

POSITION DESCRIPTION

Position Title:	Welder	Reports to:	Workshop Supervisor
Department:	Works & Parks	Directorate:	Infrastructure, Assets & Projects
Stream:	Stream C eng	Pay Level:	Level 8 - 10 (Division 2 – Section 2) 12% superannuation & 17.5% leave loading
Award:	Queensland Local Government Industry Award – State 2017	Agreement:	The Southern Downs Regional Council Certified Agreement, as amended

1.1 THE DEPARTMENT

The Works & Parks Department falls within the Infrastructure, Assets and Projects Directorate to deliver a range of services internally and externally which contribute to provision of essential services to the community.

Our Works team plan, design, construct and maintain roads, bridges, culverts, stormwater infrastructure, kerb and channel, footpaths and street lighting. In addition, the team provides services to the Department of Transport and Main Roads under contract to maintain sections of the state-controlled road network within Southern Downs. The team further governs activities conducted by members of the community, such as the construction of private driveway accesses.

The Department also delivers an extremely diverse range of operational field services including maintenance of Council parks, gardens, buildings and playgrounds. Other services include management of building service contracts and fleet mechanical repairs. The Department also delivers capital works projects for Council buildings, parks and cemeteries, and as part of its field work manages the procurement and disposal of road vehicles and heavy plant operated by Council.

1.2 VALUES

Southern Downs Regional Council recognises our people as our strength, and our five values guide how we work with each other, our actions, our decision making and how we serve our community. Our values bring us all together and contribute to our employees having a meaningful and rewarding career, with opportunities to grow and thrive.



Act with Integrity | **One Region, One Team** | **Lead by Example** | **Service Excellence** | **Our People, Our Strength**

1.3 THE OPPORTUNITY AND JOB ROLE

The key function of the role as a Welder is to contribute to the effective and efficient operations of the Workshop by carrying out repairs and maintenance to Council plant, equipment and infrastructure.

1.4 KEY RESPONSIBILITIES AND DELIVERABLES

The key responsibilities may be modified from time to time to ensure the expected outcomes support the Council's operational and corporate plans. All duties are to be conducted in an efficient, timely, professional and safe manner.

The key responsibilities and deliverables for this role include:

- Maintaining records consistent with Council requirements and the Privacy Principles.
- Under the direction of the Warwick Workshop supervisor, proactively carry out preventative maintenance on Council plant, equipment and infrastructure.
- Perform incidental repairs on plant and infrastructure as needed either in the workshop/s or in the field.
- Safely carry out repairs, maintenance and upgrades at various Council facilities including but not limited to; water treatment plants, waste water treatment plants, waste disposal sites, cemeteries and parks around the region.
- Design and manufacture cost-effective upgrades and improvements to plant and facilities e.g. toolboxes, sign racking, handrails, walkways and structures.
- Consult and collaborate with both the Warwick and Stanthorpe workshop supervisors to plan and prioritise all necessary work across the region.
- Work effectively with other workshop staff across both workshops to ensure a high standard of production, safety and efficiency is maintained.

Other duties as directed by the supervisor.

1.5 SELECTION CRITERIA

ESSENTIAL CRITERIA

1. Practical experience demonstrating competency in the trade with exposure to maintenance and repairs on a range of plant, fleet, slam and fixed plant.
2. Alloy and stainless steel MIG and TIG welding experience.
3. Sheet metal component design and fabrication experience.
4. Ability to identify and recommend measures to improve production methods, safety, efficiency and quality.
5. Sound literacy, numeracy and problem-solving skills including the ability to complete documentation in the workplace and utilise current workplace technology.
6. Proven ability to work safely with limited or no supervision.
7. Ability to prioritise and plan work, ensure cost-effective and complete the task within set timeframes.
8. Demonstrated ability to work effectively in a team environment.
9. Knowledge of Work Health and Safety considerations relevant to the role and how to limit risks in the environment where this role operates.

DESIRABLE CRITERIA

1. A sound understanding and general interest in Local Government operations.
2. Mechanical/Automotive knowledge and ability.

1.6 TRAINING

- On the job training will be provided to ensure that the position holder maintains a satisfactory knowledge and skill base.

1.7 WORK HEALTH AND SAFETY RESPONSIBILITIES

- Comply with the Work Health and Safety Act, Regulations, Codes of Practice and Council's Work Health and Safety Policies and Procedures.
- Comply with instructions given by the relevant manager and/or supervisor in respect of the health and safety of themselves and the health and safety of other persons.

1.8 ORGANISATIONAL RESPONSIBILITIES

- Comply with all the requirements of Council policies and procedures as amended from time to time.
- Ensure complete and accurate records are captured, created and maintained.
- Deliver high quality customer service within the organisation and to the public.
- Ensure the security and appropriate intended use of Council information at all times.

1.9 REQUIRED LICENCES AND QUALIFICATIONS

- A Class C (car) licence or greater is required in this role.
- A white construction card or the ability to obtain one is a mandatory requirement for this role.
- Recognised trade qualification or extensive experience as a Welder or Fabricator with competencies in MIG, TIG and stick welding.
- Enter and Work in Confined Spaces competency or the ability to complete within 6 months of commencement.
- Forklift Licence (Licence to Performance High Risk Work LF) or the ability to obtain within reasonable period.
- A person in the position will need to hold a current certificate for *Working in Proximity to Traffic Awareness Parts 1 & 2*, or have the ability to obtain.

1.10 DESIRABLE LICENCES AND QUALIFICATIONS

- A Class HR (heavy rigid) licence.
- Trade qualification motor mechanic.
- Licence to perform Dogging (Dogman Ticket).
- To hold a current certificate for Working at Heights or the ability to obtain.

1.11 OTHER POSITION REQUIREMENTS

VACCINATIONS – MANDATORY

- Immunisation record indicating Hepatitis A&B vaccinations or immunity; or the ability to be vaccinated in accordance with Council's Immunisation Procedure.

PROBATION PERIOD

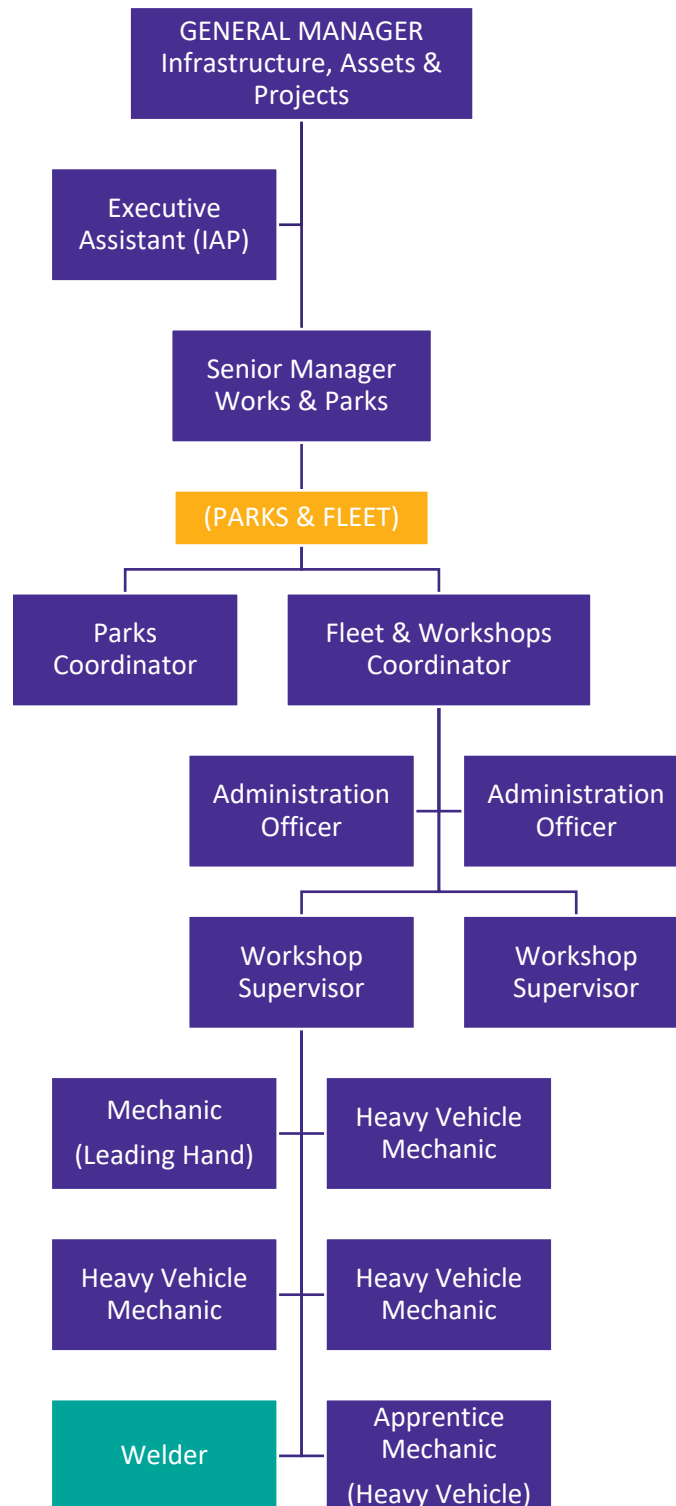
- This role is subject to a three (3) month Probation period to a maximum of six (6) months, during which time the employee will be assessed for suitability as part of ongoing development in the role.

PRE-EMPLOYMENT CHECKS

- Prior to employment external candidates **will** be subject to the following checks in most instances:
 - National Criminal History Check (mandatory)
 - Pathology Drug and Alcohol screening (mandatory)
 - Reference Checks (mandatory)
 - Health Declaration (mandatory)
- Prior to employment external candidates **may** also be subject to the following checks:
 - Functional Capacity Assessment / Fitness for Work (to assess physical suitability for the role)
 - Formal qualifications check
 - Rights to Work in Australia – VEVO check
 - Licence disqualification / traffic history checks with Queensland Government
 - Blue card Working with Children Check
 - Any other check that is reasonably required by Southern Downs Regional Council

1.12 REPORTING STRUCTURE

ORGANISATIONAL RELATIONSHIP



Council values diversity and welcomes applications from people of all backgrounds and cultural heritage, that have working rights in Australia.