

Leading Hand – Construction – Works

We are seeking applications for a Leading Hand to join our Works team. In this role, you will support the construction and maintenance of Council infrastructure, including roads, footpaths, drainage assets and other works requiring the coordination of plant, equipment and labour.

About the role

As Leading Hand, you will assist the Supervisor with managing site works on allocated projects. You will help coordinate daily activities, guide and support team members, and liaise with contractors on site to help ensure work is completed safely, efficiently and to the required standard.

This role would suit someone with experience in civil construction or maintenance works, including reading job plans and specifications. Experience with job set out and level control equipment, such as a Dumpy Level, Theodolite, Laser Level and Total Station, will also be important.

Why work for us?

- 9-day fortnight (72.5 or 76hrs 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 annual salary for this position ranges from \$76,875 to \$79,334, including Construction Allowance, however exclusive of task allowances and overtime.

Applications for **26/29 – Leading Hand – Construction - 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. 26/29, PO Box 974, AYR QLD 4807

Applications will remain open until the position is filled.

For further information please contact the Works Overseer – Clarke Wood on (07) 4783 9800

Leading Hand – Construction – Works

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 Queensland Class 'C' driver's licence.
3. Considerable experience in new road construction, drainage works, concreting, Main Roads, and Council maintenance operations, including reading job plans and specifications.
4. Considerable experience in job set-out and level control using the following equipment - Dumpy Level, Theodolite, Laser level and Total Station.
5. 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. Current Class MR (Medium Rigid) driver's licence or the ability to obtain within six months.
2. Current Traffic Management Implementation Certification.
3. Current Ergon Energy approved course for Working Safely Near Live Electrical Lines & Apparatus.

Council is committed to an inclusive recruitment process. If you require any reasonable adjustments or assistance to participate in the application or selection process, please contact People and Culture on (07) 4783 9800 so arrangements can be made.

Leading Hand – Construction - Works

Position Number	30116
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 7/8
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 Supervisors with the set out and construction of new and maintenance of existing roads, footpaths, kerbing and channelling, stormwater drainage 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:

- Assist the Works Supervisor with the set out and construction of new and maintenance of existing services and structures in connection with roads and footpaths, kerbing and channelling, stormwater drainage and other functions of Council.
- Under the direction of the Works Supervisor, control site works on allocated projects.
- Guide, assist and give direction to team members in on-site construction and maintenance activities including quality control.
- Undertake all work as detailed in the relevant work quality and safety plans ensuring compliance with all Acts, Regulations and Codes of Practice including the Work Health and Safety Act, Manual of Uniform Traffic Control Devices – Part 3 Works on Roads, Electrical Safety Act etc.
- Liaise with and coordinate private contracted plant and services as required on the job site.
- Carry out daily risk assessments utilising SkyTrust to record and document same and ensuring teams follow safe work practices.
- Participate in On-Call Roster as required.

Position Requirements

Knowledge

Level 7

- Working knowledge of civil construction site control practices relying upon experience and training relating to the objectives of this position.
- Working knowledge of Acts, Regulations and Codes of Practice including the Work Health and Safety Act, Manual of Uniform Traffic Control Devices – Part 3 Works on Roads, Electrical Safety Act etc.
- Working knowledge of Part 3 of the Manual of Uniform Traffic Control Devices (MUTCD).
- Working knowledge of Work Health and Safety legislated obligations to self and others including requirement for task-based risk assessments.
- Sound knowledge of personal protective equipment required to minimise risk of injury and illness.
- Working knowledge of workplace employment legislation including the Anti-Discrimination Act, Council's Code of Conduct and other Council policies.
- Working knowledge of Council's emergency procedures.
- Sound understanding of customer focus in Council operations.

Level 8

- Sound knowledge of civil construction site control practices relying upon experience and training relating to the objectives of this position.
- Sound knowledge of Acts, Regulations and Codes of Practice including the Work Health and Safety Act, Manual of Uniform Traffic Control Devices – Part 3 Works on Roads, Electrical Safety Act etc.
- Sound knowledge of Part 3 of the Manual of Uniform Traffic Control Devices (MUTCD).
- Sound knowledge of Work Health and Safety legislated obligations to self and others including requirement for task-based risk assessments.
- Sound knowledge of personal protective equipment required to minimise risk of injury and illness.
- Sound knowledge of workplace employment legislation including the Anti-Discrimination Act, Council's Code of Conduct and other Council policies.
- Sound knowledge of Council's emergency procedures.
- Sound understanding of customer focus in Council operations.

Skills

- Sound interpersonal communication skills.
- Sound leadership skills.
- Sound time management, planning and organisational skills.
- Sound literacy and numeracy skills.
- Sound written and verbal communication skills.
- Sound conflict resolution skills.
- Sound problem solving skills.

Leading Hand – Construction - Works**Abilities**

- Ability to assess and document risks and safety issues associated with assigned works.
- Ability to implement Work Health and Safety and Environmental preventative measures.
- Ability to work autonomously or under limited supervision.

Other Requirements

- On appointment, a satisfactory result from a pre-employment medical (Truck, Plant, Labourer, medium to heavy lifting).
- Physical ability necessary to undertake manual handling and labouring for extended periods.
- Attend out-of-hours emergencies as requested by the Works Supervisor.
- Be available to work a reasonable amount of overtime.
- Participate in the After Hours On-call Roster for the Works Section as required.

Experience and Qualifications**Level 7**

- General Construction Induction White Card and Certificate (CPCCWHS1001) Prepare to Work Safely in the Construction Industry.
- Queensland MR (Medium Rigid) Class Drivers Licence or ability to obtain within 6 months.
- Current Traffic Management Implementation Certification.
- Department of Transport and Main Roads Working in Proximity to Traffic Awareness – Parts 1 & 2.
- Experience in job set- out and level control using a Dumpy Level, Theodolite, Laser level and Unmanned Total Station.
- Demonstrable experience in a similar role.
- Demonstrable experience in road, drainage and concreting construction and maintenance works, including the interpretation of job plans and specifications.

Level 8

- Certificate III in Civil Construction Road Construction & Maintenance or equivalent demonstrable experience.
- General Construction Induction White Card and Certificate (CPCCWHS1001) Prepare to Work Safely in the Construction Industry.
- Queensland MR (Medium Rigid) Class Drivers Licence.
- Current Traffic Management Implementation Certification.
- Department of Transport and Main Roads Working in Proximity to Traffic Awareness – Parts 1 & 2.
- Current Ergon Energy approved course for Working Safely Near Live Electrical Lines & Apparatus.
- Considerable experience in job set- out and level control using a Dumpy Level, Theodolite, Laser level and Unmanned Total Station.
- Considerable experience in road, drainage and concreting construction and maintenance works, including the interpretation of job plans and specifications.

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 7

Employees would exercise precision skills in areas involving advanced and specialised processes of technology. A general feature of this level would be the detection and rectification of problems requiring detailed knowledge (beyond that applicable at the trade or equivalent level) of a specialised area. Skills appropriate at this level would generally be acquired through the completion of appropriate courses of study. Employees would be expected to exercise a significant level of discretion in relation to the organisation of work, the application of appropriate skills and timeframes for completion under remote supervision.

Characteristics of level 8

Employees would exercise precision skills in a more complex and substantial area of work than applies to Level 7. The work would involve detailed knowledge of complex equipment and automated processes which would be acquired through courses of study and significant relevant experience. The ability to identify and resolve problems which may occur throughout the area of work would be an essential element. Employees would exercise extensive discretion in relation to the selection and organisation of appropriate work processes and resources under remote supervision.

Core Competencies

These competencies relate to Award Level 7 & 8 positions:

Teamwork

Level 7

- 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.

In addition to these, Level 8 competencies include:

- Participate in team-based activities.
- Respect other team members.
- Complete the tasks allocated to you.
- Know the team goals, parameters, and major issues.
- Work within the parameters.
- 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.

Leading Hand – Construction - Works

- 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

Leading Hand – Construction - Works

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).
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.