



POSITION DESCRIPTION

Road Construction Leading Hand

POSITION:	Road Construction Leading Hand	AWARD:	LGIA 2010
DIVISION:	Operations	BAND:	Band 6

POSITION SUMMARY

Responsible for strong leadership and coordination of staff within the Road Construction Crew. Provide first class leadership and direction to maintain Shire of Gingin roads and construction projects, under the direction of the Operations Coordinator. Responsible for the operation of plant and equipment and associated duties as required. Liaise with Operations Coordinator in relation to work programs, safety, operational matters and day to day requirements.

VALUES STATEMENT

The Shire of Gingin's corporate values are to be guided and informed by our belief in and Commitment to TRACK:

- **Teamwork** - Working in collaboration to achieve our goals.
- **Respect** - Working together with honesty and empathy towards other.
- **Accountability** - Taking ownership and responsibility in what we do.
- **Commitment** - Be professional and diligent in what we do.
- **Knowledge** - Be skilled and innovative in what we do and continue to learn.

CORPORATE ACCOUNTABILITY

- Comply with the Shire's Code of Conduct, management directives and approved policies and procedures.
- Exercise discretion and maintain confidentiality in dealing with sensitive and high level issues.
- Display and promote activities that will positively influence team culture and business performance.

- Deliver effective use of the Shire’s resources within the levels of accountability.
- Ensure that all aspects of service delivery align with and progresses the Shire’s Strategic Community Plan, Corporate Business Plan and Service Delivery Plans.
- Services are managed in-line with the Shire’s Customer Focus Charter and in an efficient manner.

SELECTION CRITERIA – Requirements of the Position

Qualifications

	Essential	Desirable
Certificate 3 in Civil Construction and/or minimum of ten years’ experience in the civil road construction industry.	✓	
Current Basic Worksite Traffic Management Certificate and Traffic Control Certificate and understanding of traffic management requirements for civil works.		✓
Minimum (current) ‘C’ Class and ‘HR’ Class Drivers Licence.	✓	
Current ‘HC’ Drivers Licence.		✓
White Construction Safety Awareness Card.	✓	
Possession Current National Police Clearance (under 3 months).	✓	

Experience & Knowledge

	Essential	Desirable
A minimum of five years’ experience with frontline management of a diverse road construction and/or maintenance workforce.	✓	
Extensive knowledge of the operation and maintenance of road making and road maintenance plant and machinery.	✓	
Good knowledge of road construction - earthworks, sub-base course, base course and water binding.	✓	
Working knowledge of local government operation and general procedures as applicable to operations area.		✓
Knowledge of occupational health and safety requirements.	✓	

Skills & Attributes

	Essential	Desirable
Ability to lead a diverse workforce from the front with a strong emphasis on building and fostering a progressive team environment.	✓	
Ability to operate road construction and maintenance plant to a high level.	✓	
Ability to read, comprehend and implement road construction plans, instructions, memos, general correspondence and to follow instructions.	✓	
Written literacy and communication skills to provide information, advice to other employees, contractors and members of the public.	✓	
Basic numeracy skills including weights, volume and distance measurements.	✓	
Ability to work in a safe and efficient manner with due regard for both employee and public safety	✓	

KEY DUTIES:

General

Oversee daily direction of technical resources and employees under supervision (Road Construction Crew).

Road Construction Leading Hand

- Responsible for completion of activities and works requests as assigned by Operations Coordinator and/or Executive Manager of Operations.
- Ensure effective and efficient deployment of the Shire's resources.
- Closely work with road construction crew members on a daily basis.
- Promote and instil within staff a positive culture conducive to increasing Teamwork, Respect, Accountability, Commitment and Knowledge of crew members.
- Identify and implement procedures to increase productivity of crew members.
- Ensure responsibility of staff for materials, tools, equipment and vehicles and plant in use.
- Operation of heavy and light earth moving equipment
- Traffic management including traffic control (BWTM and TC)
- Installation of temporary roadwork signs
- Clearing of vegetation within relevant statutory requirements.
- Carry out minor maintenance and cleaning and ensure liaison with the Mechanic in respect to repairs required.
- Responsible for all plant under direct responsibility being kept clean and tidy.
- Any other such instructions or duties as may be required by the Operations Coordinator.
- Operate the following equipment – road construction and maintenance plant and equipment, hand tools.

Any other duties relevant to the construction and maintenance of the Shire's road network and infrastructure including, but not limited to, assisting the Town Maintenance area to meet their objectives, on an "as needed" basis and any other tasks as directed by the Operations Coordinator.

Occupational Safety & Health

- Ensure employees, volunteers and contractors have a safe place of work in which to work
- Actively promote safety and lead by example
- Consult with workers on all safety related activities
- Ensure all hazards are identified, assessed and eliminated or controlled
- Ensure employees are provided Personal Protective Equipment (PPE) and use it
- Ensure employees have safe methods of performing the required tasks and those methods are documented
- Ensure employees are adequately trained and assessed as competent
- Ensure employees are adequately supervised
- Investigate incidents and ensure action is taken to control the cause(s)
- Actively promote and participate in the Work Injury Management Program

EXTENT OF AUTHORITY

Operates under general direction of the Operations Coordinator within established guidelines, procedures and policies of Council, as well as statutory provisions of the various Acts and other legislation.

ORGANISATIONAL RELATIONSHIPS

Responsible to: Operations Coordinator

Number of staff positions supervised directly: 8

Number of staff positions supervised indirectly: 0

Internal

Chief Executive Officer
Executive Managers
Mechanic/Depot Controller
Other Shire Staff
Other Shire Departments

External

Contractors/Service Authorities
Ratepayers and Residents (limited)
Members of the Public (limited)

POSITION ACKNOWLEDGEMENT AND ACCEPTANCE

The details contained in this document are an accurate statement of the position's responsibilities and requirements.

Signature: _____

Date: _____

Aaron Cook
CHIEF EXECUTIVE OFFICER

Signature: _____

Date: _____

Employee's Name: _____