



# TORRES STRAIT ISLAND REGIONAL COUNCIL

## POSITION DESCRIPTION

<b>Organisation:</b>	Torres Strait Island Regional Council
<b>Position Title:</b>	Engineering Officer – Civil Crew
<b>Position Classification:</b>	Level 5
<b>Instrument:</b>	Torres Strait Island Regional Council Certified Agreement
<b>QLD Local Government Industry Stream:</b>	Stream B – Division 2 Section 5 – Operational Services
<b>Position Number:</b>	1386
<b>Directorate:</b>	Engineering Services

### PRIMARY PURPOSE

We are much more than a Council. Our work impacts the lives of the Community we serve in a profound way through the range of services we offer, as a major employer and a vital link in the infrastructure that supports the community. We respect *Ailan Kastom* and what it has to teach us to help culture and communities to thrive. We recognise that each community is not the same with unique language and cultural differences.

### POSITION OBJECTIVE

Assist in the delivery and construction of Capital Works Projects across the Torres Strait Islands.

### KEY RESPONSIBILITIES

- Provide a range of services to ensure the sustainability of community and council infrastructure aimed at enhancing the environment of the Torres Strait region.
- As part of the Councils' Civil Crew assist in the delivery and construction of Capital Works Projects across the Torres Strait Island Regional Council Local Government Area.

#### Civil Crew (Capital Works) – Primary Duties

Under the direction of the Civil Crew Supervisor and assist with the construction of Council's civil infrastructure projects and operational maintenance projects across the Torres Strait in a safe, effective and efficient manner consistent with Council's procedures and policies.

As a minimum, it is expected that the duties of the role will involve but not limited to:

- Carry out activities associated with the Torres Strait Island Regional Council (Council) Engineering Capital Works program as directed by the Project Supervisor.
- Manual labour activities that are required to assist in the delivery of capital works projects.
- Ensure works are completed in timeframes provided by the Civil Crew Supervisor.
- Operate fixed and mobile fixtures, plant, machinery, tools and equipment to undertake the civil works in Torres Strait.
- Operate heavy plant and equipment as required (subject to competency).
- Providing support and performing general activities to support Construction Works.
- Work cooperatively in a multi-disciplinary team environment.
- Ability to work flexible hours and overtime to meet the requirements for Construction Works.

### **Engineering Officer (Home Division) – Secondary Duties**

- General Engineering Officer duties when working on base division as required by the Divisional Engineering Officer.
- Work with Divisional Engineering Officer and other engineering officers to assist in the delivery of services to the community.
- Operate fixed and mobile fixtures, plant, machinery, tools and equipment to undertake the operations and maintenance of infrastructure controlled by Engineering Services.
- Participate in the full range of the Engineering Services duties related to the performance of general works, civil works, operations and maintenance including, but not restricted to:
  - i. Manual labour activities and the transfer and/or cartage of plant, equipment, tools and other items.
  - ii. Depot and/or worksite 'housekeeping', cleaning, and maintenance activities to ensure the team meets its objectives.
- Ensure effective communication with the Divisional Engineering Officer to inform of the status and condition of Council's assets as appropriate.
- Check emails and phone messages on a daily basis for requests / information from management or other Engineering Services personnel.
- Report all defects to Divisional Engineering Officer immediately.

### **General**

- Participate in and perform any other duties as required by Civil Crew Supervisor.
- Participate in special projects and perform any other duties as required.
- Comply with TSIRC health and safety policies and procedures.
- Ensure safe work practices and a safe work environment is maintained at all times.
- Model a positive culture by living the organisational values through actions and behaviours.
- Maintain and/or extend knowledge and skill base required for effective performance.
- Maintain productive working relationships and provide team support.
- Participate in own performance review and identify learning/development needs.
- Negotiate with line manager to complete appropriate education and training.

### **CAPABILITIES, SKILLS & EXPERIENCE**

- 1) Consistently demonstrates behaviours that reflect Council's values of One, Respect, Accountability, Courage and Resilience with all stakeholders.
- 2) Current "C" class, Type "Provisional" or higher Queensland Drivers Licence essential. HR Licence is an advantage.
- 3) Current Construction Industry General Induction Card (White Card).
- 4) Current Licences to operate plant and heavy machinery (e.g. Excavator, Grader, Roller, Skid Steer, Backhoe, Tip Truck etc.) required.
- 5) Previous experience in civil construction.
- 6) Certificate 3 in Civil Construction Plant Operations highly desirable.
- 7) Must be able to work in a team, reliable and flexible and able to follow instructions.

- 8) A sound knowledge and understanding of languages and culture specific to the Torres Strait. Languages include Meriam Mer, Kala Lagaw Ya, and Creole is desirable.

#### **OTHER CONDITIONS/REQUIREMENTS**

- Frequent travel throughout the Torres Strait Islands is a requirement of this position.
- The applicant is to be a resident of the TSIRC Local Government Area.
- TSIRC employees may be required to have immunisations as a control measure against infectious disease if there is a requirement to travel.
- The employee shall comply with relevant Workplace Health and Safety legislation, Codes of Practice and Council's Workplace Health and Safety Management System.
- Where the health and safety requirements of your duties are identified as high risk those tasks will be allocated according to your capability & level of training.

The employee is expected to carry out their duties in accordance with the relevant legislation and Council policies including but not limited to:

- a) anti-discrimination
- b) equal employment opportunity
- c) confidentiality
- d) local government principles
- e) *Ailan Kastom*
- f) Council's Vision and Values listed on the next page.

## OUR VISION & VALUES

“ For our Community and Council to be Autonomous, Prosperous and Sustainable ”

Value & Value Statement		Desired Behaviours
 <p><b>ONE</b> We are <b>one team</b> who achieves <b>together</b>.</p>	<ul style="list-style-type: none"> <li>• We show care for people and look out for each other.</li> <li>• We speak up and support others to be safe and healthy.</li> <li>• We respectfully address behaviours that conflict with Council's values.</li> <li>• We create positive unity within our organisation, our communities and our region.</li> </ul>	
 <p><b>RESPECT</b> We have <b>respect</b> for each other and the <b>communities</b> we serve.</p>	<ul style="list-style-type: none"> <li>• We respect and recognise Ailan Kastom.</li> <li>• We are open and collaborative, valuing clear community engagement.</li> <li>• We recognise and respect diversity, individual needs, experience and strengths.</li> </ul>	
 <p><b>ACCOUNTABILITY</b> We are <b>accountable</b> and responsive to our <b>communities</b>.</p>	<ul style="list-style-type: none"> <li>• We take pride in our work and pursue a standard of service excellence, doing more with less.</li> <li>• We consistently strive for transparency and good governance to the benefit of public interest.</li> <li>• We are reliable, honest and ethical in all we do.</li> </ul>	
 <p><b>COURAGE</b> We are <b>courageous</b> leaders, who think <b>innovatively</b>.</p>	<ul style="list-style-type: none"> <li>• We encourage, value and reward creative thinking.</li> <li>• We respect and explore different ideas and perspectives.</li> <li>• We embrace change and actively promote Council's vision.</li> </ul>	
 <p><b>RESILIENCE</b> We are builders of a <b>sustainable</b> and <b>resilient</b> region.</p>	<ul style="list-style-type: none"> <li>• We actively seek opportunities to continuously improve and bring growth to our region.</li> <li>• We think globally, act regionally.</li> <li>• We empower our people and communities; embracing local opportunity and participation.</li> </ul>	