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# **Position Description**

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| **Position Title** | Leading Hand Construction  |
| **Directorate** | Sustainable Development & Infrastructure  |
| **Level** |  5 |
| **Reports to** | Works Coordinator  |
| **Primary Location** | Margaret River Works Depot |
| **Position No. & version** | CON02 |

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| **Position Overview** |

Primary functions

* Provide construction team leadership in support of the Construction Drainage team and to ensure the delivery of the Shire’s Drainage construction program to a high quality on time and within budget.
* Construction team specific - Provide drainage and excavator operations experience.

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| **Position Responsibilities** |

**Customer Service**

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| * Respond to customer queries in the field in an appropriate manner.
* Receive and record phone call details relevant to customer enquiries.
 | **5%** |

**Occupational Safety and Health / Training Team Planning**

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| * Contributes towards the success of OSH initiatives within the workplace.
* Develop, review and oversee the implementation of Safe Operating Procedures
* Undertake Job Safety Analysis where required
* Planning and reporting on safe workplace operations
* Supervise the installation of appropriate signage
* Identify training needs of team
* Assist in the investigation of workplace incidents
* Lead and monitor safe work practices from within team
 | **10%** |

**Project Management and finance**

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| * Estimate material requirements
* Prepare cost estimates as required.
* Monitor operating and capital expenditure
* Secure resources in accordance with the Shire’s procurement policy.
 | **10%** |

**Leading a Team**

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| * Liaise and coordinate resources of plant, labour and materials to deliver the define service standards and/or undertake capital works programs.
* Supervise operation and maintenance of allocated plant and minor equipment
* Engage and supervise contractors to deliver services
* Ensure team submit all required machine logbooks, plant reports and timesheets as directed
* Contribute to the ongoing process of plant assessment and replacement in consultation with team.
* Liaise with Workshop Supervisor on plan and equipment operational and maintenance issues
* Undertake OSH inductions of team
* Lead by example by exhibiting safe work practices in the workplace.
* Reviewing team performance and identifying opportunities for improved efficiency.
* Ensure team compliance with Material Safety Data Sheets
* Responsible for providing employees under their supervision with on-the-job training, guidance and inductions for new staff
* Ascertain and assist in the management of staff issues on the ground and promote positive team behaviour
* Assist with the planning and running of team meetings
* Liaise with the Manager/Work Coordinator on the preparation of works schedules, budget, estimates and plant replacement
* Liaise with the Works Coordinator on resource allocations and suitability (e.g. contractor appointments, gravel and water resources, staff)
* Liaise with the Works Coordinator on pre-start job checks on resource requirements to ensure jobs will operate efficiently and effectively.
* Be responsible for quality of works undertaken on site given the resources and time allocation.
* Liaise with ratepayers and residents on works that directly affect them to minimise disruption to their activities, and provide positive public relations towards works being undertaken
* Fill out daily timesheets by 7:00am next morning
* Review staff timesheets for completeness and accuracy
* Ensure all plant & equipment is maintained in working order in accordance with procedure.
 | **30%** |

**Road Construction & Maintenance**

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| * Undertake construction and maintenance of road works, drainage and other civil works to specified standards, within allocated budget and prescribed time.
* Attend after hours call outs as required.
* Understand and coordinate the operation of drainage construction plant and equipment e.g. excavators, loaders, truck mounted crane, compaction equipment, quick cut, laser level and other plant and equipment required to deliver civil works.
* Provide instructions to truck drivers on placement of road and drainage construction materials.
* Assist with survey set out and level transfer (pegging).
* Undertake refuelling of on-site plant and equipment
* Maintenance and safe operation of chainsaws.
* Assist in the annual construction, resealing, resheeting and reshouldering programmes and undertake reinstatements to work sites
* Assist in storm damage clean up and annual tree pruning program
 | **45%** |

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| **Position Requirements** |

**Essential**

* Licence - current “HR” class driver’s licence
* Drainage trade certificate or equivalent experience in the industry and/or excavator operations experience in a drainage construction environment
* Developed final trim grader operator skills in support of road construction functions or specialist knowledge of drainage installation and maintenance functions.
* Proven materials, equipment and cost estimating. Job cost and budgetary control
* Proven sound supervisory, training and basic human resource management and employee relation skills
* Proven detailed knowledge and understanding of quality control techniques and their application
* Proven developed oral and written literacy and numeracy skills to negotiate with other employees, higher level staff, clients, suppliers and members of the public
* Current OHS Site Induction Certificate (Blue card)
* Developed written and verbal communication skills
* Considerable experience in road construction and maintenance techniques
* Well-developed plan reading and interpretation skills

**Desirable**

* Considerable experience on civil drainage and other construction machinery operation
* HC class driver’s license
* High risk work license – Dogman’s
* Gas test atmospheres and enter and work in a confined space training competency
* Highly developed project management skills pertinent to drainage maintenance and construction
* Thorough knowledge of Occupational Safety & Health regulations
* Completed a supervisory certificate course or equivalent

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| **Key Relationships** |
| **Internal**  | **External** |
| Executive TeamDirectorsManagersStaffElected Council Members  |  |

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| **The Way We Do Things** |

 Respect Integrity Community Excellence

   

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| **Acknowledgement** |
| Reporting Officer Name | Signature | Date |
| Name | Signature | Date |