



Position Description

Drainage Leading Hand

Our City

Situated 223kms from Perth, the City of Busselton is an important regional centre covering 1,454 square kilometres in the lower south west region of Western Australia. Our local government consists of approx. 500 employees proudly serving its fast growing community of approx. 45,000 residents.

Our Vision - Where environment, lifestyle and opportunity thrive!



Lifestyle

Our community is safe, welcoming and inclusive, with access to services and facilities to support good health and wellbeing.



Environment

Our environment is valued, conserved and able to be enjoyed by current and future generations.



Place

Responsible planning is helping the region to experience sustainable growth with retention and enhancement of our unique character, identity and lifestyle.



Opportunity

We have a vibrant and growing economy with diverse opportunities for everyone to learn, work and flourish.



Leadership

We actively engage with community to deliver visionary, collaborative and accountable leadership.

City Values

TRACE is our commitment to driving results and shaping a City where environment, lifestyle and opportunity thrive.

T



Teamwork

R



Respect

A



Accountability

C



Customer
Focus

E



Excellence

Position Details

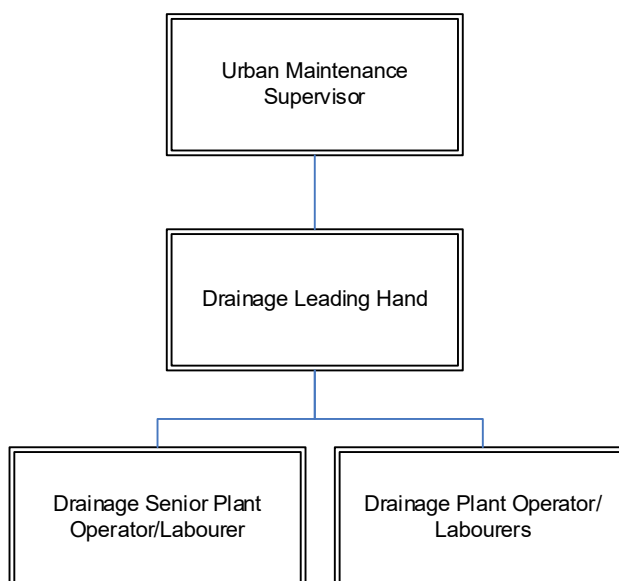
Title	Drainage Leading Hand
Position Number	146
Directorate	Infrastructure and Environment
Reports to	Urban Maintenance Supervisor
Employment Type	Full time
Industrial Instrument	City of Busselton Industrial Agreement
Level	Outside Level 6/7

Position Overview

Summary of the key objectives of the position.

To coordinate and lead the Drainage team in the construction, re-construction and maintenance of the City of Busselton's stormwater drainage network and associated infrastructure in accordance with established City of Busselton's standards and procedures.

Reporting Relationships



Key Duties and Responsibilities

Key Result Area

Coordinate construction and maintenance activities on all City of Busselton civil assets, with a focus on stormwater drainage to achieve agreed standards, timeframes and to complete works within budget

- Control assigned drainage capital works projects and programmed maintenance activities, ensuring completion of works to agreed standards within budget and specified time frames.
- Review and prioritise CRMs and work orders, programming them into the works schedule.
- Interpret plans for capital works.
- Determine material quantities needed for jobs.
- Effectively manage multiple jobs simultaneously.
- Manage and coordinate contractors and traffic management, as well as own team, in the execution of work.
- Ensure safe methods of work are implemented at all times, in particular on active roads and in confined spaces.
- Assess drainage assets and provide input to the Urban Maintenance Supervisor on priorities, taking into account budget.
- Independently trouble shoot and problem solve on the job as issues arise.
- Ensure clear communication and execution of instructions from the Urban Maintenance Supervisor to Team Members to ensure works are effectively coordinated and efficiently run.
- Regularly monitor the progress of all works and associated costs to ensure expenditure, quantity and time targets are met and kept within budgetary limits; and immediately report any possible variance to the Urban Maintenance Supervisor.
- Ensure that infrastructure service locations (e.g. Telstra and ATCO Gas etc.) are determined prior to commencement of working.
- Provide team with necessary support, direction and leadership to ensure all work targets are met.
- Investigate and analyse new technology and methods of improving operational efficiency and provide recommendations to the Urban Maintenance Supervisor.
- Assist the Urban Maintenance Supervisor in the human resource management of staff.

Plant Operation/Service/Repairs

- Operate a range of vehicles and/or specialised plant requiring advanced skills and operation to rigid specifications. Plant operations may include:
 - Heavy commercial vehicles
 - Skid steer loaders
 - Backhoe loaders
 - Front end loaders
 - Rollers
 - Chainsaws and miscellaneous minor plant
 - Light/medium commercial vehicles
- Carry out daily checks in accordance with manufacturers recommendations; arrange scheduled service, repair and maintenance of plant and equipment with the Workshop.

- Ensure plant and equipment is cleaned down every day and securely stored at the end of each day.

Customer focused service

- Deal promptly, empathetically and efficiently with customers to meet their needs adhering to the Customer Service Charter.
- Guide and support Team Members to maintain a courteous relationship with the public.

Administration and Budget Control

- Provide accurate, clear and timely project cost estimates to the Urban Maintenance Supervisor including notification of significant deviations from the approved budget.
- Ensure budget expenditures and works schedules are controlled at all times.
- Assist in the preparation of estimates for specific jobs and annual budget preparation.
- Provide advice on the purchase of appropriate materials, plant and equipment.
- Prepare and sign purchase requisitions, adhering to the City's purchasing policy at all times.
- Check timesheets.
- Ensure a high standard of contract management at all times.

Team Leadership

- Planning of jobs and daily tasks for the team.
- Lead and direct the team in their daily tasks.
- Ensure daily pre-start activities are undertaken by the team.
- Ensure team compliance with the City's safety processes and procedures.
- Complete OSH Safety Checklists for Leading Hands.
- Provide advice, direction and training to team members.
- Perform inductions for team members and contractors as required.
- Manage and resolve any job issues, escalating to Supervisor as required.
- Monitor and manage team performance, documenting issues and escalating to Supervisor as required.
- Assist in the performance management of team members as required.
- Assist in the sourcing and recruitment of team members as required.
- Fulfil duties of Urban Maintenance Supervisor in acting capacity as required.

Team Participation

Be a proactive and positive member of the Maintenance team, which includes:

- Taking care of own and others' safety by following safety procedures and instructions, wearing required PPE and reporting issues.
- Cooperating with, and gaining the cooperation of, other team members.
- Participating in problem solving, and conflict resolution within the team.
- Displaying a positive attitude and a commitment to building a positive team environment.
- Attending and participating in team meetings and discussions.
- Assist Operations On-Call Supervisor in responding to afterhours situations.

Coordination and Supervision

- Assist Management in the development and maintenance of KPIs, business plans and budgets.
- Oversee the Drainage team to ensure the effective and timely delivery of services.
- Manage and monitor budgets in accordance with established council processes and procedures.
- Contribute to and implement strategies to achieve a positive and innovative organisational culture.
- Monitor, mentor and develop staff performance, undertake performance appraisals and make recommendations on staff training and development for team members.
- Report to Management as required.

Corporate Responsibilities

- Exercise Workplace Health and Safety responsibilities as detailed in the WHS Policy and associated operational practices, procedures and guidelines.
- Uphold the City's values and behaviours.
- Understand the principles of customer service and undertake duties and responsibilities in accordance with the City's Customer Service Charter.
- Exercise continuous improvement responsibilities as detailed in the Process Improvement Framework.
- Undertake duties and responsibilities in accordance with code of conduct, corporate policies, operational practices and work processes.

Role Specific Competencies

The ideal candidate will be able to demonstrate/or obtain the below competencies:

- Extensive previous experience in the construction and maintenance of civil infrastructure assets with advanced working knowledge in stormwater drainage, including backhoe loader operations.
- Current licence to perform dogging with working knowledge of lifting equipment including slings, chains, and craning loads
- Thorough understanding of the operation of construction plant and equipment, plant operating procedures and pre-start checks.
- Competent at reading design plans.
- Established leadership, time management and budget control skills.
- Sound working knowledge of craning loads and lifting equipment.
- Well-developed written and verbal communication skills.
- Current HR class vehicle driver's licence.
- Basic Worksite Traffic Management accreditation.
- Confined space accreditation.
- Certificate III Frontline Management or equivalent; or extensive recent related experience.

Authorities

This position operates under the limited direction of the Urban Maintenance Supervisor within established legislative guidelines, policies of the Council and City Operational Practices and Procedures and guidelines.

This position may authorise purchases and certify invoices to the value specified in the Employee Purchasing Authority Limits OP.

Appointment Pre-requisites

- National Police Clearance not more than six months old
- Proof of right to work in Australia
- White Card

Pre-employment Medical Screening

The following pre-employment medical screening is required for this role. This will be organised by Human Resources with all associated costs covered by the City of Busselton:

- Basic medical assessment
- Functional capacity assessment
- WorkCover hearing test
- Crystalline Silica assessment