

GILGANDRA SHIRE COUNCIL  
**POSITION DESCRIPTION**

**PART 1: POSITION DETAILS**

<b>Position Title:</b>	Road Grader Construction Team Leader
<b>Grade:</b>	12
<b>Occupant:</b>	Vacant
<b>Department:</b>	Works & Technical Services
<b>Reports to:</b>	Manager Classified Roads
<b>Direct Subordinates:</b>	2-12
<b>Number of Subordinates:</b>	2-12
<b>Operating Budget:</b>	N/A
<b>Revenue:</b>	N/A
<b>Created:</b>	7 November 2016
<b>Reviewed:</b>	

**PART 2: POSITION PURPOSE**

- Supervise the Road Grader Construction team to fulfill the requirements of the Roads and Maritime Services (RMS) Single Invitation Road Maintenance Contract (RMCC) and other roads construction works awarded to the Council.
- Operate the grader and direct staff and plant operators in road construction and resealing projects
- Operate the grader for road maintenance and on site supervision to direct staff and other plant operators involved in the given works such as water trucks, rollers, road stabilisers, an chemical spreaders.
- Assist the Manager Classified Roads in the direction of staff and preparation of works programs and budgets as required
- Manage other private works as directed by the Manager Classified

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

- To efficiently supervise the team program and complete works and site control of assigned maintenance work to fulfil the requirements of the RMS RMCC
- Coordinate the utilisation of labour and plant, site liaison with subcontractors, in-process inspection and receipt of incoming goods and plant onto site
- Carry out all functions of sealed and unsealed road maintenance including bitumen heavy patching, pavement stabilisation, new construction grading, maintenance grading, reconstruction grading, drainage cleaning and forming associated with road works
- Assist in the delivery of works programs for staff and plant under your control to ensure that staff and plant are meaningfully engaged in work and it is carried out in an efficient and effective manner
- Program own works to coordinate with other works programs of Council including reseal and maintenance grading programs
- Maintain and care for all plant in the team and ensure maintenance is carried out by subordinates on their machines
- Compile and complete works programs, work proposals, site specific safety management plans, environmental management plans, plant sheets, timesheets, MMS sheets, risk assessments and other documents and reports as required under the RMS RMCC and by Council

This is a general position description and the employee may be required to perform any other duties as directed by the General Manager, or their nominee, within skills possessed.

#### **PART 4: WH&S REQUIREMENTS**

**Employees:** As individuals, employees will:

- Take all reasonable & practicable steps for their own health and 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 elected health and safety representatives, or supervisor

**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 & Safety rehabilitation procedures, legislation or good practice;
- Review all tasks to assist in improving safety;
- Promote and communicate Work Health & Safety and rehabilitation with employees, contractors, service users, customers, and members of the public.

#### **PART 5: SELECTION CRITERIA**

##### **Essential**

- Sound numeracy and literacy skills
- Knowledge of drainage systems, gravel surfacing and resheeting
- Knowledge of gravel compaction and moisture content
- Knowledge of bitumen sealing
- Knowledge of the RMS system of operation
- WHS Construction Induction Training (white card)
- Traffic Control Certification
- Ability to complete time, plant and MMS sheets, prepare fortnightly works programs and keep diaries and records
- Minimum of 3 years road construction plant operation experience
- Possession of Class MR licence
- Experience in the supervision of staff
- Experience in working with Contractors
- The ability to manage time and priorities to complete work
- Knowledge and understanding of WHS
- Ability to operate more than one major item of plant

##### **Desirable**

- Extensive knowledge of WH&S, environmental and Quality Control system under the RMS RMCC
- WH&S for Supervisors certification
- Front End Loader and other plant certification
- Class HR licence

#### **PART 6: MISCELLANEOUS (TERMS & CONDITIONS)**

- **Working Hours:** 38 hours per week on basis of 9 day fortnight. Due to the nature of the work under the RMS RMCC, it may be possible to negotiate work hours outside these times, subject to agreement.
- **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 section or from a specific project team.
- The work of the jobholder influences the community within a specified service line through the application of technical skill or application of regulatory requirements.
- The jobholder is responsible for ensuring that operational safety standards or other requirements are met at an operational level.
- The job holder has little or no responsibility for 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.
- Understand the customers' priorities to enable anticipation of their needs and demonstrate initiative in adapting team plans and goals to meet them.

#### **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
- The job holder approves and makes final decisions in the following work areas:
  - Assigning work activities
  - Coaching
- The job holder supervises 2 to 12 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:

- Members of the public/residents/ratepayers
- Professional/industry associations including unions
- Government officers (eg Roads & Traffic Authority, Dept of Local Government)
- Employees of other councils

### **Qualifications and Experience**

- Thorough knowledge of one function and the concepts associated with a specialist area OR a functional position requiring the application of highly specialised knowledge regarded as an internal expert in a single discipline. Both require a wide education, probably TAFE Certificate Level 4 or diploma level, or semi-professional qualification, together with considerable personal experience.
- 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 HR (Heavy Rigid)
  - Traffic Controller's Licence
  - Front End Loader Driver Certificate of Competence
  - Back-Hoe 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.

#### Comprehensive Knowledge areas:

- Plant Capabilities
- Traffic Control
- Roller Driving Operation
- Grader Driving
- Construction Plant Operation (other)

#### Solid Working Knowledge areas:

- Record Keeping (eg timekeeping, expenditure logs etc)
- Roads Construction & Maintenance Evaluation
- Pollution Control (air, water, noise)
- Work Health and Safety Program
- Road construction labouring
- Road maintenance labouring
- Pipelaying labouring
- Setting Out Levels
- Loader Operation
- Backhoe Operation
- Small Plant Operation (Other) (eg Chainsaw)
- Tractor with Implement Operation

- Articulated Vehicle Driving
- Water Truck Operation
- Tip Truck Operation
- General Truck Driving
- Mechanical Sweeper Operation
- Lifting Equipment
- Compressed Air Equipment
- String Lines and Work Layout
- Material Properties and Applications

Basic Working Knowledge areas:

- Risk Management
- Stores Procedures
- Fire Fighting
- Hazard Reduction Programs
- Noxious Plant Control
- Equal Employment Opportunity
- Training & Development
- Performance Management
- Rehabilitation
- Concrete Finishing
- Work Health & Safety Legislation
- Driving a 25 - 38 Tonne Vehicle
- Dozer/Large Excavator Operation
- Form Work
- Mechanical Principles
- Automotive Electrical
- Hydraulics
- Plant mechanics
- Welding

## COMPETENCY STEPS

### ENTRY

<i>Competency</i>	<i>Performance Criteria</i>	COMPETENT	NOT YET COMPETENT
		<p><b>Assessment Methods</b>            Observation: <b>OB</b>            Demonstration: <b>DM</b>            Work Sample: <b>WS</b>            Training Records: <b>TR</b>            Questioning            Discussion: <b>QD</b></p>	<b>X</b>
Minimum of 3 years road construction plant operation experience	Demonstrated ability		
Knowledge of bitumen sealing	Demonstrated ability		
Ability to complete time, plant and MMS sheets	Demonstrated ability		
Possession of Class MR licence	Possession of qualifications		
WH&S Construction Induction Card	Possession of qualifications		
Ability to operate more than one major plant	Demonstrated ability		
Knowledge of drainage systems, gravel surfacing and resheeting	Demonstrated ability		
Knowledge of gravel compaction and moisture content	Demonstrated ability		
Knowledge of the RMS RMCC system of operation	Demonstrated ability		
Traffic Control Certification	Demonstrated ability		
Experience in the supervision of staff	Demonstrated ability		
Experience in working with Contractors	Demonstrated ability		

The ability to manage time and priorities to complete work	Demonstrated ability		
Knowledge and understanding of WHS	Demonstrated ability		

**STEP 1**

<i>Competency</i>	<i>Performance Criteria</i>	<b>COMPETENT</b>	<b>NOT YET COMPETENT</b>
Ability to carry out RMS work orders	Demonstrated ability		
Ability to batter slopes, form up roads and carry out shoulder grading	Demonstrated ability		
Ability to carry out employee assessments	Demonstrated ability		
Ability to perform gravel resheeting	Demonstrated ability		
Knowledge of grader capability	Demonstrated ability		
Ability to perform inspections following complaints	Demonstrated ability		
Ability to lay culverts	Demonstrated ability		
Ability to communicate clearly and correctly	Demonstrated ability		
Ability to communicate with other services	Demonstrated ability		
Ability to design schematic diagrams	Demonstrated ability		
Ability to read schematic diagram	Demonstrated ability		
Ability to coordinate safety procedures	Demonstrated ability		
Ability to ensure a clean and safe working environment is maintained	Demonstrated ability		
Knowledge of winning and loading materials	Demonstrated ability		
Introduction to Worksite Traffic Control Certificate – 1 day	Possession of qualifications		
Ability to make damage reports	Demonstrated ability		
Ability to ensure quality of work	Demonstrated ability		
Supervisor's WH&S Certificate	Possession of qualifications		
Certificate III in Civil Construction	Possession of qualifications		
Ability to prepare estimates for private works for submission to Manager Classified Roads	Demonstrated ability		

**STEP 2**

<i>Competency</i>	<i>Performance Criteria</i>	<b>COMPETENT</b>	<b>NOT YET COMPETENT</b>
Ability to carry out erosion control	Demonstrated ability		
Ability to conduct inspections to satisfy RMS Contract	Demonstrated ability		
Ability to identify services	Demonstrated ability		
Ability to operate safely around dangerous and sensitive services	Demonstrated ability		
Ability to work to specification of compaction	Demonstrated ability		
Ability to carry out reconstruction works	Demonstrated ability		
Ability to supervise hot mix work	Demonstrated ability		
Ability to decide when to roll and when not to roll	Demonstrated ability		
Ability to use and work to levels	Demonstrated ability		
Ability to coach and advise staff	Demonstrated ability		
Ability to organise and program work priorities	Demonstrated ability		
Ability to arrange and supervise contractors	Demonstrated ability		
Ability to coordinate resources	Demonstrated ability		
Ability to delegate responsibilities & coordinate the available resources	Demonstrated ability		
Ability to control traffic in unusual situations	Demonstrated ability		
Ability to express ideas clearly	Demonstrated ability		
Possession of Class HR licence	Possession of qualifications		
Ability to carry out construction grading	Demonstrated ability		
Ability to operate front end loader	Demonstrated ability		
Ability to place off set pegs	Demonstrated ability		
Knowledge of Flexible Pavement Fundamentals including Drainage	Demonstrated knowledge		

**STEP 3**

<i>Competency</i>	<i>Performance Criteria</i>	<b>COMPETENT</b>	<b>NOT YET COMPETENT</b>
Ability to prepare a road that satisfies final trim road surface conditions in preparation for bitumen sealing.	Demonstrated ability		

Ability to work in confined areas with plant.	Demonstrated ability		
Knowledge of materials from local gravel pits	Demonstrated ability		
Knowledge of optimum moisture and compaction requirements of materials	Demonstrated knowledge		
Ability to solve work related problems and develop alternative approach to work practices	Demonstrated ability		
Ability to motivate staff	Demonstrated ability		
Ability to relieve basic duties of Manager Classified Roads/ Works Coordinator Rural	Demonstrated ability		
Ability to assess trainees	Demonstrated ability		
Ability to set out construction from pegs	Demonstrated ability		
Knowledge of pavement stabilisation principles and techniques.	Demonstrated knowledge		
Knowledge of RMS Contract documentation	Demonstrated knowledge		
Ability to do one to one training	Demonstrated ability		

**STEP 4**

<i>Competency</i>	<i>Performance Criteria</i>	<b>COMPETENT</b>	<b>NOT YET COMPETENT</b>
Ability to express ideas and information to others in writing by way of reports	Demonstrated ability		
Work Site Traffic Control Certificate (Design) – Orange Card	Possession of qualifications		
Ability to effectively resolve conflict	Demonstrated ability		
Ability to read and assess plans	Demonstrated ability		
Ability to prepare work proposals and submit to the Manager Classified Roads	Demonstrated ability		
Ability to program works to co ordinate with other programs	Demonstrated ability		
Extensive knowledge of WH&S, Environmental and Quality Control Plans	Demonstrated knowledge		
Ability to manage the Contract team to a high standard	Demonstrated ability		
Ability to relieve all duties of Manager Classified Roads or Works Coordinator - Rural	Demonstrated ability		
Ability to provide input to budget preparation for RMS works.	Demonstrated ability		
Possession of certificates in Stabilisation techniques for flexible pavements	Possession of qualifications		
Possession of erosion and sedimentation control certificate	Possession of qualifications		
Train Small Groups 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.