

POSITION DESCRIPTION

Position number	TBA	Date of last review	July 2026
Position Title	Labourer - Roads		
Award	<i>Northern Peninsula Area Regional Council Certified Agreement (Stream B) Award – State 2023</i>		
Classification	Band 1 Level 1 – 4 (Dependant on Skills and Qualifications)		
Division	Operation		
Section	Works		
Location	Umagico/NPARC		
Employment Type	Full Time, Permanent		
Hours of Duty	38 hours per week		
Supervisor	Manager Works		
Direct Reports	Nil		

ORGANISATIONAL ENVIRONMENT

Mission: Build a sustainable, culturally vibrant, and connected community.

Vision: By growing indigenous and local opportunities, enhancing, preserving, and protecting our unique physical environment and unique Cultural Heritage, prolonging and enriching the lives of our People, promoting unity and leading multi-generational change.

Our Values - What do we believe in?

- Community Focused
- Respect and support for environment, culture, and our people
- Transparency and accountability
- Working with Stakeholders to plan and actively share responsibility for improving sustainable service provision for community.
- Providing a safe and healthy working environment

PRIMARY OBJECTIVE OF POSITION

The Labourer (Roads) provides high-quality, safe, and efficient civil construction and road maintenance services—including asphalt patching, drainage clearing, and roadside vegetation control—to support the safety and accessibility of the local transport network, while actively adhering to workplace health and safety standards and collaborating with the team and supervisor to meet the infrastructure needs of the Northern Peninsula Area.

KEY ACCOUNTABILITIES

Duties and responsibilities include but are not limited to:

1. Road Maintenance & Construction

- Execute manual labour tasks including asphalt patching, pothole repairs, and line marking.
- Form, pour, and finish concrete for kerbs, gutters, and footpaths.
- Install and repair road signage, guideposts, and safety barriers.

2. Drainage & Asset Care

- Clear culverts, spoon drains, and roadside vegetation to prevent flooding.
- Perform routine clearing of debris and litter from road reserves.

3. Plant & Equipment Operation

- Safely operate hand/power tools and light plant machinery (e.g., rammers, concrete saws, mowers).
- Complete daily pre-start checks and basic maintenance on all assigned tools and vehicles.

4. Workplace Health & Safety (WHS)

- Set up temporary traffic management and signage to ensure a safe worksite for the team and public.
- Maintain strict adherence to site safety plans, wearing required PPE at all times.

SELECTION CRITERIA

Candidates must possess or demonstrate the ability to meet the following requirements:

1. **Experience in Civil Works** – Demonstrated experience in civil construction or road maintenance, including tasks like asphalt patching, concrete pouring, and drainage clearing.
2. **Plant & Tool Operation** – Proven ability to safely operate and maintain hand tools, power tools, and light plant equipment relevant to road construction.
3. **Workplace Health & Safety (WHS)** – Strong understanding of workplace safety practices, with experience setting up site signage or working under traffic management conditions.
4. **Physical Fitness & Reliability** – Demonstrated physical capacity to perform heavy manual labour under variable outdoor weather conditions for extended periods.
5. **Teamwork & Communication** – Excellent interpersonal skills with a proven ability to follow instructions, work collaboratively within a team environment, and interact respectfully with community members.

REQUIRED LICENCES & QUALIFICATIONS

Mandatory Requirements:

- Current Australian Open Construction Induction Card (White Card).
- Current Australian Class C (Car) Driver's Licence.

Highly Desirable / Department Assets:

- Medium Rigid (MR) or Heavy Rigid (HR) Driver's Licence.
- Traffic Management Implementation (TMI) accreditation.
- Valid tickets for Skid Steer (Bobcat), Excavator, or Front-End Loader operations.

Key Performance Indicators (KPIs)

Teamwork & Community Interaction KPIs

- Supervisor Instruction Adherence Rate: Measures the percentage of tasks executed accurately on the first attempt following supervisor directives.
- Community Complaint Resolution Time: Tracks the speed and effectiveness of resolving road hazards reported by local community members.
- Team Project Completion Rate: Evaluates the collaborative success and timely delivery of group civil construction projects.

Machinery Ticket & Asset Utilisation KPIs

- Specialised Equipment Run-Time: Tracks the monthly hours spent operating high-value assets like skid steers or excavators.
- Ticket Versatility Score: Measures the cross-functional deployment of the labourer across different plant machinery types.
- Equipment Damage Incidents: Tracks the total number of operational errors or machinery damages due to improper tool handling.

CONDITIONS OF EMPLOYMENT

The conditions of employment for this position are in accordance with the *Northern Peninsula Area Regional Council Certified Agreement 2023*, the *Queensland Local Government Industry (Stream A) Award – State 2017*, Council’s policies and procedures, Council’s Code of Conduct and other legislative requirements.

WORK HEALTH AND SAFETY RESPONSIBILITIES

The employee shall comply, so far as is practicable, with:

- the *Work Health and Safety Act 2011* and associated Regulations and Codes of Practice
- Council’s Workplace Health and Safety Policies and Procedures
- instructions given by their manager in respect of the Health and Safety of themselves and the Health and Safety of other persons.

The employee is responsible for ensuring Council’s WH&S Systems are implemented within their area of responsibility.

We agree that this Position Description accurately reflects the role.

Employee Name: _____ Signature: _____ Date: _____
(Print)

Manager Name: _____ Signature: _____ Date: _____
(Print)

Exec. Manager Name: _____ Signature: _____ Date: _____
(Print)