

Position Description

CORPORATE INFORMATION

Position title	Team Member Logistics & Quarries		
Directorate	Infrastructure Services	Branch/Section/Unit	Fleet and Depot Operations Branch Fleet and Logistics Section
Position number	1942	Level	6
Award	Queensland Local Government Industry (Stream B) Award – State 2017 Division 2, Section 5		
Line Manager	Supervisor Logistics		
Direct reports	Nil		
Indirect Reports	Nil		

SCOPE OF POSITION

Position Summary

This position contributes to council's direction by performing a diverse range of heavy vehicle and plant operations, as well as labouring duties, within a multi-disciplinary team. The role provides essential support to various council teams involved in the production of quarry materials and the construction and maintenance of council's infrastructure assets, ensuring all work is completed in alignment with recognised standards.

Key Responsibilities of the Role

- Operate as a specialist, operating and maintaining high complexity plant and equipment in a safe, competent and efficient manner to deliver council's work program in accordance with this level of the relevant award and for which the holder is licensed.
- Perform labouring tasks in a safe, competent, efficient and timely manner to deliver council's work program to quality standards.
- Identify new ways to improve work practices in accordance with council's continuous improvement commitment.
- Maintain compliance in accordance with relevant legislation

Mandatory Licence/Competency (Ticket) Requirements

- Queensland Driver Licence Class Heavy-Combination (HC) or above that is current and maintained.
- RIIMP0320F Conduct Civil Construction Excavator Operations
- RIIMPO321B Conduct Civil Construction Wheeled front end loader Operations
- RIIMPO337D Conduct articulated haul truck operations
- Construction Industry White/Blue Card

Essential Knowledge/Skills/Qualifications Criteria

- Understanding of their obligations under the Mining Quarrying Safety and Health Act 1999 and the Mining Quarrying Safety and Health Regulations 2017
- Demonstrated ability for strategic thinking and planning of daily work activities in association with quarry operations
- Demonstrated ability to perform remote work activities
- Demonstrate the ability to follow both verbal and written instructions
- Demonstrated ability to undertake specialised tasks including operation of plant, vehicles, equipment and tools in a competent and proficient manner.
- Demonstrated ability to maintain harmony within a team and foster good working relationships with all council employees and members of the public.
- Demonstrated ability to plan and organise quarry production and maintenance work activities
- Demonstrate knowledge and skills associated with quarry operations and processes

Desirable Knowledge/Skills/Qualifications Criteria

- Quarry operations, and quarry plant operations
- RIIMP0318D Conduct Civil Construction Skid Steer loader Operations
- RIIMPO317A Conduct Civil Construction Roller Operations
- Other licences or competencies relevant to plant and equipment/trucks at this level of the Award.
- Understanding and knowledge of the following:
 - Mining and Quarrying Safety Health Regulation 2017
 - Mining and Quarrying Safety and Health Act 1999

Physical Requirements of the Position

- An ability to frequently exert a force up to 20kg whilst pushing, pulling, lifting or carrying an

object or equipment.

- An ability to occasionally lift or carry objects or equipment up to 25kg.
- An ability to frequently stand for periods of two hours and occasionally walk on sloping, uneven or slippery surfaces whilst using equipment or carrying objects up to 20kg.
- An ability to kneel or crawl in a bent position whilst exerting force up to 15kg.
- An ability to clearly hear directions and instructions being provided at normal speech levels.

Special Requirements

- Occasional out of hours work (including weekends).

ORGANISATIONAL INFORMATION

Safety

Behaviours

Maintain a positive attitude towards acquiring an understanding of work health and safety (WHS) legislation, including Council WHS policies and procedures.

Fostering and maintaining a positive attitude towards WHS within the individual work teams.

Responsibility

Applying Council policies and procedures in every day work activities to assist Council in ensuring a safe work environment.

To meet the standards imposed by any relevant safety legislation as required by Queensland's *Work Health and Safety Act 2011*.

Related documents

- WHS Policy statement WHSPOL004.
- Work Health and Safety Responsibility and Accountability Statement WHSPOL008.
- The WHS KPIs are located in the Work Health and Safety Management Plan WHSPOL010 and should be referenced as applicable with this position.

Code of Conduct

As per the Staff Code of Conduct (OCPOL001), employees must conduct all business with integrity, honesty and fairness and comply with all relevant laws, regulations, codes, policies and procedures.

Records Management

Council employees are required to ensure adequate records of actions taken and decisions made whilst undertaking their duties are created and maintained, in accordance with Council's

Position Description



Recordkeeping Policy.

Council's Vision

Gympie Regional Council has a vision for embracing opportunities, promoting wellbeing and celebrating strong communities.

Council's Values

Accountability – We are open, transparent and take responsibility for our actions.

Communication – We consult with the community, actively listen to and respond to the input of residents, and keep people informed.

Customer Service Focused – We meet the needs of our community in an efficient and effective manner. We strive to continually improve, show empathy and are environmentally aware in our service delivery.

Integrity – We act with honesty and respect in all we do and respect all residents, colleagues and visitors.

Teamwork and Collaboration – We recognise and support everyone's contributions. We are inclusive and contribute respectfully working as a team. We will care for ourselves and others.

POSITION APPROVAL AND ACCEPTANCE

Approved by

Name		Position	
Signature		Date	

Accepted by

Name			
Signature		Date	

The scope and requirements of this position as well as the organisational structure is subject to change by Council as required by business needs.