

**Leading Hand – Maintenance - Works**

Burdekin Shire Council is currently seeking applications to fill the role of Leading Hand – Maintenance within the Works section.

The Leading Hand – Maintenance is responsible for the maintenance of existing Council assets including, but not limited to, road surfaces and pavement repairs, drainage maintenance and repairs, boat ramps and any other maintenance requirements to assets throughout the Shire. The maintenance program includes participation in the annual bitumen reseal program works

**The Position**

The key responsibilities include:

- On a daily basis, travel throughout the Shire assessing, patching and repairing deteriorating or damaged road edges and surfaces.
- Undertake all work as detailed in the relevant work quality plans and work procedures ensuring compliance with all Acts, Regulations and Codes of Practice including Main Road Signage, Electrical Safety and the like.
- Assess and document risks and safety aspects associated with work and job sites.
- Organise private contracted plant and services.
- Under direction of the Works Supervisor, control works on the job site.
- Liaise with and coordinate contractors on the job site.
- Guide and assist work crew members in construction and maintenance activities including quality control.
- Responsible for work crew organisation and on-the-job training.

**The Person**

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

- Current Class “MR” (Medium Rigid) driver’s licence.
- General Construction Induction White Card.
- Demonstrated experience in road construction, drainage works, concreting, Main Roads, Bitumen Sealing, and Council maintenance operations.

Applicants should familiarise themselves with the entire position description.

The gross fortnightly wage for this position is \$2,208.05 including Construction Allowance.

Applications for **19/18 – Leading Hand – Maintenance - Works** should include:

- A cover letter
- A current resume
- Statements addressing the selection criteria

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. 19/18, PO Box 974, Ayr Qld 4807

Applications close on Wednesday, 24 April 2019 at 5.00pm. Word or PDF format is preferable.

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

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Applications for this position must include responses to the selection criteria.

It is essential to respond to each criterion listed below. You should explain and include examples of how your skills, qualifications, knowledge and experience meet each criterion.

**Essential**

1. Current Class “MR” (Medium Rigid) driver’s licence.
2. General Construction Induction White Card.
3. Demonstrated experience in road construction, drainage works, concreting, Main Roads, Bitumen Sealing, and Council maintenance operations.

**Desirable**

1. Proven ability to work under minimum supervision in a leadership role.
2. Current traffic control certification.
3. Traffic Management Implementation.
4. Certificates of competency for front-end loader and road roller.
5. Safe working Near Electrical Lines.

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<b>Position Number</b>	30086
<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 5
<b>Reports To</b>	Overseer - Works
<b>Place of Employment</b>	Council Depot, 25-51 Jones Street, Ayr

## Position Objective

The Leading Hand – Maintenance – Works is responsible for the maintenance of existing Council assets including, but not limited to, the following: road surfaces and pavement repairs, drainage maintenance and repairs, boat ramps and any other maintenance requirements to assets throughout the Shire. The maintenance program includes participation in the annual bitumen reseal program works.

## 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:

- On a daily basis, travel throughout the Shire assessing, patching and repairing deteriorating or damaged road edges and surfaces.
- Participate in other components of the Department's works programme, as directed by the Work's Overseer and utilising the knowledge, skills and training described below.
- Undertake all work as detailed in the relevant work quality plans and work procedures ensuring compliance with all Acts, Regulations and Codes of Practice including Main Road Signage, Electrical Safety and the like.
- Assess and document risks and safety aspects associated with work and job sites.
- Organise private contracted plant and services.
- Under direction of the Works Supervisor, control works on the job site.
- Liaise with and coordinate contractors on the job site.
- Use initiative in catering for short term changes in priorities to, and conditions affecting, the works.
- Assist Works Supervisor as required and report any work-related issues.
- Guide and assist work crew members in construction and maintenance activities including quality control.
- Responsible for work crew organisation and on-the-job training.

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- Liaise with other Council employees.

**Position Requirements****Knowledge**

- A sound knowledge of the Works Department organisational structure and the functions and interrelationships between internal Departments.
- Knowledge of work construction and control practices relying upon experience and training relating to the objectives of this position.
- Understanding of customer focus in Council operations.
- Knowledge of road pavement construction and control practices relying upon experience and training relating to the objectives of this position.
- Knowledge of procedures relating to civil construction/maintenance work.
- Knowledge of Council's Traffic Control Procedures.
- Knowledge of Acts, Regulations and Codes of Practice including Main Road Signage and Electrical Safety as relevant to this position.
- Knowledge of the Work Health and Safety Act and Regulations and the Traffic Act relevant to this position including Work Health and Safety requirements, considerations, and responsibilities.
- Knowledge of and commitment to Councils' policies, procedures and other legislative requirements in relation to Equal Employment Opportunities (EEO), Anti-Discrimination, and Work Health and Safety.
- Understanding of quality control procedures.
- Knowledge of and ability to apply Council's Emergency and Accident Reporting Procedures.
- Knowledge of personal protective equipment necessary to minimise risk of injury and illness.
- Understanding of location of underground services.

**Skills**

- Written and verbal communication skills.
- Sound literacy skills.
- Sound numeracy skills.
- Sound skills in job set out and control.
- Leadership skills.
- Time management skills.
- Working in a group to achieve predetermined goals.
- Teamwork skills.
- Conflict resolution skills.
- Skilled in using mechanised equipment.
- Sound record keeping skills.

**Abilities**

- Ability to follow directions and work unsupervised to achieve satisfactory outcomes.
- Ability to perform numerical calculations (weights, volume, ratio and quantities) to a standard commensurate with the requirements and classification of the position.
- Ability to discuss and resolve problems within the team and with the Supervisor.
- Ability to read and understand the Manual of Uniform Traffic Control Devices (MUTCD) Part 3 – Work on Roads.

**Leading Hand – Maintenance - Works****Other Requirements**

- On appointment, a satisfactory result from a pre-employment medical fitness for leading hand (truck, plant, labourer, medium to heavy lifting).
- Physical ability to continue to perform the duties of the position.
- Physical ability necessary to undertake manual handling and labouring for extended period in direct sunlight if required.
- When required, 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**

- MR (Medium Rigid) Drivers Licence
- General Construction Induction White Card.
- Traffic Control Certificate.
- Traffic Management Implementation.
- First Aid Certificate.
- Safe Working Near Electrical Lines.
- Certificates of competency for front-end loader and road roller.
- Experience in road surface maintenance, drainage works, concreting, Main Roads, and Council's Works operations.

**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 5**

Employees perform work at the trade or equivalent level. This would generally involve the selection and application of appropriate skills to suit varying demands of the work. Supervision or direction of other employees would often be a feature of this level. The work would be performed under limited supervision.

**Core Competencies**

These competencies relate to Award Level 5 positions:

**Teamwork**

- Participate in team-based activities and suggest improvements to team activities.
- Respect, encourage, and support other team members.
- Perform successfully in a range of team roles.
- 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.

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- 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.
- 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

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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.
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.