



Recruitment Details

Position Title:	Labourer										
Reference Number:	3673										
Portfolio:	Infrastructure										
Location:	Cordingley Street Depot, Yeppoon										
Employment Status:	Casual										
Enterprise Bargaining Agreement:	Livingstone Shire Council Operational Certified Agreement 2021										
Remuneration Package:	Queensland Local Government Industry Award 2017 (\$40.33 per hour (Stream B) – Level 3 including Site Allowance and Casual Loading)										
Position Advertised:	External										
Enquiries:	Contact People and Culture on 1300 790 919										
How to Apply:	<ol style="list-style-type: none"> 1. Complete an Application Form 2. Submit a Detailed CV 3. Attached copies of relevant qualifications/tickets and licences 										
Lodge your application via one of the following:	<p>Email to: employment@livingstone.qld.gov.au</p> <table border="0"> <tr> <td>Post to:</td> <td>Deliver to:</td> </tr> <tr> <td>People and Culture</td> <td>Livingstone Shire Council</td> </tr> <tr> <td>Livingstone Shire Council</td> <td>Yeppoon Town Hall</td> </tr> <tr> <td>PO Box 2292</td> <td>25 Normanby Street</td> </tr> <tr> <td>YEPPOON QLD 4703</td> <td>YEPPOON</td> </tr> </table>	Post to:	Deliver to:	People and Culture	Livingstone Shire Council	Livingstone Shire Council	Yeppoon Town Hall	PO Box 2292	25 Normanby Street	YEPPOON QLD 4703	YEPPOON
Post to:	Deliver to:										
People and Culture	Livingstone Shire Council										
Livingstone Shire Council	Yeppoon Town Hall										
PO Box 2292	25 Normanby Street										
YEPPOON QLD 4703	YEPPOON										
Privacy Information:	<p>Please ensure you read and understand our privacy information located in the Job Collection Notice as a part of this application kit.</p> <p><u>It is your responsibility to understand and acknowledge these conditions by ticking the relevant box on the Application Form. If you fail to complete this section your application will not be processed.</u></p>										

Job Application Form – Casual Labourer

People and Culture



Enquiries: 1300 790 919

Address: PO Box 2292, YEPPOON QLD 4703

www.livingstone.qld.gov.au

PRIVACY NOTICE: Livingstone Shire Council is collecting the personal information you supply on this form for the purposes outlined in the Job Application Collection Notice which is a part of the Application Kit. Your personal details will not be disclosed to any other person or agency external to Council without your consent unless required or authorised by law.

Please complete this Form ensuring that you answer ALL questions and attach it to your resume.

Position Applying For:	Casual Labourer - 3673	
Surname:		
First Name[s]:		
Preferred Name:		
Title:	<input type="checkbox"/> Mr <input type="checkbox"/> Mrs <input type="checkbox"/> Miss <input type="checkbox"/> Ms <input type="checkbox"/> Other _____	
Home Address:	Street:	
	Town/City:	
	State:	Postcode:
	Country (if not Australia):	
Postal Address: [if different]		
Email Address:		
Contact Telephone:	Home:	Work:
	Mobile:	
What is the best method of contacting you?	<input type="checkbox"/> Home <input type="checkbox"/> Work <input type="checkbox"/> Mobile <input type="checkbox"/> Email	
How did you find out about this position:	<input type="checkbox"/> The LG Job Directory	<input type="checkbox"/> Council's Internet website
	<input type="checkbox"/> Seek	<input type="checkbox"/> Facebook
	<input type="checkbox"/> Word of Mouth	<input type="checkbox"/> Other [please specify]
Are you an Australian Citizen?	<input type="checkbox"/> Yes <input type="checkbox"/> No	
	If no, do you have a working visa? <input type="checkbox"/> Yes <input type="checkbox"/> No	
Are you a current LSC Employee?	<input type="checkbox"/> Yes <input type="checkbox"/> No	
Have you been previously employed with Local Government?	<input type="checkbox"/> Yes <input type="checkbox"/> No	
	Which Council have you previously worked for? _____	

Employment Details
Most Recent Employer:
Employment Dates:
Role/Duties:
Reason for Leaving:
Previous Employer:
Employment Dates:
Role/Duties:
Reason for Leaving:
Previous Employer:
Employment Dates:
Role/Duties:
Reason for Leaving:
Previous Employer:
Employment Dates:
Role/Duties:
Reason for Leaving:

SC1: Please tick to indicate you possess the following mandatory tickets / licences / qualifications:

- Construction Industry Induction Card (Blue/White Card)
- Current motor vehicle driver licence. If higher class, please indicate: _____

Please detail your abilities and personal qualities you feel are relevant to this position.

SC 2: Please outline your labouring skills and experience.

SC 3: Please detail your ability to carry out instructions and your ability to complete standard forms such as: payroll time sheets, stores requisitions and safety documentation.

SC 4: Please outline the Workplace, Health and Safety practices that you believe would be relevant to this position.

SC 5: Please outline your experience working as a part of a team to accomplish a goal.

Large empty text area for outlining team experience.

Please advise of any other certificates/tickets you may have:

- Excavator
- Skid Steer
- Front End Loader
- Working at Heights
- First Aid
- Confined Spaces / breathing apparatus
- Implement Traffic Management Plan (formerly Traffic Management Level 2)
- Cert III in Construction
- Qld Traffic Controller licence
- Other _____

Referees (must be previous employers):

Name:	Name:
Organisation:	Organisation:
Contact Details:	Contact Details:

Do you acknowledge and agree to the collection and disclosure of your personal information, as outlined in the “Job Application Collection Notice”, which is a part of the Application kit?

Yes No

PLEASE NOTE: YOUR APPLICATION CANNOT BE PROCESSED WITHOUT YOUR CONSENT



Labourer

POSITION DESCRIPTION

Position Number:	3673
Portfolio:	Infrastructure
Business Unit:	Construction and Maintenance
Team:	
Position Status:	Casual
Classification:	QLGIA (Stream B) Level 3
Reports To:	Manager Construction and Maintenance
Revised:	May 2021

General Position Statement:

This position supports Council's direction by undertaking a wide range of labouring tasks as a part of a multi-disciplined team responsible for the construction and maintenance of the Council's infrastructure assets in accordance with recognised standards.

Specific Responsibilities:

This position has the following responsibilities:

1. Undertake all maintenance and construction tasks associated with the Council's infrastructure assets.
2. Undertake general labouring duties including pipe laying and concreting.
3. Read and carry out basic instructions and make simple reports.
4. Operate vehicles, small machinery and hand tools including operator inspections and basic maintenance tasks.
5. Report any defects or problems to the Supervisor/Team Leader, e.g. equipment or safety concerns.
6. Act as a role model for Council's Values and Behaviours at all times and display a high level of professional and ethical conduct.
7. Refer matters that may impact upon the business, Council and employees to the relevant Supervisor or Manager.
8. Undertake other relevant duties as directed, consistent with skills, competence and training.





Position Requirements:

Skills/Competencies

1. Ability to undertake a range of construction and maintenance tasks with general supervision.
2. An understanding of the basic requirements of civil construction and maintenance.
3. A working knowledge of the requirements for small machinery, hand tool operation and maintenance including two-way radios.
4. Basic knowledge of the methods of concrete, pavement construction and pipe laying.
5. Must have a basic level of numeracy and literacy in order to read and carry out basic instructions and make simple reports.
6. Sound skills in safe work practices including risk assessments and the ability to follow WH&S procedures and policies.
7. Must be capable and be committed to working harmoniously and productively in a diverse environment and in a multi skilled work team.
8. Commitment to agreed training programs and attend when directed.
9. Must complete time sheets, vehicle logbook entries and other documents in accordance with supervisor instructions.

Mandatory Qualifications, Licences and Experience

1. Construction Industry Induction (White Card).
2. Possess and maintain a current motor vehicle driver licence.

Desirable Qualifications, Licences and Experience

1. First Aid Certificate.
2. Possess and maintain a current Queensland Traffic Controller licence.
3. Traffic Management Implementation (formerly Traffic Management Level 2).
4. Licences and experience in plant operation.
5. Ability to legally operate a motor vehicle under a "MR" Class Licence.
6. Confined Space Certificate.
7. Certificate III in Construction.
8. Experience in a local government environment.
9. Authorised Person for Safe Work Near Exposed Live Parts (SWNELP).

Actions

1. **Values and Behaviours** – Behaviour aligned with Council's Values and Behaviours.
2. **Customer Service** – Focus on our customer/s needs.
3. **Code of Conduct** – Behaviour aligned with Council's Code of Conduct.





4. **Safety** – Carry out your duties in a safe manner.
5. **Project Management** – Commit to Council's Project Management ethos.
6. **Human Rights** – Respect, protect and promote human rights in your decision-making and actions.

Physical Requirements

1. Ability to work in an outdoor environment.
2. Ability to legally operate a motor vehicle under a "C" Class Licence.
3. Ability to complete a satisfactory Functional Capacity Evaluation.
4. Must be available to work on-call if required.
5. Provision of a satisfactory Criminal History Check - Police Certificate (Australia Wide Name Only Police Check).
6. Ability to be immunised against Hepatitis A&B and Tetanus
7. The work is intermittently heavy, with periods of prolonged standing, stooping and crouching. The tasks must be performed meticulously and accurately.

While all attempts of mechanisation have been implemented to limit manual handling, awkward work postures do exist whilst performing the inherent tasks of this position.

This position is classified as medium work. The Dictionary of Occupational Titles defines medium work as: "exerting 9 kilograms to 23 kilograms of force occasionally, or 4.5 kilograms to 11 kilograms of force frequently, or greater than negligible up to 4.5 kilograms of force constantly to move objects. Physical demand requirements are in excess of those for light work".

During the course of normal duties incumbent may be required to perform:

- Constant dynamic standing/walking;
- Walking uneven ground;
- Climbing ladders; climbing in and out of trenches; climbing in and out of vehicles and plant machinery;
- Frequent bilateral forward reaching;
- Carrying and handling items up to 25kg occasionally and 35 kg rarely in the case of the whacker packer;
- Repetitive and sustained bending and stooped positions;
- Working in awkward postures, and occasionally in confined spaces;
- Constant handling of equipment, tools and materials;
- Constant static and dynamic balance.






Delegations and Authorisations:

Financial, Administrative and HRM Delegations may be applicable to this position and are detailed in the Delegations Corporate Register.

Legislative Sub-Delegations and Authorisations may also be applicable to this position and are detailed in the external public registers. Both registers are available on Council's knowledge library.

Acknowledgement:

This Position Description has been designed to indicate the general nature and level of work performed by employees within this classification. It is not designed to contain or be interpreted as a comprehensive inventory of all duties, responsibilities and qualifications required of employees assigned to the role.

Authorised By:	Executive Director Infrastructure
Signature:	
Date:	12 May 2021
Present Incumbent:	
Signature:	
Date:	





TEAMWORK

- We are one Council, working seamlessly across the organisation to deliver the best outcomes for our community.
- We involve others to design solutions and inform decisions.
- We openly share knowledge and information.
- We care about each other and ask for, and accept, support when needed.
- We resolve issues and conflicting priorities in an open and constructive way.



COMMUNITY

- We are one community and make decisions with our whole community in mind.
- We engage with and listen to our community to understand their needs.
- We support our community to develop resilience and sustainability.
- We effectively and efficiently deliver high quality products and services.
- We respond quickly and constructively.



ACCOUNTABILITY

- We own our actions, successes and failures, and ensure we implement lessons learned.
- We take personal responsibility for everyone's safety.
- We manage and use Council's resources effectively and efficiently.
- We make and communicate decisions and rationale in a timely and inclusive manner and act with transparency.
- We are diligent in delivering on our commitments, and communicating issues early.



POTENTIAL

- We focus on being the best we can be and in-turn inspire others.
- We will be open to change and will pursue opportunities.
- We will continually seek to improve how we do things and build upon each other's ideas.
- We make time to seek and provide feedback to support each other.
- We encourage and support innovation and initiative.



POSITIVITY

- We inquire with curiosity, actively listen to others and are open to new perspectives.
- We approach issues looking for solutions.
- We remain calm and respectful when working through difficult situations.
- We focus on being open and adaptable.
- We invest in our physical and mental wellbeing.