



POSITION DESCRIPTION

PART 1 – POSITION DETAILS

Position Title:	Labourer/Truck driver
Classification Level:	QLGIA (stream A) – Division 2, Section 1- Level 1.2
Industrial Instruments:	Torres Shire Council Certified Agreement 2022
Date prepared/ Updated:	April 2026
Position Purpose:	To support the delivery of Council's infrastructure and maintenance services by safely operating trucks and plant, and 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:	• Works Manager • Works Crew • Torres Shire Council Staff • Members of Public
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.

PART 2 – KEY RESPONSIBILITIES

Key Result Area	Major Tasks
Job Specific Responsibilities	1. Truck Driving & Plant Operation • Operate Council trucks in a safe and competent manner. • Transport materials, equipment, and waste as directed. • Conduct daily pre-start checks and basic maintenance of vehicles. • Report faults, defects, and maintenance needs promptly. 2. Labouring Duties • Undertake general labouring tasks including: ○ Road maintenance and repairs ○ Drainage works ○ Waste collection and disposal ○ Cleaning and maintenance of public spaces ○ Assist with loading and unloading of materials and equipment. ○ Set up and pack down worksites.



Supervisory Responsibilities	NIL
Communication & Interpersonal Responsibilities	• 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	Observe Council's policies and procedures to ensure compliance with all relevant legislation, including but limited to: • <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	• Follow all Work Health and Safety (WHS) requirements. • Use personal protective equipment (PPE) correctly at all times. • Assist with traffic management where required. • Comply with Safe Work Method Statements (SWMS) and procedures. • Identify and report hazards, incidents, and near misses.
Teamwork & Communication	• 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
1. Experience in labouring and/or civil works environment. 2. Experience operating trucks or similar heavy vehicles. 3. Ability to follow instructions and work as part of a team. 4. Basic understanding of workplace safety practices. 5. Physically capable of undertaking manual work 6. Current Driver Licence (minimum MR/HR as required) 7. Construction Industry White Card Desirable 1. Experience in local government or remote community environments. 2. Experience in road maintenance, drainage, or construction works. 3. Basic plant operation experience.
Conditions/Special Requirements
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. Current Driver Licence (minimum MR/HR as required) 2. “C” Class Driver License 3. Construction Industry White Card (or ability to gain one) 4. Local Resident