

GILGANDRA SHIRE COUNCIL
POSITION DESCRIPTION

PART 1: POSITION DETAILS

Position Title:	Civil Construction Team Leader
Grade:	11
Occupant:	Vacant
Department:	Infrastructure
Responsible to:	Works Coordinator Urban
Number of Subordinates:	Up to 4
Operating Budget:	N/A
Revenue:	N/A
Date of Last Review:	September 2017

PART 2: POSITION PURPOSE

- Carry out construction, maintenance and repairs to culverts, footpaths, other concrete structures and related urban infrastructure.
- Assist with bridge maintenance when required.
- Assist with RMS Contracts as required.
- Carry out Guard Rail installation.

PART 3: POSITION ACCOUNTABILITIES (KEY RESULT AREAS – KRAs)

- Construct, maintain and repair culverts and road drainage systems.
Construct stormwater, sewer and drainage pipes.
- Control and organise concrete crew for general concrete work including:
 - Paving
 - Kerb & gutter
 - Driveways
 - Headwalls
 - Footpaths
 - General concrete work
 - Erect and repair signs and traffic facilities
 - Maintain shed and associated tools and equipment
 - Complete plant sheets and timesheets
 - Assist bridge ganger with bridge maintenance and construction

This is a general position description only and the employee may be required to perform any other duties as directed by the General Manager or their nominee within skills possessed.

PART 4: WH&S REQUIREMENTS

Employees: As individuals, employees will:

- Take all reasonable & practicable steps for their own health and safety and of others affected by their actions at work;
- Comply with the safety procedures and directions imposed in the interest of health and safety;
- Not wilfully interfere with or misuse items or facilities provided in the interest of health, safety and welfare of employees; and
- In accordance with agreed procedures for accident and incident reporting, report potential and actual hazards to either their elected health and safety representatives, or supervisor

Supervisors: Supervisors are responsible for the day to day supervision of employees. In particular, supervisors will:

- Ensure that all activities are performed in accordance with Gilgandra Shire Council Work Health & Safety rehabilitation procedures, legislation or god practice;
- Review all tasks to assist in improving safety;
- Promote and communicate Work Health & Safety and rehabilitation with employees, contractors, service users, customers, and members of the public.

PART 5: SELECTION CRITERIA

Essential

- Class MR Licence
- WH&S Construction Induction (White) Card
- Implement Traffic Control Plans Certification
- Ability to wear all personal protective equipment provided by Council.
- Ability to lead staff
- Experience in use of dumpy level to set out formwork and work to design plans
- Experience with concrete formwork, reinforcing, and finishing etc
- Demonstrated experience in the construction industry
- Demonstrated understanding of Work Health and Safety

Desirable

- Class HR or HC Licence
- Bridge maintenance experience
- Backhoe (LB) / Loader (LL) Certification.
- Traffic Controller Certification
- Ability to operate truck mounted hydraulic crane
- Dogman certification
- Explosive power tool qualification and/or experience

PART 6: MISCELLANEOUS (TERMS & CONDITIONS)

- **Working hours:** 38 Hours per week on basis of a 9 day fortnight
- **Delegations:** as per policy
- **Special conditions of employment:** Nil
- **Additional duties / relief duties:** Nil

PART 7: ASSOCIATED DOCUMENTS

SKILL DESCRIPTORS

Authority and Accountability

- Decisions are either guided by practices, procedures and precedent or made in consultation with the immediate supervisor.
- Decisions made by the job holder affect the work and activities of others within the work group or team.
- The work of the job holder influences the external environment by ensuring services are consistent with Council standards.
- The jobholder is responsible for ensuring that operational safety standards or other requirements are met at an operational level.
- The job holder has little or no responsibility for budget development.
- Look for ways to save costs. Be conscious of budget constraints and be aware of cost implications of own actions within own work area.

Judgement and Problem Solving

- Problems are solved by applying standards, established practises and procedures, or operating instructions.
- The jobholder is required to make judgements and interpretations based on analysis of information and straightforward situations and is responsible for improving and

developing methods and techniques.

- Regular planning is required to ensure activities and resources are coordinated for day to day work or that projects run to schedule.
- Broadly understand the section's goals and how the job role contributes to them. Be familiar with Council structure, products and customers. Understand the overall organisation's vision and direction.

Management Skills

- Direct supervision of an employee or team of employees or leading a team of professional or specialist staff on special projects or assignments.
- The person offers recommendations regarding:
 - Evaluating performance
 - Identifying training needs
 - Authorising timesheets
 - Handling employee complaints
 - Disciplinary actions
- The job holder approves and makes final decisions in the following work areas:
 - Assigning work activities
 - Coaching
- The job holder supervises 1 to 3 personnel directly.

Interpersonal Skills

- This job requires written communication skills which enable the job holder to complete standard forms.
- The jobholder is required to provide information to customers and assist with routine service problems and should recognise when a problem is 'too delicate' or 'volatile' to be handled by self and refer to others.
- Required to provide service to internal customers as a regular part of the job. Service includes answering queries, providing documentation, sourcing advice and referring queries to appropriate personnel.
- Responsible for team building and team development.
- This job requires communication skills which enable the job holder to perform the following activities:
 - Provide information and explain situations
 - Advise, recommend or counsel
 - Participate in meetings/group discussions
- The job holder is required to interact with the following groups or individuals within the council on a regular basis and for the purpose shown below:

Provide and obtain information:

- Department/Division Heads

Advise or recommend:

- Section Managers/Team Leaders
- Other Council Employees (not including direct reports)

- The job holder is required to interact with the following groups or individuals outside the council and for the purpose listed below:

Provide and obtain information:

- Members of the public/residents/ratepayers
- Government officers (eg Roads & Traffic Authority, Dept of Local Government)
- Employees of other councils
- Local Business

Qualifications and Experience

- Basic working knowledge of several functions plus specialisation in one function. Jobs

requiring general schooling in a wide range of subjects, with specialist training to TAFE Certificate Level 3 or equivalent (4 years part time).

- It would be expected that the person would have two, but less than four year's experience.
- In addition to the qualifications and experience, the job holder must possess the following licences or certificates:
 - Driving Licence Class MR (Medium Rigid)
 - Traffic Controller's Licence
 - Front End Loader Driver Certificate of Competence
 - Fork Lift Driver Certificate of Competence
 - Back-Hoe Operator Certificate of Competence
 - Scaffolder Certificate of Competence
 - Crane Chaser (dogman) Certificate of Competence
 - Explosive Power Tool Operator Certificate of Competence

Specialist Knowledge and Skills

- The operational knowledge needed by the jobholder includes knowledge of the structure and functions of the jobholder's own section.
- In addition, the job holder requires the following level of technical skills.

Comprehensive Knowledge areas:

- Concrete Finishing
- Traffic Control
- Small Plant Operation (Other) (eg Chainsaw)

Solid Working Knowledge areas:

- Record Keeping (eg timekeeping, expenditure logs etc)
- Quantity Calculation & Estimating
- Plant Capabilities
- Bridge Construction
- Pollution Control (air, water, noise)
- Occupational Health and Safety Program
- Road construction labouring
- Pipelaying labouring
- Timbering Trenches
- Setting Out Levels
- Handling of Chemical Properties
- Construction Plant Operation (other)
- Loader Operation
- Backhoe Operation
- Tractor with Implement Operation
- Tip Truck Operation
- General Truck Driving
- Brick Paving
- Lifting Equipment
- Compressed Air Equipment
- Plan/Diagrammatic Interpretation
- Scaffolding Systems
- Material Properties and Applications

Basic Working Knowledge areas:

- Risk Management

- Stores Procedures
- Equal Employment Opportunity
- Training & Development
- Performance Management
- Rehabilitation
- Occupational Health & Safety Legislation
- Roller Driving Operation
- Brick Laying
- Mechanical Principles
- Automotive Electrical
- Automotive Engineering
- Plant mechanics
- Welding
- Exposed Aggregate Paving
- Rigging and Crane Operation

GILGANDRA SHIRE COUNCIL

CONCRETE GANGER

ENTRY

<i>Competency</i>	<i>Performance Criteria</i>	COMPETENT	NOT YET COMPETENT
		<u>Assessment Methods</u> Observation: OB Demonstration: DM Work Sample: WS Training Records: TR Questioning Discussion: QD	X
Ability to organise crew	Demonstrated ability		
Ability to wear all personal protective equipment provided by Council	Demonstrated ability		
Class MR licence	Possession of qualifications		
Traffic Controller's certification (Stop / Go)	Possession of qualifications		
Backhoe (LB) & Loader (LL) certification	Possession of qualifications		
Ability to operate hydraulic crane (hiab)	Demonstrated ability		
WHS White Card	Possession of qualifications		
Ability to use Council's 2-way radio system	Demonstrated ability		
Ability to respond to the requests	Demonstrated ability		
Ability to report damage	Demonstrated ability		
Ability to clean up work site	Demonstrated ability		
Ability to fabricate and set up formwork to line and level	Demonstrated ability		
Ability to operate small items of plant eg concrete mixer	Demonstrated ability		
Ability to remove formwork	Demonstrated ability		
Ability to assess overnight safety	Demonstrated ability		
Ability to assess site safety conditions and complete risk assessments	Demonstrated ability		
Ability to carry out pre-start checks	Demonstrated ability		
Ability to complete standard Council forms	Demonstrated ability		
Ability to maintain plant	Demonstrated ability		
Ability to identify materials for task	Demonstrated ability		

Ability to use hand held tools	Demonstrated ability		
Ability to operate small items of plant eg concrete mixer	Demonstrated ability		
Apply traffic control plans	Possession of qualifications		
Ability to organize work priorities	Demonstrated ability		
Ability to manage gang effectively	Demonstrated ability		
Dogman	Possession of qualifications		
Explosive Power Tool	Possession of qualifications		

STEP 1

<i>Competency</i>	<i>Performance Criteria</i>	COMPETENT	NOT YET COMPETENT
Ability to excavate to design and level	Demonstrated ability		
Ability to clearly and concisely convey information	Demonstrated ability		
Ability to initiate and to accept responsibilities for own work	Demonstrated ability		
Ability to install hardware items to specifications	Demonstrated ability		
Ability to motivate team and lead by example	Demonstrated ability		
Ability to perform staff appraisals	Demonstrated ability		
Ability to perform headwall construction	Demonstrated ability		
Ability to cut timber accurately and efficiently	Demonstrated ability		
Ability to design schematic diagram	Demonstrated ability		
Ability to erect and maintain guide posts	Demonstrated ability		
Ability to erect road signs	Demonstrated ability		
Ability to erect traffic signs following regulations	Demonstrated ability		
Ability to finish concrete	Demonstrated ability		
Ability to follow instructions and co-operate with team members and work in a safe manner	Demonstrated ability		
Ability to locate services	Demonstrated ability		
Ability to maintain diary	Demonstrated ability		
Ability to maintain security	Demonstrated ability		
Ability to operate power tools	Demonstrated ability		

Ability to operate tip truck safely and effectively	Demonstrated ability		
Ability to perform suitable concrete curing methods	Demonstrated ability		
Ability to prepare surfaces and apply paint correctly	Demonstrated ability		
Ability to read schematic diagram	Demonstrated ability		
Ability to remove formwork, clean and tidy up after work is completed	Demonstrated ability		
Ability to respond with minimal delay	Demonstrated ability		
Ability to set out job effectively	Demonstrated ability		
Ability to understand store procedures	Demonstrated ability		
Ability to read and work to levels	Demonstrated ability		
Ability to co-ordinate resources	Demonstrated ability		
Ability to perform basic carpentry and timber work	Demonstrated ability		
Ability to carry out drainage maintenance	Demonstrated ability		
Ability to erect fencing – Rural and Armco	Demonstrated ability		
Ability to implement WH&S procedures complete relevant reports E.g Hazard report	Demonstrated ability		
Ability to perform jack-hammer operation	Demonstrated ability		
Knowledge of concrete vibrating procedure and equipment	Demonstrated ability		
Knowledge of finishing techniques	Demonstrated ability		
Knowledge of formwork required	Demonstrated ability		
Ability to place and tie steel reinforcement	Demonstrated ability		
Knowledge of sandbagging techniques and procedures	Demonstrated ability		
Knowledge of usage of oxy cutting procedures and methods	Demonstrated ability		
Ability to calculate concrete volumes	Demonstrated ability		
Ability to lay pipes	Demonstrated ability		
Ability to place expansion joints	Demonstrated ability		
Ability to plan work activities	Demonstrated ability		
Ability to perform basic welding	Demonstrated ability		
Ability to read plans and follow as per requirement	Demonstrated ability		

Ability to place concrete	Demonstrated ability		
Ability to construct kerb, guttering and driveways	Demonstrated ability		
Ability to use pneumatic tools to WH&S requirements and tickets obtained where required	Demonstrated ability		
Ability to operate and maintain post hole digger	Demonstrated ability		
Ability to prepare base trim, compact, finish to level minor works	Demonstrated ability		
Ability to estimate quantities for job requirements	Demonstrated ability		
Ability to screed concrete to levels	Demonstrated ability		
Ability to set up formwork including Acrow Shutters	Demonstrated ability		
Basic knowledge of road maintenance	Demonstrated ability		

STEP 2

<i>Competency</i>	<i>Performance Criteria</i>	COMPETENT	NOT YET COMPETENT
Ability to use dumpy level and set out work levels	Demonstrated ability		
Ability to perform paving	Demonstrated ability		
Ability to do on the job training	Demonstrated ability		
Ability to construct major headwalls and culverts	Demonstrated ability		
Ability to organise work priorities	Demonstrated ability		
Ability to manage gang effectively	Demonstrated ability		
Chainsaw Accreditation	Possession of qualifications		
WH&S Supervisor's Certificate	Possession of qualifications		

STEP 3

<i>Competency</i>	<i>Performance Criteria</i>	COMPETENT	NOT YET COMPETENT
Ability to solve work related problems and develop alternative approach to work practices associated with concreting	Demonstrated ability		
Demonstrated understanding of plant capabilities	Demonstrated ability		
Ability to attend to work related problems with staff	Demonstrated ability		
Ability to carry out minor road repairs	Demonstrated ability		
Demonstrated understanding of bridge maintenance	Demonstrated Knowledge		
Supervisor Level 1 certificate	Possession of qualifications		

STEP 4

<i>Competency</i>	<i>Performance Criteria</i>	COMPETENT	NOT YET COMPETENT
Ability to express ideas and information in writing by way of reports	Demonstrated ability		
Ability to produce time, materials and plant estimates	Demonstrated ability		
Ability to resolve conflict successfully	Demonstrated ability		
Train Small Groups - Certificate (LGSA)	Possession of qualifications		
Possess Class HR licence	Possession of qualifications		
Ability to relieve bridge ganger	Demonstrated ability		
Possession of bridge maintenance qualifications or experience	Possession of qualifications or experience		
Ability to manage gang to a high level without supervision	Demonstrated ability		
Cement & Concrete Technology & Practice Course – 2 Days	Possession of qualifications		

KEY PRINCIPLES AND VALUES

The following principles and values are considered to be key requirements of our organisation. All Councillors and Staff are expected to demonstrate these values and principles in their dealings with each other and with the community.

Integrity

We must not place ourselves under any financial or other obligation to any individual or organisation that might reasonably be thought to influence us in the performance of our duties.

Leadership

We have a duty to promote and support the key principles by leadership and example and to maintain and strengthen the public's trust and confidence in the integrity of Council. This means promoting public duty to others in the Council and outside, by our own ethical behaviour.

Selflessness

We have a duty to make decisions solely in the public interest. We must not act in order to gain financial or other benefits for ourselves, our family, friends or business interests. This means making decisions because they benefit the public, not because they benefit the decision maker.

Objectivity

We must make decisions solely on merit and in accordance with our statutory obligations when carrying out public business. This includes the making of appointments, awarding of contracts or recommending individuals for rewards or benefits. This means fairness to all; impartial assessment; merit selection in recruitment and in purchase and sale of council's resources; considering only relevant matters.

Accountability

We are accountable to the public for our decisions and actions and must consider issues on their merits, taking into account the views of others. This means recording reasons for decisions; submitting to scrutiny; keeping proper records; establishing audit trails.

Openness

We have a duty to be as open as possible about our decisions and actions, giving reasons for decisions and restricting information only when the wider public interest clearly demands. This means recording, giving and revealing reasons for decisions; revealing other avenues available to the client or business; when authorised, offering all information; communicating clearly.

Honesty

We have a duty to act honestly. We must declare any private interests relating to our public duties and take steps to resolve any conflicts arising in such a way that protects the public interest. This means obeying the law; following the letter and spirit of policies and procedures; observing the code of conduct; fully disclosing actual or potential conflict of interests and exercising any conferred power strictly for the purpose for which the power was conferred.

Respect

We must treat others with respect at all times. This means not using derogatory terms towards others, observing the rights of other people, treating people with courtesy and recognising the different roles others play in local government decision making.