| | POSITION DESCRIPTION | | PD071 |
|---|---|---|---|
| | **Civil Works Leading Hand** | | |
| **Classification** | Municipal Employee, Level 7/8 | **Status** | Permanent, Full time |
| **Directorate** | Infrastructure and Development | **Incumbent** | |
| **Department** | Project Works & Services | **Reporting to** | Civil Works Supervisor |

| **PURPOSE OF THE POSITION** |
|---|
| The Civil Works Leading Hand is responsible for providing leadership, support and contribute to the operations, maintenance and construction associated with Council's road and urban street infrastructure in accordance with Council's Contract Service Levels and Project Plans.<br><br>The Civil Works Leading Hand will oversee the day to day operations of work groups in the effective delivery of established work schedules. |

| KEY RESPONSIBILITIES | DELIVERABLES/OUTCOMES (MEASURE OF SUCCESS) |
|---|---|
| Construction, Maintenance, Machinery & Plant Operations | ▪ Under routine (general) supervision, undertake labouring duties for the construction and maintenance of Council's civil works program and capital projects, in accordance with Council's Contract Service Levels.<br>▪ Demonstrated competence in the operation, servicing and maintenance of a Council plant.<br>▪ Undertake manual handling/labouring duties in a safe manner.<br>▪ Operate items of plant and attachments to a high standard.<br>▪ Operate power and smaller type tools safely.<br>▪ Undertake traffic control duties.<br>▪ Be responsible for quality of work and exercise discretion in accordance with training and knowledge. |
| Leading Hand Responsibilities | ▪ Ensure road construction and maintenance activities are performed efficiently and effectively and in accordance with established procedures and within budget.<br>▪ Advise Supervisor on road maintenance and construction issues.<br>▪ Ensure effective communication exists between team members and the Supervisor.<br>▪ Supervise and direct staff, including contractors in your team, as required.<br>▪ Issue directions to staff and contractors for non-compliance with specifications including safety standards.<br>▪ Ensure resources are effectively coordinated and group decision making is effectively promoted, encouraged and facilitated.<br>▪ Provide assistance and support to Supervisors when required (this may include periods of relief). |

| KEY RESPONSIBILITIES | DELIVERABLES/OUTCOMES (MEASURE OF SUCCESS) |
|---|---|
| | ▪ Be responsible for the quality and standard of own work and the productivity and efficiency of the work group supervised.<br>▪ Ensure ongoing contribution to continuous improvement.<br>▪ Lead by example – role model the expectations of the organisation and best practice operations. |
| Operate small plant and vehicles in the correct manner, ensure maintenance undertaken and logbooks are completed as required | ▪ Operate small plant, machinery/equipment and vehicles in the correct manner and carry out routine maintenance to ensure good operating condition in accordance with operating standards.<br>▪ Major faults/damage reported and followed up in accordance with Works and Services procedures.<br>▪ Follow Safe Operating Procedures and use correct PPE.<br>▪ Relevant documents completed for all maintenance/servicing/faults/damage as required, and logbooks, where requested, are correctly completed. |
| **Standard Clauses in Civil Works Leading Hand PD** | |
| Worksite Management | ▪ Ensure that worksite traffic management and pedestrian requirements are always being met and monitored<br>▪ Ensure that daily Sign/Night checklists are completed and passed on to the Supervisor.<br>▪ Ensure that all paperwork associated with worksite management is completed on a daily, or as required basis, and handed to the Supervisor for processing and record keeping. |
| Work Health and Safety | ▪ To have a sound understanding and knowledge of legislative requirements that apply to Council under the *Work Health & Safety Act & Regulations 2012*.<br>▪ To give clear instruction, guidance and support to employees within your charge to ensure that legislative requirements, procedures, directives and policies of Council are met.<br>▪ Ensure that staff complete the plant vehicle checklist daily and hand it to their Supervisor at the end of the week for checking. It will then be passed on to the responsible officer for processing/action and record keeping.<br>▪ Ensure that all works are carried out using safe systems of work and conforming to all safety standards and requirements.<br>▪ Ensure the safety and welfare of property, the public, and workforce in the discharge of Council's functions.<br>▪ Ensure that any direction given in relation to health and safety, including the wearing of personal protective equipment, is carried out by employees, contractors and the public.<br>▪ Assist in the investigation of Incident/Hazard Reports and corrective actions to be taken. |
| Leadership - Managing, teamwork, mentoring and coaching | ▪ Professional, ethical and inclusive leadership which enables individuals and operational objectives to achieve strategic outcomes and promote core values.<br>▪ Teamwork fostered within the group.<br>▪ Time effectively managed and plans and goals prioritised.<br>▪ Staff actively mentored and/or coached in the performance of their role.<br>▪ Effective communication occurring with staff and stakeholders. |

| KEY RESPONSIBILITIES | DELIVERABLES/OUTCOMES (MEASURE OF SUCCESS) |
|---|---|
| | ▪ A workplace culture which has a solutions-based capability promoting innovation, new approaches and solutions; enhancing individual and organisational capability to deliver excellent and responsive services. |
| **Standard Clauses in all Works and Services employee PDs** | |
| Vehicle Use | ▪ Operate vehicles in the correct manner and carry out routine maintenance to ensure good operating condition.<br>▪ Major faults/damage reported and followed up in accordance with Works and Services procedures.<br>▪ Relevant documents completed for all maintenance/servicing/faults/damage as required, and logbooks, where requested, are correctly completed. |
| Documentation | ▪ Complete daily and weekly documents as required in a prompt, accurate and legible manner.<br>▪ Actively and positively participate in the development and implementation of risk assessments, safe work method statements, safe operating procedures and other Work Health & Safety requirements. |
| Job Rotation | ▪ Rotation between work teams and/or functions in line with operational requirements. |
| Teamwork | ▪ Participate and contribute positively as a team member to achieve the agreed work plans and team objectives. |
| Training and Development | ▪ Undertake training and development as directed to ensure high standard of service delivery. |
| Meetings and Interactions | ▪ Attending and actively participating in internal and external meetings and workshops, as required. |
| Customer Service | ▪ A consistently high level of customer service, based on defined service levels, provided to internal and external customers both individually and by the team.<br>▪ Customer queries, complaints and correspondence responded to in accordance with defined service levels and Council expectations. |
| Resource Sharing | ▪ Other duties and back up servicing provided to the Circular Head Council as required from time to time, pursuant to the Resource Sharing agreement between the two Councils. |
| Confidentiality | ▪ Integrity and confidentiality of all council related activity and documentation is being maintained. |
| Records Management | ▪ Records are created, used, maintained, recorded and managed in accordance with the Council's Information Management Policy. |
| Procurement | ▪ Responsible for purchasing goods and services in accordance with the Procurement Policy and delegated financial limits. |
| Risk Management | ▪ Maintain an active awareness and reporting of Risk Management issues and practices concerning the workplace and within the role that could cause concern, embarrassment or liability to Council.<br>▪ Assist Council to mitigate risk by promoting risk awareness throughout the organisation. |

| KEY RESPONSIBILITIES | DELIVERABLES/OUTCOMES (MEASURE OF SUCCESS) |
|---|---|
| | ▪ Provide risk management information as requested and assist in the investigation of any risk management issues or claims that have been made against Council insurances. |
| Additional Duties | ▪ Other duties as directed within the scope of the position. |

**SPECIAL CONDITIONS**

- A pre-employment medical including drug and alcohol testing is required prior to commencement.
- A satisfactory National Police Check will be required. Council will screen for serious offences or any other offences relating to fraud or dishonesty, or any offence that Council deems of a nature that is not appropriate for the role.
- All employees engaged by the Project Works & Services Department are encouraged to be vaccinated for Hepatitis A and B which is achieved through a three (3) course process across a six (6) month period.

**WORK HEALTH AND SAFETY ACCOUNTABILITIES**

**All staff are required to observe the following WHS accountabilities:**

1. Ensure full compliance with Council's Safety Management Plan and associated Policies, Procedures and Instructions, specifically taking action on all points of the employee's responsibility; and
2. Ensure full compliance with responsibilities under the *WHS Act 2012*, the *WHS Regulations 2012* and other relevant legislation, in particular:
   - Take reasonable care for your own safety (physiological and psychological) and that of others at their work.
   - Accept the responsibilities in the course of performing your work with regard to the use of safety devices and protective equipment.
   - Report safety hazards to minimise and control risk.
   - Report immediately any incident or injury which arises in the course of your work.
   - Ensure completion of induction, instruction and training prior to undertaking tasks.
   - Ensure that you are not affected by the consumption of alcohol or drugs so as not to endanger your own safety at work or the safety of any other person.
   - Ensure personal adherence to Council's WHS Policies, Guidelines, Procedures, Safe Operating Procedures and Safety Instructions.

**CORPORATE ACCOUNTABILITIES**

**All staff are required to observe the following corporate accountabilities:**

1. Compliance with all legislative requirements.
2. Understand and promote Council's Strategic Objectives and Core Values.
3. Adhere to Council's plans, policies, guidelines and procedures which include the Customer Service charter, WHS Standards, Information Management, Risk Management plan, Safeguarding Children and Young People and matters outlined in the Employee Handbook and Enterprise Agreement.

**COUNCIL VALUES**

Our work and decisions are guided by our Values. Our values underpin our actions and dealings with each other and the Community we serve. As representatives of Waratah-Wynyard Council, together we deliver important services to our great Community, we are committed to deliver quality outcomes by creating a workplace culture where people enjoy their work, feel valued and are proud to work to serve our Community.

**RESPECT -** People are heard, valued and respected. We are fair and equitable in all our practices.

**PRIDE -** We take pride in the quality of our service and standard of work we deliver. We serve each other and our community with integrity

**CONNECTION -** People are at the heart of all we do. We are inclusive and build relationships that foster trust and belonging.

**SUSTAINABILITY -** The impact we have on people and our environment is important to us. We make integrated and sustainable choices.

**LEARNING -** We are a learning organisation. We embrace opportunities for continuous improvement and innovation.

## ORGANISATIONAL RELATIONSHIPS

| | |
|---|---|
| Reports to: | Civil Works Supervisor or relevant Supervisor/Coordinator whilst undertaking duties through job rotation. |
| Direct Reports | Nil although supervision of team members will be required |
| Indirect Reports | Civil works staff/ contractors as required to meet operational requirements |
| Internal Liaisons: | The Employee is required to operate as an effective part of the Projects, Works and Services team and is expected to ensure professional and effective working relationships with the Executive Management Team, Senior Management Team and all staff throughout the organisation. |
| External Liaisons: | The Employee interacts with the public, contractors and various representatives of the community and other Councils on behalf of the organisation. High standards of professionalism and customer service are expected, and the incumbent must display a positive and constructive approach towards Council and its activities. |

## ACCOUNTABILITY AND EXTENT OF AUTHORITY

The Employee exercises powers and duties within the classification of the role and as defined by policy, budget allocation and specified individual and departmental performance plans. Where decisions exceed their delegation, the Officer will refer the matter to the Civil Works Coordinator.

## PERSONAL ATTRIBUTES

- Strong collaborative skills which enable effective engagement within a high functioning, cohesive team.
- Demonstrated commitment to organisational goals and customer service with a demonstrated capacity to project a positive public image for Council through appropriate behaviour and attire.
- Inclusive and effective communication skills and techniques with an ability to respectfully engage with, and to communicate concepts, to others.
- Enthusiasm and commitment to sustained effort through diligence and pursuit of high standards.
- Commitment to ongoing personal and professional development which drives best practice.
- Proactively utilises initiative, innovation and a commitment to continuous improvement.
- Ability to employ sound judgment and decision making amongst competing demands.

## POSITION – INHERENT PHYSICAL REQUIREMENTS

| The work is likely to require a certain amount of physical activity, such as: | | | | |
|---|---|---|---|---|
| **Activity** | **Never** | **Occasional** | **Frequent** | **Constant** |
| Standing | | | X | |
| Walking | | X | | |
| Sitting | | X | | |
| Lifting | | | X | |
| Carrying | | X | | |
| Pushing / Pulling | | | X | |
| Stooping | | X | | |
| Climbing | | X | | |
| Bending | | | X | |
| Twisting | | | X | |
| Kneeling | | X | | |
| Squatting | | | X | |
| Reaching | | | X | |
| Noise | | X | | |
| Support one hand | | X | | |
| Two hands required | | | | X |
| Vibration one hand | | X | | |
| Vibration two hands | | | X | |

## QUALIFICATIONS, KNOWLEDGE & EXPERIENCE

**Formal Qualifications**

- Certificate III in Civil Construction or trade qualifications in another relevant field.
- Leading Hands are required to have 10+ years' experience in a relevant field.
- Current unrestricted Tasmanian driver licence.
- Current Medium Rigid (MR) driver licence is essential.
- Asbestos Removal Accreditation.
- Traffic Management Accreditation.
- Construction Industry White Card.
- First Aid Certificate.

**Knowledge & Experience**

- Demonstrated advanced skills in Civil and or the Road Construction Industry (preferably in a Municipal environment).
- Demonstrated leadership skills/experience.
- Experience in the operations and maintenance of plant and equipment.
- Willingness to undertake further training and development as required.
- Experience in the operations and maintenance of machinery and small equipment including tractors.
- Experience in monitoring and maintaining work quality and operations.
- Strong understanding of risk management concepts, safe work practices and WHS requirements.
- Well-developed interpersonal, negotiation, analytical and problem-solving skills.
- Experience with Smart Phones and online technology and willingness to use as part of your role.
- Physical capability to perform manual labouring tasks that may involve strenuous activity, repetitive actions and work in an outdoor environment.

## SELECTION CRITERIA

**Essential**

1. Qualifications in Civil Construction (or another relevant field), or able to demonstrate advanced skills in Civil and or the Road Construction Industry (preferably in a Municipal environment).
2. Demonstrated leadership skills/experience and commitment to work as part of a team to achieve organisational objectives and supporting colleagues in a positive manner.
3. Effective written, verbal and interpersonal communication skills with the ability to respectfully engage with others.
4. Demonstrated ability to monitor and maintain quality in own work with well-developed time management and daily planning skills with the ability to work to deadlines.
5. Current Medium Rigid (MR) driver's licence.
6. Traffic Management Accreditation, Construction Industry White Card, Asbestos Removal Accreditation and First Aid Certificate (or the willingness to obtain).

**Desirable**

7. Broad knowledge of local government.
8. Knowledge of asset management and service level development.

## ACCEPTANCE OF POSITION

I agree to the current requirements of this Position Description.

Employee Name: _____

Employee Signature: _____ Date: _____

General Manager Approval: _____ Date: _____