Longreach Regional Council
Ilfracombe Isisford Longreach Yaraka

Schedule 2 – Position Description

Position Name:	Labourer
Position Number:	7027
Directorate:	Infrastructure
Team:	Civil Construction and Maintenance
Category of Employment:	Permanent Full-Time
Classification Level:	Level 3
Classification Type	Queensland Local Government Industry Award (Stream B) Level 3
Reports to:	Works Supervisor Isisford
Located:	Isisford
Accountable for:	N/A
Vehicle Authorisation:	N/A
Financial Delegation:	N/A
Revised:	October 2026

Our Vision

Connecting Council and Community

Our Mission

Delivering Excellent Services

Our Values

1. A Safe and Healthy Work Environment.
2. Inclusiveness and Respect
3. Consistency and Fairness
4. Teamwork and Staff Development
5. Performance and Value for Money
6. Leadership and Collaboration
7. Sustainability
8. Forward-Looking

Position Objective

This position will be required to perform safe and efficient operation and maintenance of plant, equipment and materials, and associated labouring duties, as directed in the execution of Council's civil construction and maintenance activities.

Position Responsibilities

Functional Area	Key Responsibilities
Labouring Duties	• Carry out a variety of manual and skilled tasks related to maintenance including but not limited to o Mowing o Cleaning o Brush Cutting o Trimming Trees o Removing Trash o Sweeping o Manual Digging o Loading and Removing Rubbish o Water and Sewage duties o Assisting with Concreting • Assist in the Maintenance and cleaning of plant and equipment • Operate a variety of hand and power tools. • Carry out basic asphalt and bitumen labouring duties • Undertake training in accordance with council requirements. • Ensure that Councils Quality Assurance program is adhered to. • Other such relevant duties as required from time to time which would generally fall within the scope of this position as directed by your accountable supervisor or the Director if Infrastructure.
Other Duties	• Carry out all duties in line with Councils' Workplace Health and Safety policies and procedures and adhere to any legislative obligations. • Advise immediate supervisor of any faulty equipment and follow all adopted procedures in reporting of fault to Councils' Works Supervisor; • Communicate, solve and discuss work problems with other team members and Supervisor. • Assist with prompt responses to customer enquiries and project a helpful and positive image of Council and its staff.

Extent of Authority

The position works under general supervision and is responsible for carrying out allocated duties in accordance with Council policies, procedures and safety requirements. The incumbent is authorised to make routine operational decisions within the scope of the role, report hazards and maintenance issues, and operate authorised plant and equipment. Matters outside established procedures or delegated authority must be referred to the Supervisor.

Key Relationships

Internal		
Accountable to:	Maintenance Team Leader	The incumbent has a respectful working relationship with the Maintenance Team Leader and is responsive to their requests providing timely advice and support.
Supervised by:	Isisford Works Supervisor, or relevant Site Supervisor	The incumbent has an effective working relationship with the supervisor and is responsive to their requests providing timely advice and support.
Works With:	Isisford Construction Crew	The incumbent has a collaborative and inclusive working relationship with team members.
External		
Works with:	Community members, businesses and external service providers.	Maintain courteous and cooperative relationships with community members, local businesses, property owners, contractors, suppliers, delivery personnel and road users to support Council's construction and maintenance activities, referring enquiries and concerns outside the role's authority to the Supervisor.

Key Behavioural Competencies

Key behavioural competencies for this role include a strong commitment to safety, teamwork, reliability, customer service, effective communication, accountability, adaptability, problem solving and maintaining high standards of work quality. The successful incumbent will demonstrate a positive attitude, a willingness to learn and a commitment to representing Council professionally within the community.

Position Requirements

Skills

- Physically capable of performing manual labouring duties.
- Sound communication skills both written and oral, with the ability to deal with all levels of the organisation and members of the public.
- Strong time management, organisation and planning with an ability to prioritise and meet critical timeframes.
- Basic numeracy skills to perform calculations relevant to duties.
- Ability to carry out basic asphalt and bitumen laboring duties and use power tools and machinery.
- Ability to operate a range of plant, machinery and equipment.
- Ability to follow directions and work with in a team environment.

- Ability to carry out machine operation, daily servicing checks and basic maintenance as per operators handbook and workshop guidelines.

Knowledge

- A thorough understanding of how to maintain a safe working environment with demonstrated experience in managing risks associated with road maintenance and construction.
- Sound knowledge of road regulatory and advisory signage.
- Sound knowledge of construction and maintenance techniques, including operational work practices and standards associated with the relevant work area.
- Basic knowledge of Quality Assurance requirements and best practice.

Mandatory Experience/Qualifications

- Current "MR" Class Drivers Licence.
- Construction White Card.
- Traffic Management Implementation.

Desirable Experience/Qualifications

- Control Traffic with a Stop Slow Bat.
- Plant competency including: Loader
- Experience in bitumen and asphalt duties.
- First Aid Certificate.

Delegations and Authorisations

Nil.

Chief Executive to Employee Delegations and Authorisations

This position does not hold any delegations or authorisations under Council's *Delegations and Authorisations Policy*, the *Chief Executive Officer to Employee and Contractor Delegations Register*, or any *Authorised Person / Authorised Officer Instrument of Employment*. The position holder is not authorised to exercise statutory, or decision-making powers on behalf of Council and is required to refer and escalate matters requiring delegated authority to the appropriate manager in accordance with Council policies and procedures.

Physical Requirements

Vision and Hearing Requirements

This position requires a vision test

This position requires a hearing test

Cognitive Requirements	Frequency (% of working day)

	Rare/Never	Occasional 0-33%	Frequent 34 – 66%	Constant > 66%
Working Independently - ability to utilise autonomy with respect to the processes by which tasks are completed.	☐	☒	☐	☐
Team Based Work - works in a team of people and not exposed to isolation	☐	☐	☐	☒
Communicating With Others – Verbal	☐	☐	☒	☐
Communicating With Others - Written	☐	☒	☐	☐
Focused Attention on Task - high levels of attention required to minimise errors and ensure accuracy	☐	☐	☒	☐
Concentrating – high levels of concentration required while completing required tasks	☐	☐	☒	☐
Planning and Sequencing Tasks and Activities - managing multiple tasks or projects simultaneously, ensuring that all activities are completed efficiently and effectively.	☐	☒	☐	☐
Decision Making - required to exercise sound decision making while completing all aspects of the position	☐	☒	☐	☐
Problem Solving – requirement to develop sound solutions to novel or unusual problems arising during the course of the day	☐	☒	☐	☐
Reasoning - required to exercise sound reasoning while completing all aspects of the position within defined scope	☐	☒	☐	☐
Judgement - required to exercise sound judgement while completing all aspects of the position within defined scope	☐	☐	☒	☐
Short and Long-term Memory Recall – ready access to documented procedures or precedents to perform requirements of the position	☐	☐	☒	☐
Emotional Resilience - exposure to stressful or distressing situations including meeting specified deadlines and production demands, dealing with aggressive or upset customers/clients, high conflict situations, general workload demands, change beyond individual's personal control	☐	☒	☐	☐
Interruptions – frequency of interruptions to daily work plans and requirement to change work plans at short notice	☐	☒	☐	☐

Physical Requirements

☐ This position does not require more than 10-15% manual handling/physical exertion

☒ A task analysis exists because this position requires more than 10-15% manual handling/physical exertion

Physical Requirements	Frequency (% of working day)			
	Rare/Never	Occasional 0-33%	Frequent 34 – 66%	Constant > 66%
Mobility/Posture				
Sitting – stay in seated position (including driving)	☐	☒	☐	☐
Standing – standing in an upright position, moving less than 3 steps	☐	☐	☒	☐
Walking – In an upright position, moving more than 3 steps	☐	☐	☒	☐
Crawling – Move on the hands & knees or by dragging the body close to the ground	☒	☐	☐	☐
Non-Manual Handling				
Crouch/Squat - To lower the body by bending forward from legs and spine, buttocks on or near the heels	☐	☒	☐	☐
Kneeling – To lower the body	☐	☒	☐	☐
Bending – To bend forward and down from the waist or the middle of the back, rounding the shoulders and back for more than 3 seconds	☐	☐	☒	☐
Reaching – Extending arms out in any direction	☐	☐	☒	☐
Twisting/Trunk Rotation – Rotating the body to one side or the other without moving the feet	☐	☒	☐	☐
Fine Manipulation/Pinch Grip – Fingers are on one side of the object and thumb on the other, typically without the object touching the palm	☐	☐	☒	☐
Power/Open Hand Grip – Using the whole hand to grasp an object, typically used to handle large or wide objects where the fingers are extended	☐	☐	☒	☐
Writing/Typing	☐	☒	☐	☐
Climb Ladders	☐	☒	☐	☐
Climb or descend stairs	☐	☒	☐	☐

Low Level Work – Performing manual handling actions at or near ground level	☐	☒	☐	☐
Manual Handling Work				
Lift/Carry/Hold – Raising or lowering an object from one level to another and holding/transporting the object using the hands, arms or on the shoulders	☐	☐	☒	☐
Pushing/Pulling – Applying force to move something away or closer to oneself, including static positions	☐	☐	☒	☐
Weight Requirements – lift, carry, push, pull or hold				
1 - 5kg	☐	☐	☒	☐
5.1 – 10kg	☐	☐	☒	☐
10.1 -15kg	☐	☒	☐	☐
15.1 -20kg	☐	☒	☐	☐
Lift floor to hip	☐	☒	☐	☐
Lift waist to shoulder	☐	☒	☐	☐
Lift overhead	☒	☐	☐	☐

☐ Plant operation with maximum seat rating of 150kgs

Workplace Health and Safety Obligations

All employees have a legal obligation to comply with regulatory requirements and LRC– SMS *(Longreach Regional Council's - Safety Management System)* incorporating WH&S policies, procedures and work instructions. These are introduced to ensure the health and safety of employees, contractors, visitors, volunteers, the public and the environment and remain compliant with Industry Benchmark Standards.

Employees of Longreach Regional Council have the following responsibilities for health and safety at work.

- Take reasonable care of their own health and safety and ensure that their actions do not adversely affect the health and safety of others.
- Comply with and follow all reasonable instructions for work health and safety (WHS) and cooperate with all reasonable WHS policies, procedures, guidance, instructions, and directions.
- To not intentionally or recklessly interfere with or misuse any substance or thing provided in the interests of WHS.
- Use Longreach Regional Council's WHS risk management approach, participate in risk assessments and assist in identifying and using control measures to eliminate or minimise WHS risks.
- Ensure safe work practices including operating and maintaining all machinery, equipment and plant in a safe way and holding licences and training where required.

- Report any worn out or defective tools or equipment or problems with tools and equipment.
- Comply with Council's induction and training requirements.
- Participate in meetings, training, consultation and other WHS activities such as inspections, incident investigations, and evacuation drills as required.
- Use, maintain and store personal protective equipment (PPE) in the appropriate manner.
- Be familiar with emergency and evacuation procedures for their work area and comply with instructions given by emergency response, including emergency wardens and first aiders.
- Report all problems with undertaking work, including concerns or signs of injury, discomfort, or ill health, immediately to their manager or supervisor.
- Report any unsafe situation, workplace hazard, injury, incident, or near-miss to their manager or supervisor immediately.
- STOP WORK if it not safe to continue and report concerns to their manager or supervisor.
- Assist in maintaining a high level of housekeeping, cleanliness, and tidiness.
- Undertake tasks as required to enable continuous improvement for WHS management

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:	
Signature:	
Date:	
Present Incumbent:	
Signature:	
Date:	