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

The Leading Hand – Asset Inspection role is to assist the Maintenance Supervisor with assessing, maintaining and repairing of Council’s transport assets including roads, stormwater drainage, footpaths and bridges. Also to assist the Works Supervisors with the construction of new Council, private and Main Roads works, maintenance of existing services and structures in connection with roads and footpaths, kerbing and channelling, stormwater drainage, boat ramps and other functions of Council, which require the allocation and organisation of plant and labour.

**The Position**
The key responsibilities include:

- Assist the Maintenance Supervisor with asset inspections, asset data collection and recording in the road and drainage areas.
- 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.
- Coordinate assigned private contracted plant and services.
- Under limited direction of the Works Supervisor, control works 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 knowledge and experience in assessing, maintaining and repairing of roads, drainage, footpaths and bridges
- Demonstrated ability to read and comprehend BSC Transport Level of Service Manual
- Demonstrated sound written and verbal communication skills
- Current Class “MR” (Medium Rigid) driver’s licence
- General Construction Induction White Card

Applicants should familiarise themselves with the entire position description.

The gross fortnightly wage for this position is $2,331.50 including Construction Allowance.

Applications for **19/36 – Leading Hand – Asset Inspection - 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
- Mail – Confidential Application No. 19/36, PO Box 974, Ayr Qld 4807

Applications close on 13 August 2019 at 5.00pm. Word or PDF format is preferable.

For further information please contact the Works Overseer – Robert Potter on (07) 4783 9800.
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. Demonstrated knowledge and experience in assessing, maintaining and repairing of roads, drainage, footpaths and bridges.
2. Demonstrated ability to read and comprehend BSC Transport Level of Service Manual.
3. Demonstrated sound written and verbal communication skills.
4. Current Class “MR” (Medium Rigid) driver’s licence.
5. General Construction Induction White Card.

**Desirable**

1. Certificate 3 in Civil Construction (Road Construction and Maintenance).
2. Traffic Management Implementation certification.
3. Safe Working near Overhead and underground electric lines Course or equivalent.
4. RIICCM202A - Identify, locate and protect underground services Certificate.
Position Description

Leading Hand – Asset Inspection - Works

Position Number | 30116
Certified Agreement | Burdekin Shire Council Certified Agreement - 2018
Award | Queensland Local Government Industry (Stream B) Award – State 2017
Award Section | Section 5 – Operational Services
Award Level | Level 6
Reports To | Overseer - Works
Place of Employment | Council Depot – 25-51 Jones Street, Ayr

Position Objective

Primary objective of this role is to assist the Maintenance Supervisor with assessing, maintaining and repairing of council's transport assets including roads, stormwater drainage, footpaths and bridges.

The secondary objective is to assist the Works Supervisors with the construction of new Council, private and Main Roads works, maintenance of existing services and structures in connection with roads and footpaths, kerbing and channelling, stormwater drainage, boat ramps and other functions of Council, which require the allocation and organisation of plant and labour.

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:

- Assist the Maintenance Supervisor with asset inspections, asset data collection and recording in the road and drainage areas.
- 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.
- Assist the Works Supervisors in the delivery of the Department's works programme, utilising the knowledge, skills and training described below.
- Coordinate assigned private contracted plant and services.
- Under limited direction of the Works Supervisor, control works on the job site.
- Use initiative in catering for short term changes in priorities to, and conditions affecting, the works.
- Guide and assist gang members in construction and maintenance activities including quality control.
- Undertake risk assessments and determine hazards on the job site.
Position Requirements

Knowledge

- A sound knowledge of the Works Department organisational structure.
- 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 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 Workplace Bullying and Harassment.
- Understanding of quality control procedures.
- Knowledge of personal protective equipment necessary to minimise risk of injury and illness.
- Understanding and application of DBYD for the location of underground services.

Skills

- Sound written and verbal communication skills.
- Sound literacy skills.
- Sound numeracy skills including calculation of weights, volume, ratios and quantities.
- Skills in assessment of risks and safety aspects associated with works.
- Sound skills in job set out and control.
- Skills in using survey equipment.
- Time management skills.
- Work prioritisation and organisation skills.
- Working in a group to achieve predetermined goals.
- Teamwork skills.
- Sound leadership skills.
- Conflict resolution skills.
- Record keeping skills.
- Communication skills including use of two-way radio and telephone.

Abilities

- Ability to read and comprehend BSC Transport Level of Service Manual.
- Ability to assess and document risks and safety aspects associated with assigned works.
- Ability to read and understand the Manual of Uniform Traffic Control Devices (MUTCD).
- Ability to follow directions and work unsupervised to achieve satisfactory outcomes.
- Ability to discuss and resolve problems within the team and with the Supervisor.

Other Requirements

- On appointment, obtain 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.
Position Description

Leading Hand – Asset Inspection - Works

- 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

- Certificate 3 in Civil Construction (Road Construction and Maintenance).
- General Construction Induction White Card.
- MR (Medium Rigid) Drivers Licence.
- Traffic Management Implementation.
- RIICCM202A - Identify, locate and protect underground services Certificate.
- Safe Working near overhead and underground electric lines Course.
- Traffic Control Certificate.
- First Aid Certificate.

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 6

Employees would exercise trade or equivalent skills at a higher level than that applicable in Level 5. The work would generally involve the application of such skills in a more complex area or to a more advanced degree. The work would generally be performed under remote supervision.

Core Competencies

These competencies relate to Award Level 6 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.
- 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.
Position Description
Leading Hand – Asset Inspection - Works

• 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.

4. All employees are responsible for making and keeping records in accordance with legislation, information standards and other relevant guidelines and procedures, and
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.