

GILGANDRA SHIRE COUNCIL
POSITION DESCRIPTION

PART 1: POSITION DETAILS

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|--------------------------------|--------------------------------------|
| Position Title: | Road Grader Construction Team Leader |
| Grade: | 12 |
| Occupant: | |
| Department: | Infrastructure |
| Reports to: | Manager Classified Roads |
| Direct Subordinates: | 2-12 |
| Number of Subordinates: | 2-12 |
| Operating Budget: | N/A |
| Revenue: | N/A |
| Created: | November 2016 |
| Reviewed: | July 2020 |

PART 2: POSITION PURPOSE

- Supervise the Road Grader Construction team to fulfill the requirements of the Transport for NSW (TfNSW) Road Maintenance Council 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, and 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 Roads

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 TfNSW 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, risk assessments and other documents and reports as required

under TfNSW 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

- WHS Construction Induction Training (white card)
- National Unit of Competency - Grader Operations
- Sound numeracy and literacy skills
- Knowledge of gravel re-sheeting practices
- Minimum of 3 years road construction/maintenance plant operation experience
- Ability to perform risk assessments, conduct tool box meetings and lead small groups regarding Safe Work Method Statement development and reviews
- Ability to ensure documentation (e.g. records, time sheets, plant sheets, incident reports) is completed and accurate
- Possession of MR licence
- Knowledge of heavy patching, stabilisation and bitumen sealing practices
- Experience in the supervision of staff and contactors
- The ability to manage time and priorities to complete work
- Ability to operate more than one major item of plant
- Traffic Controller Implement Traffic Control Plans
- Knowledge of the TfNSW system of operation

Desirable

- Extensive knowledge of WH&S, environmental and Quality Control system under the TfNSW RMCC
- WH&S for Supervisors certification
- Front End Loader and other plant certification
- HR Truck License
- Ability to participate in the on-call roster

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 TfNSW 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 TfNSW, Office 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:
 - 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 |
|-----------------------------------------------------------------------------------------------------------------------------|------------------------------|-------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|-------------------|
| | | Assessment Methods Observation: OB Demonstration: DM Work Sample: WS Training Records: TR Questioning Discussion: QD | X |
| WH&S Construction Induction Card | Possession of qualifications | | |
| National Unit of Competency – Grader Operations | Training Records | | |
| Possession of basic literacy and numeracy skills | Possession of qualifications | | |
| Knowledge of gravel resheeting practices, including compaction and moisture content | Demonstrated ability | | |
| Minimum of 3 years road construction/maintenance plant operation experience | Demonstrated ability | | |
| Ability to perform risk assessments, conduct tool box meetings and lead small groups regarding SWMS development and reviews | Work Sample | | |
| Ability to ensure documentation (e.g. records, time sheets, plant sheets, incident reports) is completed and accurate | Demonstrated ability | | |
| Possession of Class MR license | Possession of qualifications | | |
| Knowledge of heavy patching, stabilisation and bitumen sealing practices | Demonstrated ability | | |
| Experience in the supervision of staff and contractors | Demonstrated ability | | |
| The ability to manage time and priorities to complete work | Demonstrated ability | | |
| Ability to operate more than one major plant item | Demonstrated ability | | |
| Traffic Controller Implement Traffic Control Plans | Possession of qualification | | |
| Knowledge of the TfNSW RMCC system of operation | Demonstrated ability | | |

STEP 1

| <i>Competency</i> | <i>Performance Criteria</i> | COMPETENT | NOT YET COMPETENT |
|---------------------------------------------------------|------------------------------|-----------|-------------------|
| Ability to carry out RMS work orders | Demonstrated ability | | |
| Ability to operate Backhoe (LB) / Front End Loader (LL) | Possession of qualifications | | |

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| Supervisor's WH&S Certificate | Possession of qualifications | | |
| Training in sediment and erosion control | Training Records | | |
| Ability to carry out employee assessments | Demonstrated ability | | |
| Ability to lay culverts | Demonstrated ability | | |
| Ability to control traffic in unusual or emergency situations | Demonstrated ability | | |
| Ability to read, understand and implement the requirement of construction plans | Demonstrated ability | | |
| Demonstrated knowledge and understanding of Workplace Health and Safety responsibilities and practices in the workplace. | Observation | | |
| Ability to coordinate staff and contractors, plant and equipment so that work flows without unnecessary delays or stoppages | Observation | | |
| Ability to ensure good housekeeping prior to demobilising from site (sign & guidepost reinstatement, removal of temporary traffic control, not leaving signs behind) | Demonstrated ability | | |
| Keep accurate records (diary notes of observations/issues/occurrences) | Demonstrated ability | | |
| Ability to communicate clearly and correctly | Demonstrated ability | | |

STEP 2

| <i>Competency</i> | <i>Performance Criteria</i> | COMPETENT | NOT YET COMPETENT |
|-------------------------------------------------------------------------------------------|------------------------------|------------------|--------------------------|
| Certificate III in Civil Construction | Possession of qualifications | | |
| Fundamentals of Stabilising Course | Training Records | | |
| Possession of chainsaw accreditation | Possession of qualifications | | |
| Ability to identify utilities/services that may require further investigation | Observation | | |
| Ability to carry out reconstruction works | Demonstrated ability | | |
| Ability to work in confined areas and the urban environment with plant. | Demonstrated ability | | |
| Ability to solve work related problems and develop alternative approach to work practices | Demonstrated ability | | |
| Ability to perform shoulder widening and heavy patching on sealed roads | Demonstrated ability | | |
| Ability to manage and motivate staff | Demonstrated ability | | |
| Ability to use a level for layer control or determine finished surface level | Demonstrated ability | | |
| Ability to set out construction from pegs | Demonstrated ability | | |
| Ability to do one to one training and assess trainees | Demonstrated ability | | |

STEP 3

| <i>Competency</i> | <i>Performance Criteria</i> | COMPETENT | NOT YET COMPETENT |
|-----------------------------------------------------------------------|------------------------------|------------------|--------------------------|
| RIIMPO324E Conduct civil construction grader operations or equivalent | Possession of qualifications | | |
| Prepare a Work Zone Traffic Management Plan | Possession of qualifications | | |

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| Knowledge and understanding of the RMCC Council System Management Plan | Observation | | |
| Ability to perform road construction, including final trim | Demonstrated ability | | |
| Knowledge of bitumen sealing practices | Demonstrated ability | | |
| Ability to effectively resolve conflict within team or with customers | Demonstrated ability | | |
| Ability to manage relationship with TfNSW Surveillance Officer, Contract Manager and Asset Manager. | Observation | | |
| Promote a professional and positive image of Council. Take a pro-active approach to providing excellent customer service | Observation/Demonstrated ability | | |

STEP 4

| <i>Competency</i> | <i>Performance Criteria</i> | COMPETENT | NOT YET COMPETENT |
|----------------------------------------------------------------------------------------|------------------------------|------------------|------------------------------|
| Certificate IV in Civil Construction | Possession of qualifications | | |
| Ability to express ideas and information to others in writing by way of reports | Demonstrated ability | | |
| Ability to prepare work proposals and submit to the Manager Classified Roads | Demonstrated ability | | |
| Ability to program works to coordinate 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 | | |

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.