

Position Description

| | | | |
|-------------------------|--|----------------|------------------------------|
| Position title | Leading Hand - Signs | | |
| Directorate | Infrastructure Services | Branch | Construction and Maintenance |
| Position number | 1507 | Level 7 | |
| Award | Queensland Local Government Industry (Stream B) Award – State 2017 Division 2, Section 5 | | |
| Line Manager | Road Asset Maintenance Manager | | |
| Direct reports | Field staff | | |
| Indirect Reports | Up to 10 people | | |

Position Summary

The Leading hand works under remote supervision and is responsible for providing high level support to the Supervisor through the coordination and supervision of daily activities of work crews whilst performing Maintenance/Sign related tasks.

Key Responsibilities of the Role

- Assist the Supervisor in achieving quality, safety and environmental outcomes for civil construction and maintenance activities.
- Implement and monitor policies, procedures and programs to meet legislative requirements and ensure safety of all employees, contractors and members of the public.
- Complete risk assessments and follow established work procedures.
- Promptly raise issues with immediate Supervisor.
- Plan own work, and work of assigned staff to achieve task completion through efficient use of available plant, machinery and human resources.
- Supervise the daily work of the crew while establishing and maintaining an environment which encourages team work. Guide and assist trainees.
- Perform general labouring and operate plant for which the holder is licensed
- Ensure plant, tools and equipment is maintained in good order and in accordance with the operator's manual, council's procedures and best practice.
- Accurately interpret plans, instructions and specifications.
- Use judgement and experience gained within the trade to solve problems on the job.

Mandatory Qualification/Licence/Competency (Ticket) Requirements

- Queensland 'C' Class driver's licence that is current and maintained.
- Construction Industry (White/Blue card).
- Possession of a Trade Certificate (Certificate III) and completion of RISS00002 – Skill Set Leading Hand or willingness to complete such qualifications.

Desirable Licence/Competency (Ticket) Requirements

- Queensland 'MR' driver's licence that is current and maintained.
- Completion of Course – Safe Work near Exposed Live Parts (Authorised Person – Energex)
- Manual of Uniform Traffic Control Devices (MUTCD) Certification – 30864QLD – Implement Traffic Guidance Schemes
- Authorised Person under Queensland's *Electrical Safety Act 2002*.

Essential Knowledge/Skills/Experience Criteria

1. Demonstrated ability to perform work at above trade or equivalent level under remote supervision.
2. Ability to operate and maintain plant and equipment consistent with competencies held.
3. Capacity to perform physical labouring tasks.
4. Demonstrated ability to effectively motivate and coordinate a team to complete daily jobs within a work environment of high complexity. (BSBWOR502)
5. Demonstrated ability to manage time, set priorities and plan works in an environment of changing priorities and competing demands. (BSBWOR404)
6. Sound numeracy, written and verbal communication skills.
7. High level computer literacy
8. Thorough understanding of the Manual of Uniform Traffic Control Devices (MUTCD)
9. Thorough knowledge of workplace health and safety considerations relevant to the area and proven ability to limit risks in this type of environment. (BSBWHS401/RIIRIS301D)
10. Ability to ensure all work is performed to meet legislative requirements and responsibilities of Council.

Desirable Knowledge/Skills/Qualifications Criteria

- A sound understanding and general interest in Local Government Operations.

Physical Requirements of the Position

- An ability to frequently exert a force up to 20kg whilst pushing, pulling, lifting or carrying an object or equipment.
- An ability to occasionally lift or carry objects or equipment up to 25kg.

Position Description

- An ability to frequently stand for periods of two hours and occasionally walk on sloping, uneven or slippery surfaces whilst using equipment or carrying objects up to 20kg.
- An ability to kneel or crawl in a bent position whilst exerting force up to 15kg.
- An ability to clearly hear directions and instructions being provided at normal speech levels.

Special Requirements

- Occasional out of hours work (including weekends).
- Regular local travel outside of normal work hours.
- Respond to Emergency/Disaster events in accordance with Council's Emergency Management plans and systems.

ORGANISATIONAL INFORMATION

Safety

Behaviours

Maintain a positive attitude towards acquiring an understanding of work health and safety (WHS) legislation, including Council WHS policies and procedures.

Fostering and maintaining a positive attitude towards WHS within the individual work teams.

Responsibility

Applying Council policies and procedures in every day work activities to assist Council in ensuring a safe work environment.

To meet the standards imposed by any relevant safety legislation as required by Queensland's *Work Health and Safety Act 2011*.

Related documents

- WHS Policy statement WHSPOL004.
- Work Health and Safety Responsibility and Accountability Statement WHSPOL008.
- The WHS KPIs are located in the Work Health and Safety Management Plan WHSPOL010 and should be referenced as applicable with this position.

Code of Conduct

As per the Staff Code of Conduct (OCPOL001), employees must conduct all business with integrity, honesty and fairness and comply with all relevant laws, regulations, codes, policies and procedures.

Records Management

Council employees are required to ensure adequate records of actions taken and decisions made whilst undertaking their duties are created and maintained, in accordance with Council's Recordkeeping Policy.

Position Description



Council's Vision

To be the *natural* choice to live, work and play.

Council's Values

Accountable – we take responsibility for our actions. We will be accessible and fair.

Consistent – our actions will reflect Council's guidelines and practices at all times.

Appreciative – we value the opportunities we have and that we look for the best in our people, our organisation and our community.

Communicative – we will keep people informed, consult with the community and will actively listen to and respond to their input.

Respectful – we treat people with dignity and courtesy. We recognise and support the contribution of individuals and respect each other, our customers and the diverse community we serve.

Position Description

POSITION APPROVAL AND ACCEPTANCE

Approved by

| | | | |
|-----------|--|----------|--|
| Name | | Position | |
| Signature | | Date | |

Accepted by

| | | | |
|-----------|--|------|--|
| Name | | | |
| Signature | | Date | |

The scope and requirements of this position as well as the organisational structure is subject to change by Council as required by business needs.