



Bouliá Shire Council POSITION DESCRIPTION

<p>POSITION TITLE: Leading Hand – RMPC Crew</p> <p>DIRECTORATE: Works and Services</p> <p>DEPARTMENT: RMPC</p> <p>POSITION NO:</p>	<p>LEVEL</p> <p>CLASSIFICATION: 6</p> <p>AWARD and STREAM: Queensland Local Government Industry Award (Stream B) - State 2017</p> <p>REPORTS TO: Foreman, Roads and Utility Services</p> <p>LAST REVIEW DATE:</p>
----------------------------------------------------------------------------------------------------------------------------------------------------------------	------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------

As an organisation, we value

Professionalism: We will display accountability, openness, transparency and integrity.

Continuous improvement: All aspects of the organisation’s operations are encouraged through a progressive and creative approach.

Excellence: The manner in which we approach all aspects of the business, the highest possible outcome will be achieved.

Procedural consistency: There is a consistent approach to the way in which Council conducts its business across the region.

Customer focus: We identify and meet the needs of all customers in a responsive and equitable manner.

Team work and coordination: We work together to achieve a common goal

Safety and well-being: We are all committed to working safely and caring for each other’s well-being.

DEPARTMENT SUMMARY

This department is responsible for the delivery of the Transport and Main Roads contract of works for Bouliá Shire Council as well as delivering road maintenance works.

The department is agile and flexible with aspects of waste management and water management coming within its scope of work. It is the primary point of call for all concreting requests with a state of the art batching plant under its control.

The purpose of the Leading Hand – RMPC is to be a part of a multi-disciplined team that is capable of performing a wide range of maintenance, repair, and construction activities on work sites and projects in the Shire. As well as operating plant and labouring, this role leads the team to deliver maintenance activities, construction works or specific tasks and completion of task/project documentation

POSITION SUMMARY

The supervision and oversight of the timely delivery of works and service obligations across the shire under a variety of performance contracts with Main Roads and council.

CORPORATE RESPONSIBILITIES

CODE OF CONDUCT

1. Compliance with Council's Code of Conduct, Management Directives and policies and procedures, ensuring that behaviour and conduct;
 - a) is in line with the expectations of Council as specified in the Code of Conduct, and
 - b) decisions are made based on the principles of sound ethics and judgement.

2. Act at all times in line with the Principles as outlined in Council's Code of Conduct. Specifically;
 - a) Integrity and Impartiality
 - b) Promoting the Public Good
 - c) Commitment to the system of government
 - d) Accountability and transparency

CONFLICT OF INTEREST

- a) Employees of Council have specific obligations relating to conflict of interest and where there may be a conflict of interest with Council activities or there may be a detrimental effect on the performance of the employee, other employment or contracts will not be undertaken without prior written approval from the Chief Executive Officer.

- b) Boulia Shire Council and the employee are in, or are entering into, an employment relationship whereby the employee may gain access to confidential information and other valuable and protectable information of the Boulia Shire Council.

- c) The Employee agrees to deal with Confidential Information in accordance with the Terms of the Boulia Shire Council's Employee Deed of Confidentiality.

CONFIDENTIALITY AGREEMENT

- a) Staff should make themselves aware of the basic provisions of the various Acts, regulations, local laws, policies, delegations and protocols that relate to Council, as applicable to their position.

- b) Staff will refrain from engaging in behaviour that is improper, disgraceful or unbecoming, or shows unfitness to continue as an employee.

- c) Staff must give their undivided attention to their work during working hours, not engage in activities which make them unavailable when needed, and not engage in activities which are in any way in conflict with Council interests.

- d) Staff must recognise that their employment relationship is one of confidence and trust, and not disclose confidential and private information gained in the course of their work.

PUBLIC SECTOR ETHICS

Council is required to prepare a Code of Conduct for their organisation under the provision of the Public Sector Ethics Act 1994.

The code is based on five ethical principles:

- Respect for the law and the system of government
- Integrity
- Respect for others
- Economy and efficiency
- Diligence

Staff members are asked to become familiar with the basic principles outlined in the Boulia Shire Council's Code of Conduct, and what type of behaviour will be tolerated within the work environment.

In the Council being a public sector organisation, employees are expected to work in accordance with the Public Sector Ethics ie the principles and standards of conduct expected of staff members during their day to day employment.

GENERAL INFORMATION:

POSITION DETAILS

This full time position is located within the Boulia Shire Council's Works Depot, Herbert Street, Boulia.

It is subject to a **three (3) month probationary period**, and performance will be formally reviewed annually, with informal feedback as required.

General features of this position require the application of knowledge and skills, which are gained through training and experience in the field.

The nature of the work will require the position holder to demonstrate professionalism and ethical conduct at all times.

Although due care has been taken to consider all aspects of the Leading Hand – RMPC role, Council acknowledges that situations, circumstances or issues may arise outside the scope of the Position Description.

In any instance where details are not adequately defined or addressed within the Position Description, the Officer will consult with the Chief Executive Officer to achieve an official determination.

POSITION SPECIFIC ACCOUNTABILITIES / PERFORMANCE OBJECTIVES

- a) Plant Operations (including plant records)
- b) Road Construction and Maintenance Records
- c) Environmental/Weather Conditions
- c) Physical Demands

KEY PERFORMANCE INDICATORS

KEY DUTIES AND RESPONSIBILITIES

Duties and responsibilities include but are not limited to:

- Provide a high standard of supervision and operating skills on earthmoving / road- making equipment.
- Oversight of concrete production activities including quality control
- Undertake supervision of routine maintenance of assigned earthmoving/road making equipment
- Monitor work quality and be pro-active in improving construction and maintenance standards.
- Liaise with the Supervisor on work priorities, implementation of maintenance programs, plant requirements and labour resources.
- Provide high quality works that conform to required specifications and or works practices.
- Enhance customer service by communicating with the general public-suppliers and other council employees in a courteous, cooperative and competent manner.
- Undertake any necessary training to improve existing skills.
- Support on the job training of nominated Council employees in the operation of earthmoving/road-making equipment.
- Undertake manual handling/ labouring duties as directed by supervisor.
- Undertake traffic control duties as directed by supervisor
- Be committed to working with the supervisor in achieving high quality work in a timely manner and meet with budgetary constraints.
- Supervision, control and delivery of council construction work including the provision of construction and Maintenance records and plant operations..
- Perform routine tasks including authorising employee timesheets and private plant daily docketts.
- Undertake other duties as directed by the Supervisor or Director of Works and Operations..

SELECTION CRITERIA

- a) Demonstrated ability to perform Specific Accountabilities/Performance Objectives
- b) Demonstrated skills, knowledge and experience as outlined within the Position Description
- c) Physical and psychological ability to perform duties in accordance with Workplace Health and Safety Obligations

EXPERIENCE / QUALIFICATIONS / LICENCES

- a) Training Industry experience/s or discipline knowledge gained through experience, or education.
- b) Formal Qualifications in road construction / maintenance or lesser formal qualifications with a combination of experience, expertise and competence sufficient to perform the duties required at this level.
- c) In choosing the right person for this role we will consider what you have done previously – the knowledge, skills and experience you've built, your potential for development, and personal qualities.

Skills

- Ability to contribute to a safe working environment, including developing processes that strive towards zero harm in the workplace
- Sound skills in operation of road construction plant items.
- Proven ability to work independently with minimal or no supervision.
- Ability to lead and develop subordinate staff
- Sound communication skills
- Basic computer skills
- General labouring skills.

Knowledge/Experience

- Experience in the operation of road construction plant items
- Sound knowledge of civil works construction and maintenance
- Sound knowledge of preventative machinery maintenance relevant to road construction plant.

Qualifications/Licenses – or willingness to acquire if necessary

- Certificate III Civil Construction (Plant Operation)
- Current Construction Industry Safety Induction Card (White/Blue card)
- Current class "HR" driver's licence
- Traffic Management Implementation Card
- Current Apply First Aid & CPR Certificate (desirable)

PROFESSIONAL DEVELOPMENT

- a) Undertake continuous refresher training to maintain/enhance and/or develop qualifications, skills and knowledge applicable to the role.
- b) The position holder may be encouraged to attend workshops and seminars relevant to the position.

EQUIPMENT OPERATED

- a) Telephone
- b) Computer
- c) Motor Vehicle
- d) Machinery

WORK HEALTH AND SAFETY OBLIGATIONS

All employees have a legal obligation to comply with statutory and the Boulia Shire Council's WHS Management System (Boulia Safe); WHS policies, procedures and work instructions. These are introduced to ensure the health and safety of employees, contractors, visitors, volunteers, the public and the environment.

Duties of workers while at work, a worker must:

- Follow safe practices and procedures to perform your duties in a manner that does not put yourself or others at risk of harm
- Actively participate in WHS inductions and training
- Participate in the development of safe work method statements and risk assessments with your supervisor when required
- Wear personal protective equipment (PPE) in the prescribed manner and when required
- Participate in workplace inspections if required
- Take care of any plant or equipment of any kind, including telecommunication devices
- Report all hazards, near misses and damage to Council's property to the responsible Supervisor.

Injury Management

- Report all injuries or illnesses to the responsible Supervisor immediately
- If injured at work, actively cooperate and participate with injury management obligations and return to work plans if applicable.

Risk Management

- Report any potential public liability and professional indemnity exposures in your workplace to the responsible Supervisor.

Equal Employment Opportunity (EEO)

- Recognise the skills and talents of other staff members
- Treat people fairly
- Act to prevent bullying, harassment and discrimination against others in your workplace
- Respect differences among your colleagues and customers such as cultural and social diversity.

PHYSICAL DEMAND CATEGORY

SEDENTARY WORK	<i>Refer: Code of Practice 2011</i>
Light Duty	Frequent lifting / carrying of objects weighing up to 5kgs. Medium
Work	Frequent lifting / carrying of objects weighing up to 10kgs.
Heavy Work	Frequent lifting / carrying of objects not exceeding 25kgs

SPECIFIC ACTIONS REQUIRED					
<i>This job may include:</i>					
Standing/Walking		Sitting		Driving	
<input type="checkbox"/>	None	<input type="checkbox"/>	None	<input type="checkbox"/>	None
<input checked="" type="checkbox"/>	Occasional	<input type="checkbox"/>	Occasional	<input type="checkbox"/>	Occasional
<input type="checkbox"/>	1 - 4 Hrs	<input type="checkbox"/>	1 - 4 Hrs	<input type="checkbox"/>	1 - 4 Hr
<input type="checkbox"/>	4 - 6 Hrs	<input checked="" type="checkbox"/>	4 - 6 Hrs	<input checked="" type="checkbox"/>	4 - 6 Hrs
<input type="checkbox"/>	6 - 8 Hrs	<input type="checkbox"/>	6 - 8 Hrs	<input type="checkbox"/>	6 - 8 Hrs

REPETITIVE MOTIONS	
Simple Grasping	<input checked="" type="checkbox"/>
Fine Manipulation	<input type="checkbox"/>
Pushing / Pulling	<input type="checkbox"/>
Finger Dexterity	<input checked="" type="checkbox"/>
Foot Movement	<input checked="" type="checkbox"/>

THIS JOB WILL REQUIRE:			
MANOEUVRE	FREQUENT	OCCASIONAL	NONE
Bending	<input type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>
Squatting	<input type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>
Climbing	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Twisting	<input type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>
Reaching	<input type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>

WORK ENVIRONMENT		
<i>Attribute</i>	<input type="checkbox"/> Yes	<input type="checkbox"/> No
Chemicals	<input checked="" type="checkbox"/> Yes	<input type="checkbox"/> No
Cold	<input checked="" type="checkbox"/> Yes	<input type="checkbox"/> No
Dampness	<input checked="" type="checkbox"/> Yes	<input type="checkbox"/> No
Fumes / Gases	<input type="checkbox"/> Yes	<input checked="" type="checkbox"/> No
Heat / Humidity	<input checked="" type="checkbox"/> Yes	<input type="checkbox"/> No
Heights	<input checked="" type="checkbox"/> Yes	<input type="checkbox"/> No
Noises	<input checked="" type="checkbox"/> Yes	<input type="checkbox"/> No

AUDIO-VISUAL DEMANDS	
Depth Perception	<input checked="" type="checkbox"/>
Colour Discrimination	<input checked="" type="checkbox"/>
Peripheral Vision	<input checked="" type="checkbox"/>
Hearing	<input checked="" type="checkbox"/>

PLANT OPERATION
maximum seat rating of 120kgs

GENERAL OBLIGATIONS

1. This is a description of the job as it is at presently constituted. It is the practice of this organisation periodically to examine employees' job descriptions; and to update these 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 supervisors and may involve a representative of Human Resources. You will, therefore, 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 Bouliia 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 or significant organisational crisis.
4. All employees are responsible for making and keeping records in accordance with legislation, information standards and other relevant guidelines and procedures.
5. Failure to maintain any licence or certificates, which are a condition of your employment, may result in demotion or termination as Council is unable to guarantee your transfer to a position not requiring said licence/certificate.

CERTIFICATION

The details contained in this document are an accurate statement of the duties, responsibilities and other requirements of the position.

Prepared by: Human Resources Officer

Date:...../...../.....

Signature:

Approved by: Director of Works and Operations

Date:...../...../.....

Signature:

DEVELOPMENT/ REVIEW DATE	VERSION	PREPARED BY	APPROVING OFFICER	APPROVAL DATE
21/11/2021	1	CEO	DWO	