

Join the team!

CANDIDATE INFORMATION KIT

CIVIL WORKS LABOURER

Job Reference: CSC188



Applications close Friday 14 August 2026

Don't miss your chance to apply!

Cook Shire Council reserves the right to close applications prior to the advertised closing date if a suitable candidate is identified.



*Are you a reliable, hands-on team player who takes pride in a job well done?
We'd love to hear from you!*

Thank you for your interest in applying for the Civil Works Labourer role with Cook Shire Council.

Cook Shire Council is seeking a dependable, safety-conscious and physically capable individual to join our Civil Construction team as Civil Works Labourer. If you enjoy practical outdoor work, take pride in your local infrastructure and want to be part of a supportive crew, this role offers the chance to make a visible difference to the community every day.

About Cooktown and the Cook Shire

Based at Council's Works Depot in Cooktown, this role supports the construction and maintenance of roads, drainage, bridges, footpaths and parks across the Cook Shire — Queensland's largest local government area by land size. Cooktown is a historic and welcoming town at the heart of the Shire, offering a relaxed tropical lifestyle, strong community spirit and easy access to some of Far North Queensland's most spectacular natural surroundings.

About the Role

As a Civil Works Labourer, you'll provide high-quality labouring support across Council's civil construction and maintenance program. Your responsibilities will include general labouring, assisting with road maintenance activities, and safely operating hand tools, power tools and small plant. You'll also be required to work in remote locations throughout the Cook Shire region, including camping away from home when required.

If you're someone who values teamwork, enjoys practical hands-on work, and wants to contribute to the safety and presentation of Council's civil infrastructure, we encourage you to apply.

About Cook Shire Council

Cook Shire Council is a progressive and forward-thinking organisation with a rich blend of culture and community connections and collaboration. Our Council brings tremendous positive opportunities and provides for a bright, healthy and sustainable future for our Shire, its residents and communities.

We have compiled this Candidate Information Kit to provide an overview of Cook Shire Council and the advertised position, to assist you in preparing your application.

The kit contains the following information:

- Application Guide
- Position Details
- Information about Cook Shire

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HOW TO APPLY

Prepare a letter and up to date resume/curriculum vitae. Tell us why you would like to be considered for this role and send it to us!

It would be appreciated if you answer these questions in your application to us:

- ✓ Why does this particular role interest you?
- ✓ What skills do you have that would make you a suitable candidate?
- ✓ What values would you bring with you into the workplace?
- ✓ Include two employment-related referees.

Send your application:

In person: Administration building, 10 Furneaux Street, Cooktown Qld 4895

Email: work@cook.qld.gov.au

Online: www.cook.qld.gov.au/work

PRE EMPLOYMENT MEDICAL EXAMINATION

If you are successful, a pre-employment medical examination will be required. Drug screening will be part of the medical examination. Positive result of any prohibited drugs may result in withdrawal of offer of employment.

SUMMARY & CONDITIONS OF EMPLOYMENT

JOB REFERENCE: CSC188	
Position:	Civil Works Labourer
Location:	Council's Works Depot – 31 Charlotte Street, Cooktown Must be willing and able to travel and camp away for the role
Tenure:	Full time, permanent position
Remuneration:	Queensland Local Government Industry (Stream B: Division 2, Section 5) Award – State 2017 – Level 2 \$69,678 per annum + relevant allowances
Leave Entitlements:	5 weeks annual leave 15 days personal leave
Superannuation:	12% Superannuation contributions

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POSITION DESCRIPTION

Position Title	Civil Works Labourer
Division	Infrastructure
Location	Cooktown (Council's Works Depot – 31 Charlotte Street)
Award/Classification	Queensland Local Government Industry (Stream B: Division 2, Section 5) Award – State 2017 – Level 2

1 POSITION OBJECTIVES

- Contribute to the safe, efficient and effective delivery of Council's civil construction and maintenance program.
- Provide high-quality labouring support across a broad range of civil works activities.
- Work collaboratively within the Civil Works team to deliver services that meet community expectations.
- Maintain a strong commitment to workplace health and safety, environmental responsibility and Council's values.
- Represent Council professionally through reliable, respectful and customer-focused service.

2 POSITION DUTIES AND RESPONSIBILITIES

Duties and responsibilities include but are not limited to:

Civil Construction and Maintenance

- Undertake general labouring duties to support the construction, maintenance and repair of Council's roads, drainage, bridges, footpaths, parks and other civil infrastructure.
- Assist with road maintenance activities including pothole repairs, grading support, drainage works, concreting and pavement maintenance.
- Perform manual labouring tasks using hand and power tools in a safe and efficient manner.

Plant, Tools and Equipment

- Safely operate small plant, tools and equipment appropriate to the role and within the limits of training and competency.
- Conduct routine pre-start inspections and basic maintenance of tools and equipment.
- Report defects, faults and maintenance requirements promptly.
- Ensure Council equipment, tools and materials are used appropriately and stored securely.

Work Planning and Administration

- Follow work schedules, instructions and safe work procedures.
- Complete basic records, diary entries, timesheets and other documentation accurately and on time.
- Assist with maintaining work sites in a clean, safe and organised condition.

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Customer Service and Teamwork

- Work cooperatively and collaboratively with supervisors and team members to achieve operational objectives and complete projects within required timeframes.
- Provide courteous and professional service to members of the public and internal customers.
- Represent Council professionally while undertaking duties in the community.
- Contribute positively to a respectful, productive and team-oriented workplace culture.

Workplace Health and Safety

- Perform all duties in accordance with Council's Workplace Health and Safety Management System, policies and procedures.
- Use appropriate personal protective equipment (PPE) and follow safe work practices at all times.
- Promptly identify and report workplace hazards, incidents, unsafe conditions and operational issues in accordance with Council procedures.
- Participate in toolbox meetings, safety initiatives and required training.

Other

- Work in remote locations throughout the Cook Shire region, including camping away from home when required.
- When required, operate medium and heavy plant and equipment safely and efficiently, provided the appropriate training, competency and authorisation have been obtained.
- Participate in emergency response and disaster recovery activities as required.
- Perform other duties as required, commensurate with classification level and as reasonably directed.

3 POSITION REQUIREMENTS

3.1 Mandatory Requirements

- Current Queensland Manual Class 'C' Driver's Licence.
- Current General Construction Induction (White Card).
- Ability to perform physically demanding labouring duties in an outdoor civil works environment.
- Ability to work anywhere within the Cook Shire area, including remote locations and camping away from home when required.

3.2 Experience and Technical Capability

- Demonstrated experience in civil construction, maintenance or similar labouring work.
- Ability to safely use hand tools, power tools and small plant relevant to civil works activities.
- Basic understanding of road maintenance, drainage, concreting or other civil infrastructure works.
- Ability to follow work instructions, safe work procedures and work schedules.
- Experience operating small plant and equipment is desirable.

3.3 Licences and Tickets (desirable)

- Working in Proximity to Traffic Awareness Part 1 and Part 2.
- Traffic Management Implementation or Traffic Controller tickets.

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- Loader, skid steer, roller, excavator or other relevant plant tickets.
- First Aid and CPR certification.
- Any other qualifications relevant to civil works operations.

3.4 Behavioural and Workplace Expectations

- Work cooperatively as part of a team and contribute positively to workplace culture.
- Communicate respectfully and professionally with supervisors, colleagues and members of the public.
- Demonstrate reliability, punctuality and accountability for own work.
- Maintain a strong commitment to workplace health and safety.
- Comply with Council's Code of Conduct, policies, procedures and lawful directions.

3.5 Interpersonal Skills

- Developed verbal and written communication skills with a high level of attention to detail and accuracy.
- Ability to maintain a high level of customer service satisfaction and quality of service to internal and external customers.
- Ability to work both independently with minimal supervision and within a team.
- Demonstrates initiative and a proactive and self-motivated approach.

3.6 Training

- Training will be provided as required.
- The incumbent may be required as part of this position to attend professional development opportunities.

3.7 Workplace Standards

- Compliance with Council's Code of Conduct, Corporate Policies and Procedures and relevant legislation.
- Embody and promote Council's mission and values, contributing to a positive and inclusive workplace culture.
- Promote and maintain a professional image, demonstrating respect, integrity and ethical behaviour in all Council duties and activities.
- Adopt a pro-active approach to all duties and use initiative within the scope of responsibility.
- Contribute toward the overall efficient and effective operations of Council.

3.8 Workplace Health and Safety

- Compliance with Council's Workplace Health and Safety Management Systems and *Work Health and Safety Act 2011* (Qld).
- Compliance with all documented WHS policies, procedures and reasonable instructions issued by Council and its officers.
- Adopt a "safety first / risk adverse" mindset to ensure the well-being of yourself and others.
- Identify hazards, conduct risk assessments and take corrective action to eliminate hazards in the workplace, and/or report hazards and risks in accordance with WHS procedures.
- Report workplace incidents, including, but not limited to injuries, property damage and near misses and, if requested, actively participate in WHS investigations within the workplace.

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- Actively participate in training provided by Council in relation to WHS management principles and practices appropriate to your role and responsibilities within the Council.

4 ORGANISATIONAL AND REPORTING RELATIONSHIPS

- Reports to Council's Civil Construction Foreperson.
- Liaises with Council officers, contractors and members of the public.

INFORMATION ABOUT COOK SHIRE

Cook Shire is the largest land area Shire in Queensland covering 106,000km² and encompassing some 80% of the Cape York Peninsula region of Far North Queensland. The Shire also shares boundaries with a number of Aboriginal Shire Councils as well as Mareeba, Douglas and Carpentaria Shires. Our population is around 5,000 shire-wide.

Our natural environments across the Shire are as diverse as they are spectacular, including rainforest, savannah country, agricultural and pastoral land, tropical islands and a number of towns. Cooktown is our largest town and is home to the Council administration office and works depot. Other townships and localities include Marton, Lakeland, Laura, Coen, Ayton, Rossville, Helenvale and Portland Roads.

Cook Shire is a developing local government area with a steady increase in population, particularly in Cooktown. The Endeavour Valley and Lakeland are the centres of horticulture whilst other areas support the cattle industry. Cooktown has a thriving recreational and commercial fishing industry, which includes live coral trout and crayfish, prawns and other fisheries.

One of Australia's most historically significant townships, Cooktown is the location where Captain James Cook spent almost seven weeks repairing his vessel, the HM Bark Endeavour. Some of the most extraordinary discoveries and interactions with local Aboriginal people occurred here in 1770.

Weather

Cook Shire enjoys a mild tropical climate all year round with the annual wet season generally running from January to March. This is when the environment comes to life and a great time to get out and about. April to December brings a drier period with cooler weather and temperatures averaging around 27 degrees Celsius. In summer Cooktown is usually about 5 degrees cooler than Cairns.

Cooktown Services

Supermarket	Bakery	Airport
Petrol stations	Speciality stores	Coffee shops and cafes
RSL and Bowling Clubs	Pubs and bottle-shops	Medical centre
Schools (public and private)	Restaurants	Events Centre
Pharmacy	Hospital	Newsagent
Public swimming pool	Visitor Information Centre	Golf Club

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Getting here

FLY	45 minute flight to Cooktown from Cairns
DRIVE	3 hour drive on inland sealed road from Cairns to Lakeland 1 hour drive on inland sealed road from Lakeland to Cooktown
CRUISE	Sail or cruise from Cairns to Cooktown via private vessel, cruise ship or tour boat

Information

For further information about our Council and Shire please visit Council's website www.cook.qld.gov.au.

Privacy

Cook Shire Council is committed to helping you protect your privacy. The information provided by you and information retrieved from databases held by Cook Shire and displayed to you online is intended for the sole use of the authenticated user for the purpose of enhancing customer interactions with Cook Shire Council.

By submitting your application to Council, you agree that we may use your personal information for the purpose of processing your application. If you are shortlisted for interview and we perform a reference check, third parties may be contacted to obtain more information about you.

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