

Leading Hand – Maintenance - Works

We are currently seeking applications for a Leading Hand – Maintenance within the Works section.

The Leading Hand 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.

About the position:

This position involves planning, supervising and coordinating site activities to execute Council maintenance and capital works. The Leading Hand will require well developed leadership skills to liaise and provide direction to contractors, tradespeople and Council employees at the work site. This extends to supervising and coordinating contracted plant and services on-site. The Leading Hand will need to use initiative in catering for short term changes in priorities and conditions impacting the works and ensure any updates are communicated to the Works Supervisor.

Why work for us?

- 9-day fortnight (76hr fortnight)
- Up to 12% Employer Superannuation with ability to salary sacrifice employee contribution.
- 5 weeks Annual Leave per year
- 13 weeks Long Service Leave after 10 years' service – pro rata available after 7 years
- Salary Packaging available
- Supportive and motivating team
- Active Social Club
- Fitness Passport Program
- Flexible work arrangements
- Relaxed lifestyle, boating, fishing, sports facilities, private and public schooling options up to Grade 12, cultural venues and events and all of this situated in a thriving agricultural community only an hour away from Townsville or two hours from the magical Whitsundays.

Applicants should familiarise themselves with the entire position description.

The applicable salary is to a ceiling of Level 6 (\$68,937pa) with the commencing salary dependent upon the skills and experience of the successful applicant.

Applications for **24/34 – Leading Hand – Maintenance – 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
- Mail – Confidential Application No. 24/34, PO Box 974, AYR QLD 4807

Applications close on Wednesday, 17 July 2024 at 5:00pm.

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

It is essential to respond to each criterion explaining how you have demonstrated each skill or quality, with 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. General Construction Induction White Card and Certificate (CPCCWHS1001) Prepare to Work Safely in the Construction Industry.
2. Current Class “MR” (Medium Rigid) driver’s licence.
3. Demonstrated experience in new road construction, drainage works, concreting, Main Roads, and Council maintenance operations, including reading job plans, specifications and reinforcing schedules for work sites.
4. Demonstrated ability to work with minimal supervision in a leadership role and manage time, set priorities and plan works of a work crew.

Desirable

1. Traffic Management Implementation (RIIWHS302E).
2. Ergon Energy approved course for Working Safely Near Live Electrical Lines & Apparatus.
3. Certificates of competency for a road roller.

Position Number	30209
Certified Agreement	Burdekin Shire Council Certified Agreement
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

As an enthusiastic, productive and reliable member of the Works team, assist the Works Supervisor with the construction of new and maintenance of existing roads, footpaths, kerbing and channelling, stormwater drainage, bitumen reseals, 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:

- 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 and footpath 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 Workplace Health and Safety Act 2011, MUTCD Part-3 Works on Roads, 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.

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, Regulation and Code of Practice including but not limited to; The Manual of Uniform Traffic Control Devices, Work Health and Safety Act and Regulations and the 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.
- 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.
- Time management skills.
- 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 outcomes.
- Ability to effectively manage employees and to address unsatisfactory performance and resolve interpersonal conflict.
- Ability to 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 fitness for leading hand (truck, plant, labourer, medium to heavy lifting).
- Physical ability necessary to undertake manual handling and labouring for extended period in direct sunlight if 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 and Certificate (CPCCWHS1001) Prepare to Work Safely in the Construction Industry.
- Traffic Management Implementation (RIIWHS302E).
- Current First Aid Certificate.
- Safe Working Near Electrical Lines.
- Certificates of competency for a road roller.
- Ergon Energy approved course for Working Safely Near Live Electrical Lines & Apparatus.
- Department of Transport and Main Roads Working in Proximity to Traffic – Awareness Part 1 & 2.

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.
- 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 ensuring they are captured in the authorised recordkeeping system, Technology One Enterprise Content Management (ECM).

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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.