

**POSITION DESCRIPTION****PART 1 – POSITION DETAILS**

Position Title:	Labourer - Trainee
Classification Level:	Trainee
Industrial Instruments:	Torres Shire Council Certified Agreement 2019
Date prepared/ Updated:	February 2021
Position Purpose:	Under general direction be responsible for effectively carrying out delegated tasks whilst undertaking a Certificate III in Civil Construction
Reports To (Position Title):	Delegate of Director, Engineering & Infrastructure Services (Specified on appointment)
Roles Reporting to This:	Nil
Key Relationships / Interactions:	<ul style="list-style-type: none">• Members of the public• Other Council Staff both Internal and External
Decision Making Authority:	The Chief Executive Officer, in accordance with the provisions of the <i>Local Government Act 2009</i> , will delegate authority to exercise such powers, delegations and judgements as determined necessary from time to time to enable the effective fulfilment of the requirements of the position. <ul style="list-style-type: none">• The position is accountable to the Delegate of Director, Engineering & Infrastructure Services. Specified on appointment

I hereby agree to abide by Council values and the *Local Government Act 2009* and that this position description clearly outlines the specific responsibilities and duties that are to be carried out as part of this role of which I agree to perform at the best of my abilities. I also understand that the selection criteria represent the minimum requirements to perform the duties at the current level.

Signature of Incumbent:	
Print Name:	
Date:	/ /



PART 2 – KEY RESPONSIBILITIES

Key Result Area	Major Tasks
Job Specific Responsibilities	<ol style="list-style-type: none"> 1. To carry out, under direct supervision, roads and drainage construction, waste and landfill operations and infrastructure maintenance, whilst undertaking a Certificate III in Civil Construction. 2. To carry out, as directed, works associated with Council's works in areas of parks and gardens and environmental management. 3. Gain a basic insight and always carry out daily routine maintenance to any small plant and equipment under his/her control. 4. To maintain appropriate operational standards and compliance with Work Health & Safety legislation. 5. To carry out such other duties from time to time as directed by his/her immediate supervisor or manager.
Supervisory Responsibilities	<p>Nil</p>
Communication & Interpersonal Responsibilities	<ol style="list-style-type: none"> 1. Work as part of a team and show professionalism. 2. Punctual in both attendance at work and staff meetings. 3. Maintain high standards of presentation and personal grooming. 4. Comply with Council's Code of Conduct.
Legislative Responsibilities	<ol style="list-style-type: none"> 1. Corporate recordkeeping is the responsibility of all staff. This position is required to comply with the Councils 'Corporate Recordkeeping' Policy and associated procedures. 2. Observe Council's policies and procedures to ensure compliance with all relevant legislation, including: <ul style="list-style-type: none"> • <i>Local Government Act 2009</i> • <i>Local Government Regulations 2012</i> • <i>Public Sector Ethics Act 1994</i> • <i>Industrial Relations Act 2016</i> • <i>Workplace Health and Safety Act 2011.</i> • <i>Workplace Health and Safety Regulation 2011.</i> • <i>Workers Compensation and Rehabilitation Act 2003</i> • <i>QLD Crime and Corruption Act 2001</i> • <i>Human Rights Act 2019 (QLD)</i> • <i>Commonwealth Disability Discrimination Act 1992.</i> • <i>Commonwealth Age Discrimination Act 2004.</i> • <i>Commonwealth Racial Discrimination Act 1975</i> • <i>Commonwealth Sex Discrimination Act 1984</i> • <i>Environmental Protection Act 1994.</i> • <i>Environmental Protection Regulation 1998.</i> • <i>Equal Opportunity in Public Employment Act 1992.</i> • <i>Anti Discrimination Act 1991.</i> • <i>The Public Records Act 2002</i> • <i>Public Interest Disclosure Act 2010</i>
Workplace Health and Safety Responsibilities	<p>The employee will assist in ensuring the work environment complies with the Workplace Health & Safety Act, Regulations, Codes of Practice and Council's Safe Plan system, Safe Work statements, Policies and Procedures. Complies with instructions given by his or her Manager and / or Supervisor. Adhere to</p>



	the workplace health and safety legislation in reporting all accidents and potential hazards in a timely manner.
Confidentiality and Privacy	<ol style="list-style-type: none"> 1. Keep all confidential information, whether written or verbal, as well as any intellectual property developed, utilised or otherwise gained by the employee in the course of employment, completely confidential, even after completion of employment. 2. Ensure compliance with: <ul style="list-style-type: none"> • <i>Right to Information Act 2009</i> • <i>Information Privacy Act 2009</i>

PART 3 – PERSON SPECIFICATION

Qualifications & Experience
<ol style="list-style-type: none"> 1. Minimum education to a Grade 12 Standard or equivalent. 2. Possess a current (C class) Driver’s Licence (Desirable) 3. Demonstrate the ability to learn new tasks. 4. Perform learned tasks in an efficient and timely manner. 5. Experience in using initiative and working successfully with others. 6. Understanding of Ilan Kastom and languages.
Technical Skills & Abilities
<ol style="list-style-type: none"> 1. Ability to use initiative and flexibility when resolving relating to tasks. 2. Mature, positive attitude, good interpersonal skills and ability to Interact positively with public and other Council Staff. 3. Ability to follows instructions 4. Operational knowledge of small plant and equipment (Desirable) 5. Compliance with all policies and procedures applying to the duties of the position 6. Compliance with all workplace Health & Safety requirements. 7. Ability to communicate effectively with Aboriginal and Torres Strait Islander people.

PART 4 – SELECTION CRITERIA

Essential Skills, Experience & Qualifications
<ol style="list-style-type: none"> 1. Possess a current (C class) Driver’s Licence (desirable) 2. Must possess a General Construction Induction Card (White Card) 3. Show how you will work and commit to Council: <ol style="list-style-type: none"> a. Punctual b. Reliable c. Able to follow instructions