

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

Position Title:	Labourer
Classification Level:	QLGIA (stream A) – Division 2, Section 1- Level 2.1
Industrial Instruments:	Torres Shire Council Certified Agreement 2022
Prepared/Updated	July 2026
Position Purpose:	To support the delivery of Council’s infrastructure and maintenance services by safely undertaking labouring duties that ensure roads, drainage, waste, and community assets are maintained to required standards.
Reports To (Position Title):	Works Manager
Roles Reporting to This:	Nil
Key Relationships / Interactions:	<ul style="list-style-type: none"> • Works Manager • Works Crew • Torres Shire Council Staff • Members of Public
Decision Making Authority:	<ul style="list-style-type: none"> • 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.

PART 2 – KEY RESPONSIBILITIES

Key Result Area	Major Tasks
Job Specific Responsibilities	<p><i>Parks & Playground maintenance</i></p> <p>Undertake general parks, gardens and playground labouring tasks including:</p> <ul style="list-style-type: none"> ○ Mowing ○ Litter removal ○ Tree pruning ○ Cleaning and maintenance of public spaces ○ Waste removal ○ Assist with loading and unloading of relative materials and equipment. ○ Set up and pack down of worksites. ○ Following lawful instructions related to this role
Supervisory Responsibilities	NIL



Communication & Interpersonal Responsibilities	<ul style="list-style-type: none"> • Work as part of a team and show professionalism. • Punctual in both attendance at work and staff meetings. • Maintain high standards of presentation and personal grooming. • Comply with Council's Code of Conduct.
Legislative Responsibilities	<p>Observe Council's policies and procedures to ensure compliance with all relevant legislation, including but limited to:</p> <ul style="list-style-type: none"> • <i>Local Government Act 2009</i> • <i>Local Government Regulations 2012</i> • <i>Environmental Protection Act 1994.</i> • <i>Environmental Protection Regulation 2019</i> • <i>Anti-Discrimination Act 1991.</i> • <i>Councils Certified Agreement 2022</i>
Workplace Health and Safety Responsibilities	<ul style="list-style-type: none"> • Follow all Work Health and Safety (WHS) requirements. • Use personal protective equipment (PPE) correctly at all times. • Comply with Safe Work Method Statements (SWMS) and procedures. • Identify and report hazards, incidents, and near misses.
Teamwork & Communication	<ul style="list-style-type: none"> • Work effectively as part of a team under direction of supervisors. • Follow instructions and work schedules. • Communicate clearly regarding job progress, issues, and risks.

PART 3 – PERSON SPECIFICATION

Qualifications & Experience
<ol style="list-style-type: none"> 1. Experience in labouring and/or civil works environment. 2. Ability to follow instructions and work as part of a team. 3. Basic understanding of workplace safety practices. 4. Physically capable of undertaking manual work <p>Desirable</p> <ol style="list-style-type: none"> 1. Experience in local government or remote community environments. 2. Experience in road maintenance, drainage, or construction works. 3. Basic plant operation experience (rollers, loaders, etc.).
Conditions/Special Requirements
<ol style="list-style-type: none"> 1. Willingness and ability to work outdoors in varying weather conditions. 2. May be required to work overtime or after-hours as needed. 3. May be required to work across multiple island locations. Must be willing to comply with Council policies, Code of Conduct, and relevant legislation.

PART 4 – SELECTION CRITERIA



Mandatory Skills, Experience & Qualifications

1. "C" Class Driver License
2. Physical strength to carry out labouring duties
3. Willingness to work outdoors in changing weather conditions
4. Willingness to keep to required work hours
5. Willingness to follow lawful instructions
6. Local Resident