

<b>Position title</b>	Foreperson Maintenance
<b>Reports to</b>	Coordinator Maintenance
<b>Department</b>	Infrastructure & Planning
<b>Classification</b>	Level 4, Local Government Industry Award (Stream A)
<b>Last Review Date</b>	July 2019

## Position Summary

This position is responsible for supervising and coordinating maintenance crews, plant and materials to deliver minor to large maintenance programs and daily operations throughout the Tablelands Region

## Position Specific Accountabilities

- Work autonomously to help deliver annual maintenance program
- Ensure the effective delivery of maintenance services
- Plan, motivate, supervise and develop relevant staff, including the provision of 'on the job' technical assistance
- Undertake all activities sustainably, on time, within budget, and in accordance with specifications, statutory and Council requirements
- Assist in the preparation and implementation of quality, safety, environmental and traffic management plans for projects
- Identify, report and record any problems relating to process, quality systems, resources and staff
- Monitor, document and distribute accurate as constructed records and reports for progress, cost and quality of activities and projects, including fortnightly operational reports for the Supervisor
- Monitor and audit expenditure, including ensuring that all daily costs are accurately apportioned to construction & maintenance activities and all necessary production reports are completed.
- Assist in the preparation of minor works estimate costs
- Plan works, allocate plant and resources, identify and resolve problems, and ensure QA compliance
- Commit to and participate in the section's after hours on call roster
- Follow reasonable directives to maintain critical business activities in the event of an unplanned disruption, including but not limited to a disaster
- Other responsibilities as reasonably expected.

## Organisation Responsibilities

- Model ethical and professional behaviour and act with integrity and confidentiality whilst representing Council.
- Adhere to all legislation, Council policies and guidelines.
- Prepare and submit reports for Council and the Executive Leadership team as required.
- Be familiar with and undertake all work in accordance with relevant policy and legislation, including:
- TRC's Safety Management System - TRC's Code of Conduct, Council's Local Laws, Values and Behaviours, the *Local Government Act 2009 and Local Government Regulation 2012*, Anti-discrimination and Privacy legislation; and
- Comply with all Work Health & Safety Legislation, and other relevant policies, procedures and legislation.
- Provide direction to maintain critical business activities in the event of an unplanned disruption, including but not limited to a disaster.
- Other responsibilities as reasonably expected by Council.

## Delegated Authority

Decisions are to be made in accordance with the Delegations of Authority as set out in separate instruments of delegation from the Chief Executive Officer.

## Selection Criteria

### Essential

1. Demonstrated understanding of road and concrete maintenance.
2. Proven ability to supervise multiple work crews in a similar industry.
3. Demonstrated high level of oral, written and interpersonal communication skills, including well developed negotiation and conflict resolution skills.
4. Ability to manage various crews work schedules concurrently and organise and prioritise work to meet deadlines
5. Proficiency using Microsoft Office Suite.
6. Demonstrated comprehensive working knowledge of Workplace Health & Safety and Environmental Legislation.

### Qualifications

- General Construction Induction card (mandatory)
- Traffic Management Implementation certificate
- Certificate III in Civil Construction - Road Construction & Maintenance (or willingness to attain)
- Certificate IV in Civil Construction - Operations (or willingness to attain)
- Traffic Control License (or willingness to attain)
- First Aid Certificate (desirable)

## Position Specific Conditions

- Due to the delegation level of this position a criminal history check is required as part of the pre-employment screening.
- The successful completion of a Pre-Employment Medical Assessment (including drug and alcohol screening) is required before any offer of employment.
- This role requires evidence of skills and qualifications and the possession of a current Drivers Licence.

I have read and understood the above Position Description					
INCUMBENT NAME		SIGNATURE		DATE	
SUPERVISOR NAME		SIGNATURE		DATE	

