

### Leading Hand – Form Setter / Concreter - Works

Burdekin Shire Council is currently seeking applications for a Leading Hand – Form Setter / Concreter to assist with the construction and maintenance of civil infrastructure in connection with roads, footpaths, kerbing and channelling, stormwater drainage, boat ramps and other functions of Council.

#### The Position

The key responsibilities include:

- Undertake all work as specified in the relevant quality and safety plans ensuring compliance with all Acts, Regulations, quality standards and Codes of Practice.
- Maintain site records of daily activities as required to ensure safety and quality compliance.
- Under the general direction and in the absence of the Supervisor, assume control and be responsible for all activities on the job site.
- Liaise with and coordinate contractors and other Council employees on the job site.
- Guide and assist gang members in construction and maintenance activities including quality control.

#### The Person

The successful applicant will possess the following attributes at a minimum:

- Demonstrated experience in concrete construction, concrete finishing, form setting and Council maintenance operations.
- Demonstrated ability to read and comprehend job plans, specifications and reinforcing schedules.
- Sound written and verbal communication skills.
- Proven ability to work under minimum supervision in a leadership role.
- Demonstrated ability to manage time, set priorities and plan works.
- Current Class “MR” (Medium Rigid) driver’s licence.

Applicants should familiarise themselves with the entire position description.

The gross fortnightly wage for this position ranges from \$2,278.93 to \$2,432.57 with the commencing wage dependent upon the skills and experience of the successful applicant.

Application packages are available from the Human Resources Office on (07) 4783 9800 or Council’s website [www.burdekin.qld.gov.au](http://www.burdekin.qld.gov.au).

Applications for **18/61 – Leading Hand – Form Setter / Concreter - Works** should include:

- A cover letter
- A current resume
- Statements addressing the selection criteria found in the Position Description

Applications can be submitted using one of the following methods:

- Email – [employment@burdekin.qld.gov.au](mailto:employment@burdekin.qld.gov.au)
- Mail – Confidential Application No. 18/61, PO Box 974, AYR QLD 4807

Applications close on Wednesday, 24 October 2018 at 5.00pm. Word or PDF format is preferable.

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

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<b>Position Number</b>	30078
<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**

Assist the Works Supervisors with the construction and maintenance of civil infrastructure in connection with roads, footpaths, kerbing and channelling, stormwater drainage, boat ramps and other functions of Council. Control and supervise significant components of assigned projects in the absence of the Works Supervisors.

**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:

- Undertake significant components of the Department's works programme, utilising the knowledge, skills and qualifications described below.
- Undertake all work as specified in the relevant quality and safety plans ensuring compliance with all Acts, Regulations, quality standards and Codes of Practice.
- Maintain site records of daily activities as required to ensure safety and quality compliance, including risk assessments.
- Under the general direction and in the absence of, the Supervisor, assume control and be responsible for all activities on the job site.
- Liaise with and coordinate contractors and other Council employees on the job site.
- Use initiative in catering for short term changes in priorities and conditions affecting the works.
- Assist Works Supervisor as required, and report any work related issues.
- Guide and assist gang members in construction and maintenance activities including quality control.

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#### Position Requirements

##### Knowledge

- Knowledge of civil construction and control practices relying upon experience and training relating to the objectives of this position.
- Knowledge of Acts, Regulations and Codes of Practice including Manual of Uniform Traffic control Devices and Work Health and Safety Act as they relate to this position.
- Understanding of customer focus in Council operations.

##### Skills

- Sound skills in job set-out and control.
- Concreting and form setting skills.
- Time management skills.
- Sound literacy and numeracy skills.
- Supervision skills.
- Conflict resolution skills.
- Sound interpersonal skills.
- Problem solving skills.

##### Abilities

- Ability to place, compact and finish concrete within specified quality standards.
- Ability to install and repair precast reinforced concrete pipes, box culverts, and cast in-situ structures.
- Ability to set-up formwork systems utilised in the construction of in-situ concrete structures.
- Ability to use an automatic level, total station and laser technology for project set out and quality checking.
- Ability to read and comprehend detailed job plans, specifications and reinforcing schedules.
- Ability to assess and document risks and safety aspects associated with assigned works.
- Ability to manage time and organise own work and that of contractors and employees.
- Ability to effectively manage employees and to resolve interpersonal conflict.

##### Other Requirements

- Be available to work a reasonable amount of overtime and attend out-of-hours emergencies as requested by the Supervisor.
- Participate in On-call Roster for Works Department as required.

##### Experience and Qualifications

- Considerable previous experience with the construction and maintenance of civil infrastructure in connection with roads, footpaths, kerbing and channelling, stormwater drainage, boat ramps and other functions of Council.
- Current First Aid Certificate.
- Current MR (Medium Rigid) Drivers Licence.
- Traffic Management Implementation.
- General Construction Induction White Card.
- Telstra – Identify, Locate, and Protect Underground Services.
- Authorised Person under the Electrical Act, 2002.
- Confined Space Certificate.

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#### 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 perform a broad range of tasks requiring developed industry skills. Employees would exercise a broad knowledge of construction and/or maintenance activities and either individually or as part of a team be able to undertake a substantial proportion of typical projects. The work would be performed under general supervision.

#### 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.

##### 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.

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- 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.
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.

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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.

### Selection Criteria

It is essential to respond to each criterion with one or two paragraphs explaining how you have demonstrated each particular 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. Demonstrated experience in concrete construction, concrete finishing, form setting and Council maintenance operations.
2. Demonstrated ability to read and comprehend job plans, specifications and reinforcing schedules.
3. Sound written and verbal communication skills.
4. Proven ability to work under minimum supervision in a leadership role.
5. Demonstrated ability to manage time, set priorities and plan works.
6. Current Class "MR" (Medium Rigid) driver's licence.

#### Desirable

1. Proven ability to read and understand Part 3 of the Manual of Uniform Traffic Control Devices (MUTCD).
2. Authorised Person under the Electrical Act, 2002.
3. Current Traffic Management Implementation.
4. Current Confined Space certification.