



Etheridge Shire Council

POSITION DESCRIPTION

ROLE TITLE:	Concrete Form Setter/Finisher
DEPARTMENT:	Engineering
REPORTS TO:	Infrastructure Services Operations Manager
LOCATION:	Mary Street, Georgetown
DATE PREPARED:	2021
PREPARED BY:	HR

This Statement represents an accurate description of the role of the Concrete Form Setter/Finisher.

Signed Position Incumbent:

Dated:

PRIMARY ROLE PURPOSE:

To assist and support Concrete Crew in the Forming and Setting Concrete Works and Pouring and Finishing Concrete Works over various locations in the Etheridge Shire.

ENVIRONMENT

Etheridge Shire Council, *'The Golden Heart of the Gulf'* is a medium sized rural Council which borders Tablelands Regional Council, Charters Towers Regional Council, Flinders Shire Council, Richmond Shire Council, Croydon Shire Council and Carpentaria Shire Council.

The Shire covers an area of 39,039km² the Etheridge Shire is bursting with development opportunities with a current population of approximately 1,200. It is expected to rapidly expand to over 2,500 if the development that is earmarked for the region is approved.

Our new vision for the Shire is one for a ***"balanced community with robust economic and environmental assets which supports our youth and the wellbeing of our citizens"***.

Mining, Tourism, Beef Cattle and Agriculture are the predominant industries which is the driving factor behind our economy, but as industry grows and our population steadily growing so will the need for additional services to keep pace with this growth.

The shire has residential, rural/residential and industrial land available. The shire has good community infrastructure in place and we are committed to providing additional infrastructure for future generations to enjoy. The shire is a great place to live, work and play and to bring up children and we are blessed with a caring and committed community.

The CEO and two (2) Directors form the leadership team that will drive change across the organisation, community and region in coming years. Opportunities for strategic thinkers and 'change agents' exist across the functional areas of Corporate & Finance, Community Services, Environmental Services, and Technical & Civil Services.

The key challenges for the Concrete Form Setter/Finisher over the next 12 months include:

- **Team Work:** The ability to effectively communicate the directives of Council.
- **Communication & Interpersonal Skills:** The ability to effectively transfer ideas, concepts and information. The ability to create, maintain and enhance relationships with clients and staff in order to achieve work goals.
- **Leadership:** The ability to create a shared understanding of requirements in the work environment and through influence, enable team members to fully contribute to team and corporate goals.

KEY RESPONSIBILITIES & ACCOUNTABILITIES

The incumbent will be responsible for, but not limited to:

- Upon direction, the employee shall carry out and be responsible for the following work activities:
 - Forming and Setting Concrete Works
 - Pouring and Finishing Concrete Works
 - Interpret/read Construction Plans
 - Steel fixing for concrete works
 - General labouring duties associated with concrete works
 - Plant and equipment servicing
 - Other work as directed from time to time
- Work closely with the foreman in charge of works on works sites throughout the Shire
- Camp at remote camp locations throughout the Shire as required.
- Understand and maintain workplace health & safety of self, workmates & the general public by ensuring compliance to Council's Safety Policy, safety regulations & safe work practices.
- Assist other sections & departments as requested when called upon.

- Participate in training programs in order to upgrade skills.
- Maintain accurate and complete records of timesheets and repairs/maintenance and component hours on plant.

Working with staff:

Work co-operatively with staff and provide clear communication with team members.

Maintain a positive and flexible approach to change.

Be punctual and attend staff meetings as directed by the Supervisor.

KEY PERFORMANCE INDICATORS

- Completion of all duties (as noted above) in a timely and efficient manner
- Appropriate notification to supervisor in respect to work absences and leave requirements
- Compliance with all policies and procedures
- Compliance with all workplace health and safety standards
- Punctuality and courtesy at all times
- Compliance of the adopted Code of Conduct

KEY BEHAVIOURS

Integrity:

- Follows through with agreed actions.

Excellent work ethic:

- Follows instructions carefully.
- Anticipates potential problems and addresses them with Supervisor.

Team player

- Attends and participates in team meetings.
- Actively contributes to meeting discussions.

Results orientated

- Sees tasks through to completion.
- Completes tasks within specified time frames.

Commitment to Best Practice

- Follows procedures.
 - Maintains accurate records.
 - Maintains an understanding of Council policies and procedures.

GENERAL INFORMATION AND CONDITIONS

Applicants are required to provide a written overview of their experience in relation to demonstrating their ability to meet the above Key Responsibilities & Accountabilities and provide a Resume with at least two referees.

(the above Key Responsibilities & Accountabilities is not required to be addressed individually

within the application to Council)

- Appointment to the position of Concrete Form Setter/Finisher will be *engaged under the relevant Award* with an attractive remuneration package to the successful applicant.

QUALIFICATIONS

To perform this job successfully, an individual must have or be able to demonstrate a background in General Labouring. The position requires a good general knowledge of the regulations pertaining to Civil Construction, Maintenance & Local Government.

Current Drivers Licence

MEDICAL CONDITION

It is a requirement of the Etheridge Shire Council that a medical examination with an approved General Practitioner be carried out prior to commencing employment. Successful employment will be dependent upon receiving confirmation from the General Practitioner that you are physically able to carry out the work required for this position.

CODE OF CONDUCT

You will be required to inform yourself of the contents of the Shire's "Code of Conduct" and will be required to adhere to the Code.

WORKPLACE HEALTH & SAFETY

You will be required to familiarize yourself with the Shire's Safety Policy and "Safe Plan" procedures. This includes compliance with all of the requirements of Project Safety Plans. This also includes the legal obligations of an employee as defined by the Work Health and Safety Act 2011.

DRUG & ALCOHOL POLICY

As an employee you will be required to participate in Council's Random Drug and Alcohol testing programme and comply with Council's Drug and Alcohol policy.

PROBATION PERIOD

A probation period of six (6) months applies to this position. This may be extended for a further period of no more than six (6) months should performance not be satisfactory at the expiry of the initial term.

ACCOMMODATION

There is no accommodation provided with this position.

CERTIFICATES, LICENSES, REGISTRATIONS

It is a condition of employment that a Current 'C' class driver's license be maintained at all times. Failure to hold such license may result in termination of employment.

- Council is committed to Equal Employment Opportunity, Diversity and Merit principles.
- Existing Council policy will be applied to assist appointees to relocate.

Applications for this position should be forwarded to:

The Chief Executive Officer
Etheridge Shire Council
PO Box 12
Georgetown, Qld 4871