

**Leading Hand – Maintenance & Main Roads - Works**

The Burdekin is located just 70km south of Townsville, where unspoilt natural beauty meets a thriving rural community right on the doorstep of the Great Barrier Reef. Famous for its abundant sunshine and rich agriculture, the shire's most important asset is water. The Burdekin River combined with a massive underground aquifer and the Burdekin Falls Dam make the district drought resistant.

We are seeking applications to fill the position of Leading Hand – Maintenance and Main Roads within the Works section.

The key responsibilities include but are not limited to:

- Planning, supervision and coordination of site activities in the execution of the Department of Transport and Main Roads Road Maintenance Performance Contract including but not limited to sealed and unsealed pavement repairs, shoulder maintenance, gravel re-sheeting, stormwater drainage maintenance, road furniture replacement and repairs.
- Planning, supervision and coordination of site activities in the execution of Council maintenance and capital works including but not limited to sealed and unsealed road pavement repairs, shoulder maintenance, gravel re-sheeting stormwater drainage maintenance, road furniture replacement and repairs, boat ramp maintenance and other functions of Council which require the allocation and organisation of plant and labour.
- Undertake all work in accordance with relevant acts, regulations and standards, including but not limited to the Work Health and Safety Act 2011, MUTCD Part 3- Works on Roads, Contracted Agreements, site specific Construction Safety Plans and the Electrical Safety Act.
- Responsible for liaison with contractors, tradespersons and other Council employees engaged at the work site.
- Responsible for on-site supervision and coordination of contracted plant and services.

Applicants should familiarise themselves with the entire position description.

The applicable salary is to a ceiling of Level 8 (\$66,180pa) with the commencing salary dependent upon the skills and experience of the successful applicant.

Applications for **20/32 – Leading Hand – Maintenance and Main Roads - Works** should include:

- A cover letter
- A current resume
- Statements addressing the selection criteria
- Copies of relevant qualifications and licences

Applications can be submitted using one of the following methods (Word or PDF format is preferable):

- Email – [employment@burdekin.qld.gov.au](mailto:employment@burdekin.qld.gov.au)
- Mail – Confidential Application No. 20/32, PO Box 974, Ayr Qld 4807

Applications close on Monday, 10 August 2020 at 5.00pm.

For further information please contact Robert Potter – Works Overseer on (07) 4783 9800.

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It is essential to respond to each criterion explaining how you have demonstrated each skill or quality and including examples from your work experiences. Short-listing of candidates will be based upon an assessment of how well the following selection criteria are addressed.

**Essential**

1. Current Class “MR” (Medium Rigid) driver’s licence.
2. Demonstrated experience supervising and coordinating site activities in accordance with the requirements of the Department of Transport and Main Roads Road Maintenance Performance Contract. This includes the recording of defects and maintenance repairs as identified.
3. Demonstrated ability to read and comprehend detailed job plans, Traffic Management Plans and specifications associated with road construction and maintenance.
4. General Construction Induction White Card.

**Desirable**

1. Level 1 Bridge Inspection Qualification to assess the condition of drainage assets.
2. Authorised Person under the Electrical Act,.2002.
3. Traffic Management Implementation.
4. Certificate of competency for a Road Roller.
5. Current Traffic Control certification.
6. Experience using the Reflect program to record road and drainage defects out in the field.

### Leading Hand – Maintenance & Main Roads - Works

<b>Position Number</b>	30081
<b>Certified Agreement</b>	Burdekin Shire Council Certified Agreement - 2018
<b>Award</b>	Queensland Local Government Industry (Stream B) Award – State 2017
<b>Award Section</b>	Section 5 – Operational Services
<b>Award Level</b>	Level 8
<b>Reports To</b>	Overseer - Works
<b>Place of Employment</b>	Council Depot – 25-51 Jones Street, Ayr

### Position Objective

Under remote supervision assist the Works Supervisor by coordinating site activities for significant components of the Transport and Main Roads - Road Maintenance Performance Contract and Burdekin Shire Councils sealed road network capital and maintenance programs.

### Key Responsibilities

Council is committed to a One Team One Council approach where all departments work collaboratively together to achieve value for money for the rate payers of the Burdekin.

Accordingly, the key responsibilities may be modified from time to time to ensure the expected outcomes are coordinated with Council's operational and corporate plans. Without limiting the above, the key responsibilities shall include:

- Planning, supervision and coordination of site activities in the execution of the Department of Transport and Main Roads Road Maintenance Performance Contract including but not limited to sealed and unsealed pavement repairs, shoulder maintenance, gravel re-sheeting, stormwater drainage maintenance, road furniture replacement and repairs.
- Planning, supervision and coordination of site activities in the execution of Council maintenance and capital works including but not limited to sealed and unsealed road pavement repairs, shoulder maintenance, gravel re-sheeting stormwater drainage maintenance, road furniture replacement and repairs, boat ramp maintenance and other functions of Council which require the allocation and organisation of plant and labour.
- Undertake all work in accordance with relevant acts, regulations and standards, including but not limited to the Work Health and Safety Act 2011, MUTCD Part 3- Works on Roads, Contracted Agreements, site specific Construction Safety Plans and the Electrical Safety Act.
- Be responsible for the quality, quantity and safety of all works performed.
- Identify and locate all utility services prior to commencement of work.
- Use initiative in catering for short term changes in priorities and conditions impacting the works.
- Update the Works Supervisor as required on work related issues.
- Responsible for liaison with contractors, tradespersons and other Council employees engaged at the work site.
- Responsible for on-site supervision and coordination of contracted plant and services.
- Ensure all employees under your control comply with Council's Code of Conduct.
- Demonstrate ongoing commitment to continuous improvement of team performance and quality work outcomes.

**Leading Hand – Maintenance & Main Roads - Works****Award Classification**

These classification characteristics are drawn directly from the Queensland Local Government Industry Award (Stream B) and are used as a guide to determine the level of this position, but may not form a specific part of the key responsibilities:

**Characteristics of level 8**

Employees would exercise precision skills in a more complex and substantial area of work than applies to Level 7. The work would involve detailed knowledge of complex equipment and automated processes which would be acquired through courses of study and significant relevant experience. The ability to identify and resolve problems which may occur throughout the area of work would be an essential element. Employees would exercise extensive discretion in relation to the selection and organisation of appropriate work processes and resources under remote supervision.

**Position Requirements****Knowledge**

- Sound knowledge of works maintenance and quality assurance practices.
- Knowledge of procedures relating to civil construction/maintenance work.
- Understanding of customer focus in Council operations.
- Sound knowledge of Acts, Regulations and Code of Practice including but not limited to The Manual of Uniform Traffic Control devices, Work Health and Safety Act and Regulations and Electrical Safety Act.
- Knowledge of and commitment to Councils' policies, procedures and other legislative requirements in relation to Equal Employment Opportunities (EEO), Code of Conduct, Bullying and Harassment and Anti-Discrimination.
- Knowledge of Council's Emergency and Accident Reporting Procedures.
- Knowledge of personal protective equipment necessary to minimise risk of injury and illness.
- A sound knowledge of the Works Section organisational structure.

**Skills**

- Sound written and verbal communication skills.
- Sound literacy and numeracy skills.
- Sound skills in job set out and control.
- Sound time management skills.
- Sound conflict resolution skills.
- Sound record keeping skills, including the use of mobile devices and software platforms.
- Developed leadership skills to enhance team performance and promote Council's reputation.

**Abilities**

- Ability to prioritise workload, manage time and organise own work and that of subordinate employees.
- Ability to follow directions and work under remote supervision to achieve satisfactory outcome.
- Ability to effectively manage employees and to address unsatisfactory performance and resolve interpersonal conflict.

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- Ability to read, write and perform numerical calculations (weights, volume, ratio and quantities) to a standard commensurate with the requirements and classification of the position.
- Ability to assess and document risks and safety aspects associated with works.
- Ability to train, mentor and develop team members.
- Ability to read and understand the Manual of Uniform Traffic Control Devices (MUTCD).

**Other Requirements**

- On appointment, a satisfactory result from a pre-employment medical (Truck, Plant, Labourer, medium to heavy lifting).
- Physical ability necessary to undertake manual handling and labouring for extended periods in direct sunlight.
- Attend out-of-hours emergencies as requested by the Works Supervisor.
- Be available to work a reasonable amount of overtime.
- Participate in On-call Roster for Works Department as required.

**Experience and Qualifications**

- General Construction Induction White Card.
- MR (Medium Rigid) Drivers Licence.
- Queensland Traffic Control Accreditation
- Ergon Energy Approved Electrical and Powerline Safety course.
- First Aid Certificate.
- General experience in the civil construction industry.
- Level 1 Bridge Inspection qualification.
- Experience with Reflect defect data recording program.
- RIIMPO317A – Conduct Roller Operations.
- Traffic Management Implementation accreditation.
- Department of Main Roads – Working in Proximity to Traffic Awareness Parts 1 & 2 (online).

**Core Competencies**

These competencies relate to Award Level 8 positions:

**Teamwork**

- Participate in team-based activities.
- Respect other team members.
- Complete the tasks allocated to you.
- Know the team goals, parameters, and major issues.
- Work within the parameters.
- Contribute willingly to team activities.
- Accept decisions, even those with which you disagree.

**Customer Service**

- Treat both internal and external customers with courtesy and respect.
- Work according to agreed customer service standards within your team.
- Contribute towards setting customer service standards within your team.
- Explore customers' expectations and base the service on this knowledge.

**Leading Hand – Maintenance & Main Roads - Works****Communication**

- Write in a clear and concise style, which is grammatically correct, well punctuated, and rarely contains passive sentences.
- Clearly express opinions, ideas, and information to colleagues.
- Actively listen.

**Quality**

- Work according to agreed quality standards within your team.
- Contribute towards setting quality standards within your team.
- Monitor your work and identify opportunities for improving quality.
- Suggest improvements through the customer request system.
- Implement strategies for improving quality.

**Environment**

- Work according to agreed environmental standards within your team.
- Contribute towards setting environmental standards within your team.
- Monitor your work for opportunities to reduce adverse impacts on the environment.
- Report incidents and suggest improvements through the customer request system.
- Implement strategies for reducing adverse impacts on the environment.

**Work Health and Safety**

- Work safely and in accordance with the relevant work method statements and procedures.
- Encourage your colleagues to work safely.
- Identify hazards and assess risks in the workplace.
- Use organisational systems, such as customer service requests, to identify and rectify hazards, near misses, and non-compliances with procedures.
- Anticipate problems and risks and modify work methods appropriately.

**Efficiency**

- Undertake tasks in an efficient and timely manner.
- Suggest improvements through the customer request system.

**General**

1. This is a description of the job as it is at present constituted. It is the practice of this organisation periodically to examine employees' job descriptions and to update them to ensure that they relate to the job as then being performed, or to incorporate whatever changes are being proposed. This procedure is jointly conducted by each manager in consultation with those reporting directly to him or her. Therefore, you will be expected to participate fully in such discussions. It is the Organisation's aim to reach agreement to reasonable changes where identified.
2. Whilst employment is in the position described in this document it is understood that employment is with Burdekin Shire Council. In the event of organisational change or restructure, Council may require employees to undertake other roles for which they are qualified and capable of performing.
3. Employees may be required to undertake a variety of duties not related to their substantive role in times of disaster.

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4. All employees are responsible for making and keeping records in accordance with legislation, information standards and other relevant guidelines and procedures, and ensuring they are captured in the authorised recordkeeping system, Technology One Enterprise Content Management (ECM).
5. Failure to maintain any licence or certificate, which is a condition of your employment, may result in demotion or termination as Council is unable to guarantee your transfer to a position not requiring the said licence or certificate.
6. All employees are expected to participate in Council's Induction Program and future training opportunities to maintain a current knowledge base and provide excellent service levels for internal and external customers.
7. All employees are to actively participate in the Employee Performance Development Program.
8. All employees must work in accordance with the standards contained within Council's Code of Conduct. Failure to do so may lead to disciplinary action up to and including termination of employment.
9. All employees are encouraged to be a contributing member to the wider Burdekin community and therefore it is highly recommended that you take up permanent residency within three months of the successful completion of your probationary period.
10. Abide by all existing policies, guidelines, and Operational Standards and as amended from time to time.