

## POSITION DETAILS

<b>Position Title:</b>	Leading Hand Civil Construction	<b>Position Grade:</b>	4
<b>Department/ Directorate:</b>	Operations/City Works	<b>Position Status / Hours per Week:</b>	Permanent/38

## PRIMARY PURPOSE OF THE POSITION

- Provide construction and maintenance services specifically relating to road, footpath and drainage works within the City of Ryde
- Assist in leading, directing and coordinating the activities of a civil construction team
- Assist in supervision of plant and staff and/or contractors undertaking Civil works
- Assist in project planning and review of civil construction plans and specifications
- Operation of small plant and equipment to their optimum capacity in undertaking civil tasks
- Provide technical or specialist expertise to team members in undertaking Civil works
- Relieve as Team Leader Civil as and when required
- Undertake Civil maintenance programs as per Service Level Agreements when required

## SELECTION CRITERIA

### Education / Qualifications

- Certificate III in a Civil or Landscape Construction field
- C Class Driver's Licence
- WHS General Induction Certificate

### Experience/Specific skills

- Significant experience in civil or landscape construction works
- Experience leading, directing and coordinating the work of a small team
- High level of competency in use of civil and landscape construction related plant and equipment
- Proven experience in formwork and concrete finishing, drainage and road construction
- Experience with interpretation of plans, diagrammatic information, setting of levels and string lines
- Experience with measuring and estimating quantities
- Experience with environmental controls, traffic management controls and underground services
- Competent level of literacy and numeracy to fulfil record keeping requirements on the job
- Knowledge and understanding of WHS civil works practices

### Personal Attributes

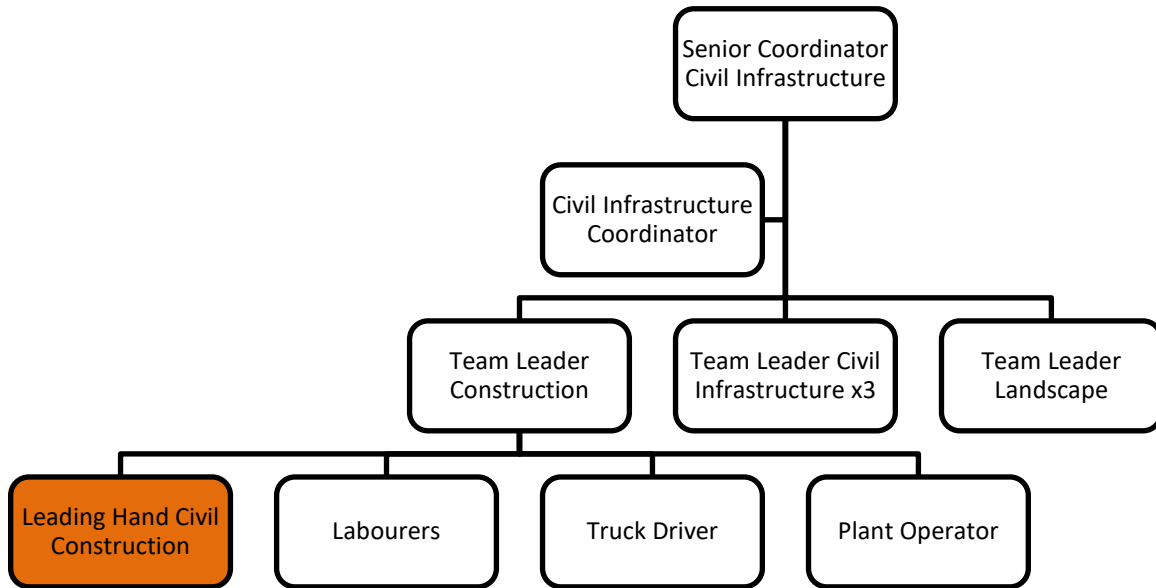
- High levels of reliability
- Team player and leadership qualities
- Self-motivated and able to work without direct supervision
- Ability to use initiative to solve day to day on the job problems
- Pride of workmanship
- Able to project a positive Council image at all times when working in the field
- Personal commitment to safe working practices

### Desirable Qualifications, Experience and/or Skills

- Certificate IV in Civil Construction, Building, Landscape or other related fields
- MR or HR Truck Licence and Traffic Control authorisations

- Backhoe / Loader, Skid Steer or Excavator Certification
- Electrical Awareness Certificate
- PC skills for use on field-based technology
- Bi-lingual language skills

## ORGANISATIONAL CHART



## SERVICE ACCOUNTABILITIES – Contributes to

The statements below indicate how the duties and responsibilities of this position contribute to the wider activities carried out by the City Works Directorate of the organisation.

- 120. Stormwater improvement and maintenance service
- 134. Car park improvement and maintenance service
- 146. Roads, bridges and seawalls improvement and maintenance service
- 148. Footpaths and cycleways within open space improvement and maintenance
- 150. Footpaths and cycleways within passive recreation space improvement and maintenance

## CORPORATE ACCOUNTABILITIES

The statements below indicate the relevant organisational “Accountabilities” that the position holder is required to observe.

1	To comply with legislative requirements
3	To adhere to Council plans, policies, procedures and Code of Conduct
4	To understand, adhere and promote all WHS policies and procedures
5	To understand, adhere and promote Council's EEO policies and procedures.

## CORPORATE ACCOUNTABILITIES

7	To understand and respond to the needs of our customers in accordance with the Customer Service Charter
8	To deliver your accountabilities and meet your project milestones, performance targets and service levels as required within your job plan
12	To actively document all policies, procedures, projects and activities (as required)
13	To actively share information and knowledge on issues, training and better practice to relevant staff
14	To identify and initiate improvements of business systems to maximise service delivery
15	To identify and initiate improvements of processes to maximise service delivery
16	To deliver all project deliverables through PM_CoR methodology
17	To identify and minimise exposure to risk
18	To actively work toward delivering City of Ryde's Leadership Model.
19	To manage people to realise their individual and team potential
20	To be involved in or provide feedback on corporate initiatives
21	To positively and proactively work with others across the organisation to deliver the outcomes
24	To recognise and reward results
25	To model Council's values
26	To create and contribute to a positive work environment within my team, my Unit and the workplace.
28	To undertake relevant training to improve performance of the individual, organisation and meet mandatory requirements

## WORK HEALTH AND SAFETY RESPONSIBILITIES

You are required to perform your duties in accordance with this Position Description, City of Ryde Code of Conduct, policies procedures and instructions, where appropriate. You are also responsible for the following:

### Work Health and Safety

- Follow safe practices/procedures to perform your duties in a manner, so as not to put yourself or others at risk of harm;
- Participate in development of safe work methods and risk assessments with your Supervisor when required;
- Actively participate in WHS inductions and training when required;
- Wear Personal Protective Equipment (PPE) in the prescribed manner and when specified;
- Participate in workplace inspections if required;
- Take care of any plant or equipment of any kind, including computer and other telecommunication devices;
- Participate in emergency preparedness training, including any required knowledge for business continuity plans;
- Report all hazards, near misses and damage to City of Ryde property to your Supervisor.

### Certificates of Competency / Licences

- Where required for the position, either by legislation or through City of Ryde policies and procedures, maintain all certificates, licences, operative training etc, and advise Supervisors of any change to these, including vehicle licences.

### Injury Management

- Report all injuries/illnesses to your Supervisor immediately;
- If injured at work, actively cooperate and participate to comply with obligations imposed under injury management and return-to-work plans where applicable.

**Risk Management**

- Report any potential public liability and professional indemnity exposures in your workplace to your Supervisor.

**OUR VALUES**

All employees at City of Ryde are to observe our values which are:

**Safety**

We are committed to preventing injury to ourselves, our team and our community.

**Teamwork**

We work together with respect and support.

**Ethics**

We are honest, responsible and accountable for our actions.

**Professionalism**

We deliver effective services to the community with consistent decision-making.

Employee's Name	
Employee's Signature:	
Date:	