

Labourers | Dec 2020

Joe Wagner Group is a Toowoomba based civil construction company servicing all areas of Queensland and northern NSW across a range of sectors including road, rail and energy infrastructure.

We take pride in providing high quality, efficient and sustainable services, and in our commitment to the safety and quality of life for our employees.

Joe Wagner Group currently has positions available for Type Position with experience in civil construction.

Applicants should have:

- Sound communication skills with team members, supervisors and clients
- Good organisational skills including the ability to effectively manage your own time on jobs
- An absolute commitment to safety, quality and environmental performance
- The ability to meet and maintain the physical requirements of the role
- Trade skills or other general construction skills are considered desirable.

An attractive remuneration package is available for the person with the right skills and experience for this position. While the position is based in Toowoomba, applicants must be willing to travel to project sites in other locations, if required.

Expressions of Interest close on 4th January 2021. Please apply by emailing hr@joewagnergroup.com.au and providing details of your skills and experience relevant to this position.

Labourers Job Description

About Us

What we do

Joe Wagner Group provides plant hire and civil construction services across a range of industries including: infrastructure, energy, government, mining, commercial and residential projects.

We service all areas of Queensland from our base on the Darling Downs and travel interstate as required.

Our aim is to provide sustainable construction solutions.

Our History

Joe Wagner Earthmoving was established in 1985 to provide earthmoving plant hire for Toowoomba and the Darling Downs. Today Joe's sons, Nick and Jim, have become the Directors, joining long term employees and young trainees in delivering professional construction solutions with small business service.

Our Values

We take great pride in the company's reputation as an industry leader in its field. The business continues to adopt the latest plant and machinery technology and strives for continual improvement as a professional organisation. Joe Wagner Group has 4 Core Values:

1. We enjoy what we do
2. We do the right thing by everyone
3. We think outside the square
4. We inspire

Through embedding these Values in our business, we ensure:

- Our high quality, efficient service assists our clients to run their own sustainable businesses.
- We recognise the value of our employees and their families and are committed to their safety, quality of life and training.
- Our work is conducted to the highest environmental standards so that our descendants can enjoy our beautiful country as much as we do today.



Your Position

Listed below are the key responsibilities for your position. These are broken down into tasks and as part of your induction and ongoing feedback with us; we will set the expectations around your performance.

Reports to:

Directors / Site Supervisors

Incumbent:

Purpose of the Position:

The purpose of this position is to provide general labouring support to the Plant Operators and Site Supervisors on site as well as performing general maintenance work on plant and equipment and around the Joe Wagner Group yard.

Responsibility:

Tasks:

Labouring

- Perform general maintenance on machines, vehicles and parts including welding, replacing tracks etc and minor services including changing oil filters and oil
- Perform general labouring duties on site or at the depot if and when required including yard maintenance, shovelling, concrete works, fencing, sighting and marking levels and any other duties as required
- Perform other labouring and general trade duties within the scope of your qualifications, skills or competence

Administration

- Accurately record daily timesheet and Daily Docket for each job
- Complete Plant Prestart Inspection Checklist and Defect Report if operating machines
- Sign on to SWMS and toolbox talks as required

Customer Service & Relationships

- Maintain the highest levels of customer service when in contact with customers or their site representatives
- Demonstrate at all times an understanding of the need for quality and timeliness in service to create satisfied customers
- Provide information to the Directors as required in response to any customer complaints/queries/issues

Training

- Attend appropriate development and skills training opportunities as directed
- Demonstrate commitment to your own professional skills and knowledge
- Understand your area of competence and advise your supervisor of any training requirements that you believe may be relevant to your work. E.g. Training in the operation of a new type of machine or tool.



Quality, Environment &
Workplace Health & Safety

- Comply with and implement the Joe Wagner Group Integrated Management System. Specific aspects of the system include but are not limited to:
 - Provide input into the development and review of Safe Work Method Statements (SWMS) and adhere to the controls identified.
 - Identify, safety use, maintain and replace as necessary any personal protective equipment (PPE) required for any task.
 - Review Safety Data Sheets (SDS) and associated risk assessments for any hazardous or other substances prior to using them.
 - Report all incidents or near misses to your supervisor and follow relevant site reporting procedures. Complete Plant Prestart Inspection Checklist and Defect Report if on machines
- Comply with all relevant legislation, regulations, codes of practice, standards, company policies, procedures, instructions relevant to your work.
 - Take all reasonable steps to reduce the risk of any hazard and to control/minimize the hazard to yourself and others
 - Advise client management on whether continued operation of equipment could be hazardous
 - Monitor and report any WHS issues to a Director
 - Participate in all relevant consultation, training, etc.
 - Participate in Rehabilitation and Return to Work Plan/Suitable Duties or EAP programs where relevant
- Inform the Directors of any relevant information/changes including:
 - when you are under the influence or taking any form of drug/medication/alcohol
 - any changes to your health and wellbeing that may influence your work ability
 - any changes to your emergency medical information
 - any changes to your drivers'/other licences
- Attend site inductions, pre-starts and toolbox talks as required

Any other duties as directed by management from time to time



Your Skills, Experience & Behaviours

When we look at our team, we look for two key things – 1) their **ability** to do the role (technical skills and experience); and 2) **how** they do the role (their behaviours). These are equally important to us.

Skills & requirements

- Sound organisational abilities including the ability to effectively manage your own time on jobs
- Ability to ensure all jobs are performed to a high level of customer satisfaction and standard
- Ability to adhere to workplace safety procedures
- Sound communication skills and ability to understand and follow instructions
- The ability to meet and maintain the physical requirements of the role
- Other general construction skills are advantageous

Experience & Qualifications

- Current, valid driver's licence relevant to your role (ability to provide a clean driving record with documented evidence of driving history/check substantiated)
- General construction industry induction (Blue or white card)
- Competency in the safe operation of other plant (excavator, backhoe, grader, roller, skidsteer, truck or other) is desirable
- Tickets/qualifications in other relevant trades (e.g. welding, carpentry, joinery, concreting, mechanic etc) are desirable

Behaviour

To truly excel in our environment, we believe you need to:

- Be self-disciplined and able to work with minimal supervision
- Be willing to performance hard physical work for extended periods
- Be a strong team player with a willingness to learn
- Be honest and ethical
- Be willing to discuss solutions to site problems
- Have a positive outlook and approach to work and people
- Be committed to maintaining a safe work environment and minimising our impact on the environment
- Have dedication to quality and exceptional service ethos (internal and external 'customers')



Physical Requirements

At Joe Wagner Group, we take our obligation to keep you safe seriously. And we can't do it alone. Listed below are the essential physical requirements of the role. Please review and if you believe that there is any reason you would not be able to meet these requirements, or if you may need reasonable adjustments to the workplace to help you perform the requirements of the role, you have an obligation to let us know immediately.

- Safely lifting a maximum of 20 kg regularly throughout the day (including bending, lifting, carrying and placing) and infrequent safe lifting (including bending, lifting, carrying and placing) of a maximum of 30 kg. A team lift of two people is to be used to lift items weighing between 30-50 kg. Items over 50kg should be lifted using mechanical assistance (e.g. telehandlers, forklifts, cranes).
- Pulling and pushing heavy items (e.g. chains, buckets, machinery components) for up to 12 hours per day.
- Labouring duties in line with earthworks/civil construction work including shovelling, raking, hammering etc for up to 12 hours per day.
- Grasping and handling items such as hand tools, equipment, machine controls etc. for extended periods of time.
- Occasional use of a computer of up to 4 hours per day looking at a computer monitor and using a keyboard and mouse (e.g. for induction, training or administrative tasks as required).
- Auditory perception sufficient to allow for the receipt and delivery of detailed oral communication.
- Far visual acuity must be at least at the minimum standard required to drive the class of vehicle being operated.
- Near visual acuity below 0.5 metre sufficient for accurate reading, writing, operation of equipment controls as required.
- Some tasks may require the ability to identify and distinguish colours. Although full colour vision is not a mandatory requirement for the role, it's important to inform your supervisor if you are colour blind.
- Up to 2 hours (one-way) of light vehicle driving to and from site per day. Longer travel times may be required on occasion for some worksites.
- NOTE: the following only applies if you are ticketed/licensed to operate our plant and equipment and may be required to do so on occasion:
 - Operating heavy machinery for up to 12 hours a day (you are required to manage your fatigue to operate machinery safely).
 - Climbing in and out of the operator's cab to a maximum height of 2 metres at least six times per day.
 - Kneeling, twisting, laying down when needed in order to conduct pre-start inspections or trouble shoot any issues on plant and equipment.
- Working in machinery with an operator weight loading limit of 120 kg (note – to meet safety requirements, if you are over the maximum weight limit you will not be able to perform roles requiring operation of any plant and equipment with a weight loading limit).



Expectations

It is important to note that we have a number of overarching expectations that apply to all roles at Joe Wagner Group:

- Reliability and punctuality – it is an expectation that you attend work when and where you are rostered/requested and that you arrive in time to be able to start work at the designated start time. Being unreliable or being late for work impacts on your work mates, the customer, our reputation and ultimately on you.
- Flexibility with travel and overtime – when and where we work is largely influenced by customer demand. We look for flexibility from our team in being able to travel and work the necessary hours (within reason) to meet these demands.
- Adherence to company policies and procedures – your induction will include explaining the policies and procedures of Joe Wagner Group. It is an expectation that you understand, acknowledge and abide by these. If for any reason you feel unable to do so, it is your responsibility to raise this with a Director.

Employee Acknowledgement

I have read, understood and agree with the expectations of this position description. I acknowledge and agree that my duties may be changed from time to time to meet the operational needs of the company.

I acknowledge and agree that I have an obligation to advise of any reasons that I may not be able to meet the physical requirements of the role (or advise of any adjustment to the workplace that I may need to help me perform the physical requirements of the role).

 PRINT NAME

 SIGNATURE

 DATE

 PRINT NAME

 SIGNATURE

 DATE

Parent/Guardian (if employee under 18) **(this section can only be completed by the parent or legal guardian of the employee)**

