

GILGANDRA SHIRE COUNCIL
POSITION DESCRIPTION

PART 1: POSITION DETAILS

Position Title:	Rural Construction Team Leader - Relief
Grade:	11
Occupant:	Vacant
Department:	Works & Technical Services
Reports to:	Works Coordinator – Rural
Direct Subordinates:	Up to 3
Operating Budget:	N/A
Revenue:	N/A
Created:	25 July 2007
Reviewed:	January 2017

PART 2: POSITION PURPOSE

To ensure the safe state of Council's bridges, culverts, causeways and other structural items condition is monitored, maintained and repaired at the discretion of the Works Coordinator – Rural.

PART 3: POSITION ACCOUNTABILITIES (KEY RESULT AREAS – KRAs)

- Complete annually the Council bridge condition report
- Control and organise Rural Construction team
- Undertake minor repair works on Council's rural and urban road and pedestrian bridges
- Establish new, renew, maintain, and/or repair Council's major and minor culverts
- Establish new, renew, maintain, and/or repair guardrail fencing
- Establish new, renew, maintain, and/or repair concrete, paved and/or bitumen sealed footpaths
- Establish new, renew, maintain, and/or repair kerb and gutter, dish drains and other concrete drainage structures as required
- Establish new, renew, maintain, and/or repair various traffic facilities such as roadside advisory and regulatory signage, guide postings, and/or line markings
- Be prepared to work with the Road Grader Construction Team on the state highways within or away from the shire undertaking various types of the roadside tasks listed above
- Complete and work with all required documents such as Traffic Control Plans (TCP's), toolbox meeting records, risk assessments, plant sheets, timesheets, Safe Work Method Statements (SWMS), etc

This is a general position description only and the employee may be required to perform any other duties as directed by the Director of Works and Technical Services, or their nominee, within skills possessed.

PART 4: WHS REQUIREMENTS

Employees: As individuals, employees will:

- Take all reasonable and practicable steps for their own safety and of others affected by their actions at work
- Comply with the safety procedures and directions imposed in the interest of health and safety;
- Not wilfully interfere with or misuse items or facilities provided in the interest of health, safety and welfare of employees; and

- In accordance with agreed procedures for accident and incident reporting, report potential and actual hazards to either their supervisor or manager.

Supervisors: Supervisors are responsible for the day to day supervision of employees. In particular, supervisors will:

- Ensure that all activities are performed in accordance with Gilgandra Shire Council Work Health and Safety rehabilitation procedures, legislation, or good practice;
- Review all tasks to assist in improving safety;
- Promote and communicate Work Health and Safety and rehabilitation with employees, contractors, service users, customers, and members of the public.

PART 5: SELECTION CRITERIA

Essential

- WH&S Construction Induction (White card)
- Demonstrated knowledge of WHS specific to Civil Construction
- Ability to lead and supervise staff
- Backhoe/Loader Certificate of Competence
- Chainsaw Accreditation
- Class MR Drivers Licence
- Demonstrated experience in Civil Construction, Concreting or related field
- Explosive Power Tool Certification
- Dogman Certification
- Possession of RTA Stop/Slow Traffic Controller (Blue Card)
- Possession of RTA Apply Traffic Control Plans (Yellow Card)

Desirable

- First Aid Certificate
- Possession of RTA Select/Modify Traffic Control Plans (Red Card)

PART 6: MISCELLANEOUS (TERMS & CONDITIONS)

- **Working hours:** 76 hour fortnight
- **Delegations:** as per policy
- **Special conditions of employment:** Nil
- **Additional Duties / Relief Duties:** Nil

PART 7: ASSOCIATED DOCUMENTS

SKILL DESCRIPTORS

Authority and Accountability

- Decisions are either guided by practices, procedures and precedent or made in consultation with the immediate supervisor.
- Decisions made by the job holder affect the work and activities of others within the work group or team.
- The work of the job holder influences the external environment by ensuring services are consistent with Council standards.
- The jobholder is responsible for ensuring that operational safety standards or other requirements are met at an operational level.
- The job holder identifies requirements as an input to budget development.

- Look for ways to save costs. Be conscious of budget constraints and be aware of cost implications of own actions within own work area.

Judgement and Problem Solving

- Problems are solved by applying standards, established practises and procedures, or operating instructions.
- The jobholder is required to make judgements and interpretations based on analysis of information and straightforward situations and is responsible for improving and developing methods and techniques.
- Regular planning is required to ensure activities and resources are coordinated for day to day work or that projects run to schedule.
- Broadly understand the section's goals and how the job role contributes to them. Be familiar with Council structure, products and customers. Understand the overall organisation's vision and direction.

Management Skills

- Direct supervision of an employee or team of employees or leading a team of professional or specialist staff on special projects or assignments.
- The person offers recommendations regarding:
 - Evaluating performance
 - Identifying training needs
 - Authorising timesheets
 - Handling employee complaints
 - Disciplinary actions
- The job holder approves and makes final decisions in the following work areas:
 - Assigning work activities
 - Coaching
- The job holder supervises 1 to 3 personnel directly.

Interpersonal Skills

- This job requires written communication skills which enable the job holder to complete standard forms.
- The jobholder is required to provide information to customers and assist with routine service problems and should recognise when a problem is 'too delicate' or 'volatile' to be handled by self and refer to others.
- Not usually required to provide service to internal customers, other than answering occasional queries and helping others when required and performing work in logical sequence.
- Responsible for team building and team development.
- This job requires communication skills which enable the job holder to perform the following activities:
 - Provide information and explain situations
 - Advise, recommend or counsel
 - Participate in meetings/group discussions
- The job holder is required to interact with the following groups or individuals within the council on a regular basis and for the purpose shown below:

Provide and obtain information:

- Department/Division Heads

Advise or recommend:

- Section Managers/Team Leaders
- Other Council Employees (not including direct reports)

- The job holder is required to interact with the following groups or individuals outside the council and for the purpose listed below:

Provide and obtain information:

- Employees of other councils

Qualifications and Experience

- Basic working knowledge of several functions plus specialisation in one function. Jobs requiring general schooling in a wide range of subjects, with specialist training to TAFE Certificate Level 3 or equivalent (4 years part time).
- It would be expected that the person would have four, but less than seven year's experience.
- In addition to the qualifications and experience, the job holder must possess the following licences or certificates:
 - Driving Licence Class LR (Light Rigid)
 - Traffic Controller's Licence
 - Front End Loader Driver Certificate of Competence
 - Back-Hoe Operator Certificate of Competence
 - Scaffolder Certificate of Competence
 - Explosive Power Tool Operator Certificate of Competence

Specialist Knowledge and Skills

- The operational knowledge needed by the jobholder includes knowledge of the structure and functions of the jobholder's own section.
- In addition, the job holder requires the following level of technical skills.

Expert Knowledge areas:

- Plant Capabilities
- Bridge Maintenance (evaluation and programs)
- Bridge Construction
- Traffic Control
- Small Plant Operation (Other) (eg Chainsaw)
- Form Work
- Lifting Equipment
- Compressed Air Equipment

Solid Working Knowledge areas:

- Record Keeping (eg timekeeping, expenditure logs etc)
- Pollution Control (air, water, noise)
- Occupational Health and Safety Program
- Road construction labouring
- Pipelaying labouring
- Concrete Finishing
- Setting Out Levels
- Handling of Chemical Properties
- Construction Plant Operation (other)
- Loader Operation
- Backhoe Operation
- Tractor with Implement Operation
- Tip Truck Operation
- General Truck Driving
- Plan/Diagrammatic Interpretation
- String Lines and Work Layout
- Scaffolding Systems

- Material Properties and Applications

Basic Working Knowledge areas:

- Risk Management
- Stores Procedures
- Equal Employment Opportunity
- Training & Development
- Performance Management
- Rehabilitation
- Occupational Health & Safety Legislation
- Rigging and Crane Operation (Certified)
- Brick Laying
- Mechanical Principles
- Automotive Electrical
- Hydraulics
- Plant mechanics
- Welding
- Rigging and Crane Operation

COMPETENCY STEPS

ENTRY

Competency	Performance Criteria	COMPETENT	NOT YET COMPETENT
WHS Construction Induction (White Card)	Possession of qualifications		
Knowledge of WHS specific to Civil Construction	Demonstrated ability		
Class MR Licence	Possession of qualifications		
Ability to lead and supervise staff	Demonstrated ability		
Backhoe/Loader Certificate	Possession of qualifications		
Chainsaw Accreditation	Possession of qualifications		
Dogman Certification			
Explosive Power Tool Certificate	Possession of qualifications		
Possession of RTA Stop/Slow Traffic Controller (Blue Card)	Possession of qualifications		
Possession of RTA Apply Traffic Control Plans (Yellow Card)	Possession of qualifications		

STEP 1

Competency	Performance Criteria	COMPETENT	NOT YET COMPETENT
Ability to delegate and allocate work to others	Demonstrated ability		
Ability to excavate to design and level.	Demonstrated ability		
Ability to respond to the requests	Demonstrated ability		
Ability to fabricate and set up formwork to line and level	Demonstrated ability		
Ability to initiate and to accept responsibilities for own work	Demonstrated ability		
Ability to install hardware items to specifications	Demonstrated ability		
Ability to motivate team and lead by example	Demonstrated ability		
Ability to operate small items of plant e.g. concrete mixer	Demonstrated ability		
Ability to remove formwork	Demonstrated ability		
Ability to perform staff appraisals	Demonstrated ability		
Ability to assess overnight safety	Demonstrated ability		
Ability to assess site safety conditions	Demonstrated ability		
Ability to carry out concrete joining on the job	Demonstrated ability		
Ability to carry out pre-start checks	Demonstrated ability		
Ability to clean up work site	Demonstrated ability		
Ability to complete standard council forms	Demonstrated ability		
Ability to construct various fences including guardrail	Demonstrated ability		
Possession of RTA Select/Modify Traffic Control Plans (Red Card)	Possession of qualifications		
Ability to design schematic diagram	Demonstrated ability		
Ability to dismantle and assemble timber bridge	Demonstrated ability		

Ability to erect signs following regulations	Demonstrated ability		
Ability to finish concrete	Demonstrated ability		
Ability to follow instructions, co-operate with team members and work in a safe manner	Demonstrated ability		
Ability to identify materials for task	Demonstrated ability		
Ability to locate services	Demonstrated ability		
Ability to maintain diary	Demonstrated ability		
Ability to maintain plant	Demonstrated ability		
Ability to maintain security	Demonstrated ability		
Ability to operate power tools	Demonstrated ability		
Ability to operate tip truck safely and effectively	Demonstrated ability		
Ability to perform suitable concrete curing methods	Demonstrated ability		
Ability to prepare surfaces and apply paint correctly	Demonstrated ability		
Ability to read level	Demonstrated ability		
Ability to read schematic diagram	Demonstrated ability		
Ability to remove flood debris in a safe manner	Demonstrated ability		
Ability to remove formwork, clean and tidy up after work is completed	Demonstrated ability		
Ability to requisition stores	Demonstrated ability		
Ability to respond with minimal delay	Demonstrated ability		
Ability to set out job effectively	Demonstrated ability		
Ability to sharpen set up adze	Demonstrated ability		
Ability to use jacking equipment in correct application and to use safely	Demonstrated ability		
Ability to work in team environment	Demonstrated ability		
Ability to work to levels	Demonstrated ability		
Ability to co-ordinate resources	Demonstrated ability		
Ability to carry out basic arc welding	Demonstrated ability		
Ability to operate 2-way system and procedures	Demonstrated ability		
Knowledge of concrete vibrating procedure and equipment	Demonstrated ability		
Knowledge of correct placement procedures for timber bridge components	Demonstrated ability		
Knowledge of drilling equipment and material to be drilled	Demonstrated ability		
Ability to place and tie steel reinforcement	Demonstrated ability		
Ability to set out jobs	Demonstrated ability		
Knowledge of timber bridge maintenance requirements	Demonstrated ability		
Knowledge of usage of oxy cutting procedures and methods	Demonstrated ability		
Knowledge of various joints, jointing techniques and applications	Demonstrated ability		
Ability to calculate concrete volumes	Demonstrated ability		
Ability to construct major headwall and culvert construction	Demonstrated ability		
Ability to place expansion joint	Demonstrated ability		
Ability to plan work activities	Demonstrated ability		
Ability to read plans and follow as per requirement	Demonstrated ability		
Ability to use pneumatic tools to WH&S requirements and tickets obtained where required	Demonstrated ability		
Ability to operate and maintain post hole digger	Demonstrated ability		
Ability to screed concrete to levels	Demonstrated ability		
Ability to set up acrow shutters	Demonstrated ability		
Ability to use axe and adze safely and in correct manner	Demonstrated ability		
Possess understanding of environmental requirements	Demonstrated ability		

STEP 2

Competency	Performance Criteria	COMPETENT	NOT YET COMPETENT
Knowledge of timber member inspections and techniques	Demonstrated ability		
Ability to determine restoration work to be carried out	Demonstrated ability		
Ability to do on the job training	Demonstrated ability		
Possession of WH&S Supervisor Certificate	Possession of qualifications		
Ability to clearly and concisely convey information	Demonstrated ability		
Ability to carry out basic calculations	Demonstrated ability		
Ability to perform timber bridge inspections	Demonstrated ability		
Ability to test bore and report on results	Demonstrated ability		
Ability to organise work priorities	Demonstrated ability		
Ability to detect termite infestations	Demonstrated ability		
Ability to estimate sizes of bridge components	Demonstrated ability		

Ability to perform tomming and propping of bridges	Demonstrated ability		
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STEP 3

Competency	Performance Criteria	COMPETENT	NOT YET COMPETENT
Ability to recommend bridge maintenance and repairs	Demonstrated ability		
Ability to perform quantity estimates	Demonstrated ability		
Ability to read dumpy and set levels	Demonstrated ability		
Ability to solve work related problems and develop alternative approaches	Demonstrated ability		
Ability to attend to work related problems with staff	Demonstrated ability		
Demonstrated understanding of plant capabilities	Demonstrated ability		

STEP 4

Competency	Performance Criteria	COMPETENT	NOT YET COMPETENT
Ability to express ideas and information to others in writing by way of reports	Demonstrated ability		
Ability to resolve work related conflicts successfully	Demonstrated ability		
Ability to produce plant materials and time estimates	Demonstrated ability		
Ability to relieve as Works Coordinator - Rural	Demonstrated ability		
Possession of "On the Job Instruction" Certificate	Possession of qualifications		

KEY PRINCIPLES AND VALUES

The following principles and values are considered to be key requirements of our organisation. All Councillors and Staff are expected to demonstrate these values and principles in their dealings with each other and with the community.

Integrity

We must not place ourselves under any financial or other obligation to any individual or organisation that might reasonably be thought to influence us in the performance of our duties.

Leadership

We have a duty to promote and support the key principles by leadership and example and to maintain and strengthen the public's trust and confidence in the integrity of Council. This means promoting public duty to others in the Council and outside, by our own ethical behaviour.

Selflessness

We have a duty to make decisions solely in the public interest. We must not act in order to gain financial or other benefits for ourselves, our family, friends or business interests. This means making decisions because they benefit the public, not because they benefit the decision maker.

Objectivity

We must make decisions solely on merit and in accordance with our statutory obligations when carrying out public business. This includes the making of appointments, awarding of contracts or recommending individuals for rewards or benefits. This means fairness to all; impartial assessment; merit selection in recruitment and in purchase and sale of council's resources; considering only relevant matters.

Accountability

We are accountable to the public for our decisions and actions and must consider issues on their merits, taking into account the views of others. This means recording reasons for decisions; submitting to scrutiny; keeping proper records; establishing audit trails.

Openness

We have a duty to be as open as possible about our decisions and actions, giving reasons for decisions and restricting information only when the wider public interest clearly demands. This means recording, giving and revealing reasons for decisions; revealing other avenues available to the client or business; when authorised, offering all information; communicating clearly.

Honesty

We have a duty to act honestly. We must declare any private interests relating to our public duties and take steps to resolve any conflicts arising in such a way that protects the public interest. This means obeying the law; following the letter and spirit of policies and procedures; observing the code of conduct; fully disclosing actual or potential conflict of interests and exercising any conferred power strictly for the purpose for which the power was conferred.

Respect

We must treat others with respect at all times. This means not using derogatory terms towards others, observing the rights of other people, treating people with courtesy and recognising the different roles others play in local government decision making.