

POSITION DESCRIPTION	
<b>Title:</b>	<b>Leading Hand Civil</b>
<b>Group:</b>	<b>Services</b>
<b>Reports to:</b>	<b>Civil Coordinator</b>
<b>Grade:</b>	<b>11-12</b>
<b>Position Allowances:</b>	<b>Adverse Working Conditions Allowance – Level 1</b>
<b>Hours:</b>	<b>38 hours per week</b>
<b>Number of Direct Reports:</b>	<b>Nil</b>
<b>Number of Indirect Reports:</b>	<b>Nil</b>
<b>Vehicle:</b>	<b>No</b>
<b>Position Code:</b>	<b>83059, 83055, 83044, 83032, 83031, 83045</b>
<b>Pre-placement Medical:</b>	<b>Required</b>
<b>National Police History Check:</b>	<b>Not required</b>
<b>WWCC Check:</b>	<b>Not required</b>
<b>Date Developed:</b>	<b>May 2018</b>
Position Purpose	
To lead and undertake civil activities to contribute to the construction and maintenance of Council's assets.	
Qualifications and Experience	
<i>(Minimum required/essential for success in the job)</i>	
<p><b><u>Essential:</u></b></p> <ul style="list-style-type: none"> <li>• Certificate III in Civil Engineering or equivalent experience.</li> <li>• Demonstrated work performance and knowledge, skills and experience in two or more of the following functions: <ul style="list-style-type: none"> <li>• Concrete</li> <li>• Drainage</li> <li>• Road construction</li> <li>• Street furniture – including signage</li> <li>• Fencing</li> <li>• Asphalt works</li> </ul> </li> </ul>	

- Demonstrated experience in the management of staff performance and development.
- Well developed interpersonal and communication skills (written and oral) for effective liaison with work team, coordinator, staff, public and external bodies, including negotiation, conflict resolution and decision making.
- Demonstrated experience in estimating, applying budgets, recording and reviewing actual costs of works.
- Demonstrated ability to review, interpret and implement technical plans, work schedules and/or service level agreements.
- Ability to work without supervision and prioritise daily work activities within a team environment.
- Sound understanding and commitment to WHS and statutory requirements, quality standards and management systems.
- Understanding of relevant practices and policies and legal and legislative requirements in this field.
- Ability to use computers and mobile devices, particularly in the application of asset management software.
- Experience in contributing to improvements to a quality management system or making suggestions for other business improvements.
- Physically capable to undertake task relevant to the position.
- General Induction for Construction Work Certificate.
- Current Class C driver's license.
- Traffic Controllers (stop/slow) Ticket or ability to gain within probationary period.
- Implement Traffic Control Plans Ticket or ability to gain within probationary period.

**Desirable:**

- Qualification in management, leadership or other relevant qualification.
- Local Government Experience.
- Experience in Microsoft Office suite of software and ability to adapt to new software packages.
- Traffic Control Auditing Ticket Current Class MR driver's license.
- Working under overhead powerlines accreditation.

## Main Activities/Tasks

Council operates on the principle of existing to provide benefits for our Community, Councillors, Customers and the Council itself – we call this the 4C's. This position is required to do everything they can to identify, develop, resource, provide, support and measure benefits to the 4C's.

Maintain Council's assets under your control as well as work for external client in the most satisfactory state of repair in accordance with budget allocation by:

- Organise staff and resources associated with civil operations to provide the most efficient and cost effective environment.
- Organise the maintenance, repair, security and care of plant, equipment, tools and other Council assets assigned to or utilised by your team.

- Identify and report improvements and works in operations, maintenance requirements and other activities within area of responsibility. And where required take immediate action.
- Management of budget allocated to area of responsibility.
- Assist in the Estimation and review cost of works undertaken.
- Monitor day to day performance against agreed quality, schedules and budgets. Provide written or electronic documentation of progress and variations to schedules and budgets.
- Continual review and implementation of schedules, plans and rosters to ensure effective use of labour, plant and materials.
- Liaise with users of assets your team constructs or maintains.
- Communicate with the community and internal customers regarding maintenance or construction works including complaints and requests.
- Ensure accurate completion of staff and plant timesheets, dockets, leading hand reports, daily diary, daily/weekly checklists, accidents and incident reports and other organisational forms and reports as required.
- Ensure compliance with legislation and Council policy and procedure including Council's Code of Conduct, Procurement, Risk Management and other relevant policies and legislations.
- Implement necessary action to locate and protect public utilities on work site.
- Attend after hours duty when required.
- Physically undertake civil labouring activities throughout the city.
- Provide operational, technical and strategic advice to Coordinator.

Demonstrate effective leadership by:

- Continuing development of an organisational culture consistent with the Council's Purpose Approach and Values.
- Provide leadership and supervision for employees working within areas of responsibility.
- Managing the performance of your team and individuals in it including on the job training, performance reviews and assisting in recruitment when required.
- Induct staff and visitors and hold regular meetings with team to maintain effective, efficient and safe works.
- Updating professional expertise and continually improve quality of advice provided.

Commitment to Council's Sustainability Charter and responsibility to apply the principles of sustainability within the work practice areas outlined in the Position Description including implementing Environmental Management Systems.

Assist in the operation and maintenance of the Works Depot.

Perform other duties as required consistent with the objectives of the position.

### **Work Health & Safety**

- Required to take reasonable care of self and others in the workplace.
- Cooperate with all health and safety policies and procedures agreed to by management and staff.
- Report any unsafe conditions that are identified.

- Not bypass or misuse systems or equipment provided for WH&S purposes.
- Must participate in WH&S training as required and contribute to the identification of hazards and assessment of risks as required.

### **Accountability and Behaviours**

- To ensure that they are accountable for their behaviours in the delivery of their duties noted in the position and other functions relating to their role.
- Follow Council policies and procedures.
- Work collaboratively within the team and across Council towards common goals.
- Develop and maintain positive and effective professional working relationships with community and customers.
- Contribute to a positive organisational culture.
- Continuous improvement – evaluate current activities and continuously look for ways to improve quality, effectiveness and efficiency.

### **Organisational Values**

- Apply and demonstrate Council's Core Values of Collaboration, Accountability, Integrity, Respect and Sustainability.
- Apply and demonstrate the four principles that together form the focus of the organisation, namely the 4C's: Community, Councillors, Customer and Council.