



BOULIA SHIRE COUNCIL

POSITION DESCRIPTION

POSITION TITLE:	RMPC – Foreman
DIRECTORATE:	Works and Operations
DEPARTMENT:	Operations
CLASSIFICATION:	Contract
REPORTS TO:	Foreman Roads
AWARD and STREAM:	Contract Boulia Shire Council Certified Agreement 2024-2027
HOURS:	76 hours per fortnight
LOCATION:	Boulia Works Depot
REVIEW DATE:	25/7/2024

OUR VISION

'A progressive Shire creating opportunities for all'

We will be values as a Shire where people choose to live, work and play and a guardian of a sustainable natural environment that inspires and supports a healthy community.

OUR PURPOSE

'Delivering our plans, planning for the future'

We are a council committed to decisive leadership in making locally responsive, informed and responsible decisions. We aim to deliver continuous improvement to provide quality services and facilities which support a sustainable future.

OUR VALUES

Leadership and Collaboration

Building trust, teamwork, communication and a shared understanding that actively listens to our community.

Accountability, Consistency and Transparency

Equal opportunities, fair and open consultation and communication. Accepting responsibility for our actions.

Performance and Value for Money

Achieving the best value for money outcomes for our community. Collaborations, managing expectations and working towards common goals.

Commitment, Teamwork and Staff Development

Continually improve on our achievements and drive innovative solutions. Lead change and continuous improvement in delivering for our community. Promote a positive health and safety culture.

“No one individual can do this but as a community working together we can deliver a strong framework for the future of our shire”

DEPARTMENT SUMMARY

The Works and Operations Department is responsible for maintenance and improvement works on assets and providing management and administrative support for the Department's functional areas; these include rural roads, town streets, stormwater drainage, culverts, asset management, plant, works depot. To assist in efficiently and effectively managing the capital, labour, plant and materials resources made available to the Department, the functions are split into separate operational divisions to maximise the delivery of services to the community in accordance with Council's Strategic Plan and Operational Plan.

POSITION OBJECTIVES

The purpose of the Foreman – Roads/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 road maintenance performance contracts with Department of Transport, Main Roads and council. These contracts are significant in the delivery of Roads Maintenance Performance Contracts within the Bouliia Shire.

GENERAL INFORMATION: POSITION DETAILS

This position is located with the Bouliia Shire Council's Works Depot, Bouliia. This position involves travel throughout the shire to remote locations with minimal camp out.

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 Foreman – Roads/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.

DUTIES AND RESPONSIBILITIES: 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 always 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 Bouliá 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.

POSITION SPECIFIC ACCOUNTABILITIES / PERFORMANCE OBJECTIVES

Duties and responsibilities include but are not limited to:

- Provide a high standard of supervision and operating skills on earthmoving / road-making equipment.
- Undertake supervision of routine maintenance of assigned earthmoving/road making equipment
- Monitor work quality and be pro-active in improving construction and maintenance standards.
- Monthly reporting to council on achievements and activity reporting to finance for claims to TMR.
- Liaise with the Works Manager 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 Works Manager.
- Undertake traffic control duties as directed by Works Manager
- Be committed to working with the Works Manager 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.
- Demonstrate a spirit of co-operation toward other employees & the achievement of Council's aims & objectives
- Undertake other duties as directed by the Works Manager or Director of Works and Operations.

KEY COMPETENCIES

- a) Comprehensive knowledge of infrastructure construction, maintenance principles & procedures including MUTCD
- b) Sound knowledge of bitumen construction methods
- c) Sound understanding of statutory and regulatory requirements relating to Local Government, aerodromes, roads & traffic, workplace health & safety & essential infrastructure
- d) Thorough knowledge of technical specifications & standards with RMPC
- e) Sound understanding & use of Reflect & Radar applications
- f) A minimum of five years in the road construction or maintenance field is essential
- g) Sound communication, time management & organisational abilities,
- h) Effective manual labouring and tool handling skills,
- i) Works autonomously with minimal supervision
- j) Pro-active Leadership & supervisory skills
- k) Understanding of policies and regulations relating to the work area

SELECTION CRITERIA

- a) Demonstrated ability to perform Specific Accountabilities/Performance Objectives
- b) Possession of skills, knowledge and experience as outlined in position description
- c) Physical and psychological ability to perform duties in accordance with Workplace Health and Safety Obligations

EXPERIENCE / QUALIFICATIONS / LICENCES/SKILLS

In choosing the right person for this role we will consider what you have done previously – the knowledge, skills and experience you've built, and potential for development, and your personal qualities.

- a) Industry experience/s or discipline knowledge gained through experience or education
- b) Basic literacy and numeracy skills are required for maintaining records (e.g. servicing records, completing timesheets and other relevant documentation)
- c) MR Class Driver's Licence
- d) Construction Industry Safety White Card
- e) Current Senior First Aid / CPR is desirable
- f) Construction plant tickets e.g.: forklift, skid steer loader, backhoe etc are advantageous,
- g) Sound skills & experience in operation of road construction plant items
- h) Sound knowledge of civil works construction and maintenance

- i) Sound knowledge of preventative machinery maintenance
- j) Proven ability to work independently with minimal or no supervision
- k) Demonstrated ability to lead and develop subordinate staff
- l) Sound computer & communication skills
- m) General labouring skills
- n) Ability to contribute to a safe working environment, including developing processes that strive towards zero harm in the workplace
- o) Cert III Civil Construction (desirable)
- p) Sound Knowledge of Reflect and Radar Apps (desirable)
- q) Traffic Management Implementation Card

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 webinars relevant to the position e.g. Biosecurity, Work Health and Safety.

WORK HEALTH AND SAFETY OBLIGATIONS

- a) All employees have a legal obligation to comply with statutory and the Bouliia Shire Council's WHS Management System, WHS policies, procedures and work instructions.
- b) 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:

- a) Take reasonable care of his or her own health and safety,
- b) take reasonable care that his or her acts or omissions do not adversely affect the health and safety of other persons; and
- c) comply, so far as the worker is reasonably able, with any reasonable instruction that is given by Bouliia Shire Council to allow the person to comply with the Work Health and Safety Act; and
- d) co-operate with any reasonable policy or procedure of Bouliia Shire Council relating to health or safety at the workplace that has been notified to workers.

EQUIPMENT OPERATED

- a) Computer
- b) Telephone, Tablet
- c) Photocopier (Document Centre)
- d) Machinery
- e) Light Vehicles
- f) Trucks
- g) Mechanical and or Hand Tools

PHYSICAL DEMAND CATEGORY

SEDDENTARY WORK	Refer: Code of Practice 2011
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 type="checkbox"/>	Occasional	<input type="checkbox"/>	Occasional	<input type="checkbox"/>	Occasional
<input type="checkbox"/>	1 - 4 Hrs	<input checked="" type="checkbox"/>	1 - 4 Hrs	<input checked="" type="checkbox"/>	1 - 4 Hr
<input checked="" type="checkbox"/>	4 - 6 Hrs	<input type="checkbox"/>	4 - 6 Hrs	<input 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 checked="" 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 type="checkbox"/>	<input checked="" 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		
Attribute	<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.
6. Always promote the Shire in a positive manner when dealing with external contacts.
7. Promote and encourage continuous improvement strategies for the delivery of accurate and timely Council governance documentation.
8. Demonstrated commitment to work outside of normal business hours on those occasions required by the Director of Works and Operations.

CERTIFICATION

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

DEVELOPMENT/ REVIEW DATE	VERSION	PREPARED BY	REVIEWING OFFICER	APPROVING OFFICER	DATE
09/09/2021	Draft	CEO	RUS/DWO	CEO	09.09.2021
09/09/2021	Final	CEO	DWO	CEO	09.09.2021
9/4/2024	Review	HR	DWO	CEO	08/05/2024
25/7/2024	Amend	HR			25/7/2024