITIES

- To work in a competent, professional, and ethical manner at all times, respecting clients and fellow workers.
- Work in a safe manner at all times and report any workplace risks.
- To comply with all Council policies, practices and procedures and fulfill Council reporting functions as required.
- Communicate all health and safety matters to supervisors where applicable.
- To be punctual and reliable
- To report problems or difficulties encountered
- Contribute to the Council with suggestions for improvement
- Monitor personal qualifications and licences to ensure currency
- All council employees are bound by the *Local Government Act 2009* to act with integrity, and in a way that shows a proper concern for the public interest. All employees are responsible for acting in accordance with the Balonne Shire Code of Conduct and relevant policies, procedures and protocols as may be applicable.
- Communicate reliably and regularly, especially when working alone.
- Be environmentally responsible by minimising wastage without compromising safety or effectiveness

KEY RESPONSIBILITIES

The key responsibilities may be modified from time to time to ensure the expected outcomes are coordinated with Council's operational and corporate plans. The key responsibilities include but are not limited to:

Town Works Labouring

- Undertake labouring duties for town infrastructure construction and maintenance including (but not limited to):
 - parks and gardens maintenance, including working with herbicides and pesticides
 - footpath construction and maintenance
 - kerb and channel construction and maintenance
 - drainage and culvert works
- Operation of plant and equipment
- Participate in roster system to be 'on call'
- Perform other duties within your capabilities as directed

General Labouring

- Undertake labouring duties as required including (but not limited to):
 - road and street maintenance - bitumen patching, gravelling, signs, guideposts, pipes etc
 - traffic control
 - street cleaning, public rubbish disposal and waste collection
 - mowing and slashing
 - Perform other duties within your capabilities as directed

MANAGEMENT SYSTEMS RESPONSIBILITIES

Organisational Continuous Improvement & Quality Management

- Willingness and ability to adapt to challenge and opportunities, for example:
 - changing workforce capabilities through multiskilling, succession planning, knowledge management
 - changing technologies and operational procedures by expanding your knowledge of future trends and required competencies
- Willingness and ability to set the example and live by Council's values
- Willingness and ability to advocate a positive and constructive organisational culture
- Willingness to accept responsibility for your own actions and decisions, and to be held accountable for such
- Willingness and ability to integrate the competing demands of work, home, community and self
- Willingness to actively participate in all training provided

- Willingness to occasionally camp out in other towns as work dictates

Work Health & Safety (WHS) and Risk Management

- Be responsible and accountable for adhering to the WHS Obligation & Responsibility Statements applicable to the position. A copy of the current Obligations and Responsibility Statement will be provided as part of induction. All safety documentation is available in Council’s safety management system
- Be responsible for applying WHS to daily tasks performed in the workplace including completion of risk assessments
- Undertake a vaccination risk assessment and ensure required vaccinations are completed
- Ensure compliance with COVID Safe Plans as applicable
- Maintain knowledge of safe work procedures in relations to maintenance and construction work
- Report all matters beyond your authority promptly to the Town Supervisor – Dirranbandi & Hebel
- Take all practical measures to ensure that your workplace is safe and without risk to health or property

MANAGEMENT RESPONSIBILITIES

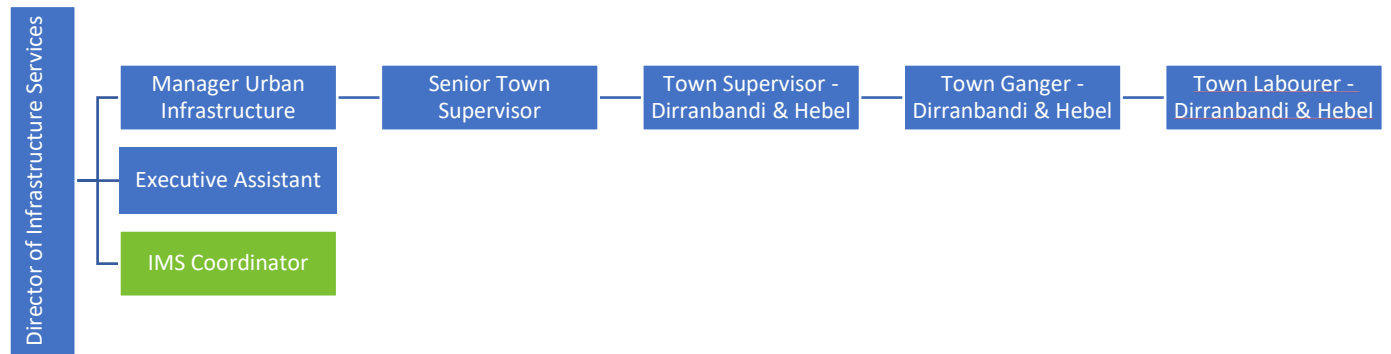
Communication & Interpersonal

- Effectively communicate with different levels of the organisation and external stakeholders
- Apply both formal and informal communication strategies to suit the needs of the stakeholder
- Service delivery or interaction with the customer is focused on resolving immediate problems and mitigating the risk of potential problems
- Encourage continuous review of service culture and the implementation of policies and practices valued by customers
- Project and promote the image of Council as being efficient, courteous and customer focused by open, honest and timely communication with stakeholders
- Comply with Council’s Code of Conduct
- Model high levels of professionalism
- Build positive relationships through the various level of Council, both politically and operationally

ADMINISTRATION RESPONSIBILITIES

- Assist with the continuing development of cultural change and continuous improvement within the workforce to ensure departmental services are provided in a competitive, cost-effective manner
- Provide appropriate information as requested to assist with the preparation of annual estimates of expenditure in the section, and to report to the Town Supervisor – Dirranbandi & Hebel circumstances which may cause significant variances in actual expenditure from approved estimates as soon as identified
- Ensure that requests are investigated, acted on and reported upon in accordance with Council Policy
- Ensure that Council Policies and manuals are fully understood and adhered to
- Ensure that approved purchasing procedures are adhered to
- Keep the Town Supervisor – Dirranbandi & Hebel appropriately and adequately informed on the current state of activities in the section and to highlight in advance any points likely to influence Council operations or relations with ratepayers and/or the public
- Maintain a personal time management system to ensure deadlines are met; to ensure that other staff of the Council are given due notice and time to comply with deadlines so that their own personal planning is not inconvenienced
- Completion of digital time sheets on a daily basis

ORGANISATIONAL STRUCTURE



Application for Employment

Please complete this form for **each** position being applied for. You **must** attach a resume and cover letter to your application. You may also wish to attach additional supporting documentation.

| | |
|---|-----------------------------|
| Position: Town Labourer - Dirranbandi and Hebel | Reference Number: 22-23-049 |
| Applicant Details | |
| Surname: | First name: |
| Postal Address: | |
| Contact Number: | Alternate Number: |
| Email Address: | |
| Summary of Work History | |
| Current Employer: | Commenced: / / |
| Location: | |
| Main Duties: | |
| | |
| | |
| Previous Employer: | Commenced: / / |
| Location: | Concluded: / / |
| Main Duties: | |
| | |
| | |
| Previous Employer: | Commenced: / / |
| Location: | Concluded: / / |
| Main Duties: | |
| | |
| | |

Application for Employment

Licences, Tickets and Qualifications

- | | |
|---|--|
| <input type="checkbox"/> C – Car | <input type="checkbox"/> LB – Front End Loader Backhoe |
| <input type="checkbox"/> LR – Light Rigid | <input type="checkbox"/> LF – Forklift |
| <input type="checkbox"/> MR – Medium Rigid | <input type="checkbox"/> LG – Grader |
| <input type="checkbox"/> HR – Heavy Rigid | <input type="checkbox"/> LL – Front End Loader |
| <input type="checkbox"/> HC – Heavy Combination | <input type="checkbox"/> LR – Road Roller |
| <input type="checkbox"/> Chainsaw – Cross Cut | <input type="checkbox"/> LS – Skid-steer Loader |
| <input type="checkbox"/> Chainsaw – Felling | <input type="checkbox"/> Traffic Control |
| <input type="checkbox"/> White Card (Construction Industry) | <input type="checkbox"/> Cert III Civil Construction |
| <input type="checkbox"/> Cert III Water Industry Operations | <input type="checkbox"/> Other: _____ |

Experience

Have you ever performed plant operation and/or truck driving duties? Yes No

Estimated total length of experience (years)

- | | |
|---|--|
| <input type="checkbox"/> Front End Loader | <input type="checkbox"/> Front End Loader |
| <input type="checkbox"/> Road Roller | <input type="checkbox"/> Skid-steer Loader |
| <input type="checkbox"/> Forklift | <input type="checkbox"/> Truck Driving |
| <input type="checkbox"/> Grader | <input type="checkbox"/> Other: |

In which industry did you gain the majority of this experience?

- | |
|---|
| <input type="checkbox"/> Rural Industry |
| <input type="checkbox"/> Mining Industry |
| <input type="checkbox"/> Road Construction / Maintenance |
| <input type="checkbox"/> Other Construction / Maintenance |
| <input type="checkbox"/> Combination of most of the above |
| <input type="checkbox"/> Other: |

Have you ever performed general labouring duties? Yes No

Estimated total length of experience:

- | |
|---|
| <input type="checkbox"/> Less than 2 years |
| <input type="checkbox"/> Between 2 years and 5 years |
| <input type="checkbox"/> Between 5 years and 10 years |
| <input type="checkbox"/> More than 10 years |

In which industry did you gain the majority of this experience?

- | |
|---|
| <input type="checkbox"/> Rural Industry |
| <input type="checkbox"/> Mining Industry |
| <input type="checkbox"/> Road Construction / Maintenance |
| <input type="checkbox"/> Other Construction / Maintenance |
| <input type="checkbox"/> Combination of most of the above |
| <input type="checkbox"/> Other: |

Have you ever performed in a supervisory role? Yes No

Estimated total length of experience:

- | |
|---|
| <input type="checkbox"/> Less than 2 years |
| <input type="checkbox"/> Between 2 years and 5 years |
| <input type="checkbox"/> Between 5 years and 10 years |
| <input type="checkbox"/> More than 10 years |

In which industry did you gain the majority of this experience?

- | |
|---|
| <input type="checkbox"/> Rural Industry |
| <input type="checkbox"/> Mining Industry |
| <input type="checkbox"/> Road Construction / Maintenance |
| <input type="checkbox"/> Other Construction / Maintenance |
| <input type="checkbox"/> Combination of most of the above |
| <input type="checkbox"/> Other: |

Application Questions

Do you require any special arrangements at an interview? Yes No

If yes, please provide details below: _____

Do you hold a current Queensland Driver's Licence? Yes, number: _____ No

What is your current residency status?

- Australian Citizen
 New Zealand Citizen
 Resident of Australia
 Other:

Do you have proof of Right to Work in Australia in accordance with the Department of Immigration and Citizenship guidelines? Yes No Non-citizen with a valid visa that provides work rights

Where did you find this advertisement?

- Seek Employee referral
 Facebook Newspaper
 Other social media Council website
 Other:

Referees

Please list the names of two (2) professional referees who are in a position to provide a reference about your work performance:

Reference No. 1

| | | |
|---------------|--|---|
| Name: | | Contact Number: |
| Organisation: | | Direct Supervisor? <input type="checkbox"/> Yes <input type="checkbox"/> No |

Reference No. 2

| | | |
|---------------|--|---|
| Name: | | Contact Number: |
| Organisation: | | Direct Supervisor? <input type="checkbox"/> Yes <input type="checkbox"/> No |

Declaration

I declare that, to the best of my knowledge, the answers to the questions in this application are correct, and I understand that, if any false or deliberately misleading information is given or any material fact suppressed, I will not be accepted for employment by Council. If such information or fact is discovered after I have been employed by Council, my employment may be terminated. I understand that I may be required to undergo a pre-employment functional assessment, criminal history check, drug and alcohol test prior to commencement of employment.

Have you attached a copy of your **resume** and **cover letter**? Yes No

Applicant's Name (Print): _____

Signature: _____

Date: ____/____/____

Thank you for your interest and for considering us as a potential employer. Balonne Shire Council is an Equal Employment Opportunity Employer.