

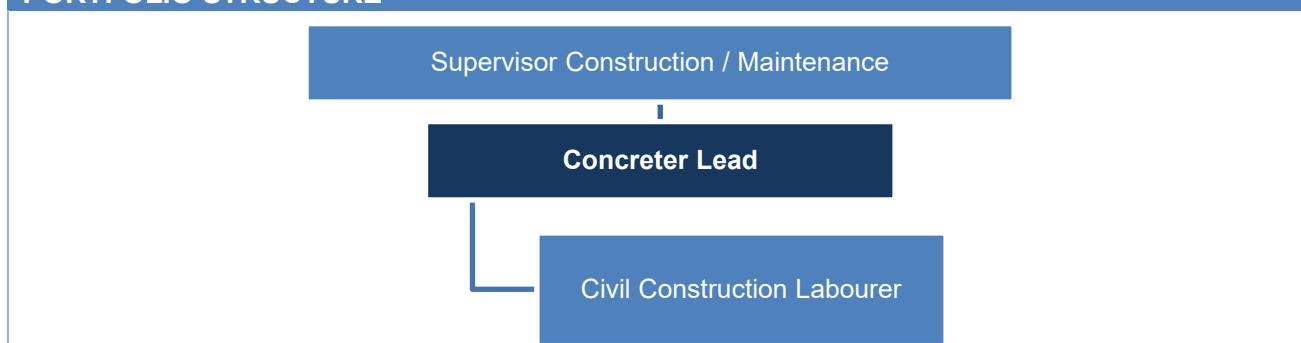
Position Description

Position Title	Concreter – Lead
Position Code	ENG017
Department	Infrastructure and Works
Department	Works
Reports To	Supervisor Construction / Maintenance
Direct Reports:	Nil
Position Classification	Administrative/ Technical/ Trades Band 2, Level 1-2
Position Status	Full-time Permanent
Position FTE Hours	38 hours
Allowances	Nil
Special Conditions	Ad hoc out of hours work may be required to undertake duties.

PRIMARY PURPOSE OF THE POSITION

The aim of this position is to lead and deliver expert concreting work activities as part of the Civil Construction team within the Engineering Department, Works division of Council. This position will include expertise in planning, formwork, design plans and execution of concreting, kerb and guttering, paving and associated works. This position will have accountability for mentoring, training and upskilling of all Council Team Leaders and operators in the area of civil concreting works. The role will also be responsible for continuous improvement in innovative technologies and industry developments as well as efficiency and work planning.

PORTFOLIO STRUCTURE



KEY AREAS OF DELIVERY

KEY AREAS OF DELIVERY	Est. % of time spent
<i>Responsible for the preparation and execution of civil concreting works, including formwork, reinforcement placement, and pour coordination. Works primarily involve public infrastructure such as footpaths, kerb and gutter, and drainage structures, with a strong emphasis on quality assurance and compliance with council standards and specifications.</i>	70%

Upskill, mentor and train Council employees on all elements of construction and maintenance activities within scope of the role. Provide quality control and assurance of all Council concreting projects.	30%
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REQUIRED QUALIFICATIONS, SKILLS & EXPERIENCE

Qualifications:

- Tertiary qualifications in Civil Construction or other relevant Trade qualification &/or extensive equivalent experience.

Licences and Compliance:

- Current Class C Drivers Licence
- General Construction Induction Card (White Card)

Personal Attributes:

- A solid 'can do' attitude with complex problem solving and solution finding at your core
- Highly agile, resilient and able to manage multiple competing demands
- High level communication, conflict resolution and negotiation skills
- Results drive – able to set, monitor and adjust projects and work plans to achieve outcomes
- Demonstrates resilience, composure, and adaptability under pressure.
- Quickly absorbs new information, adapts thinking, and applies learning to improve performance.
- Shows strong analytical skill, curiosity, and the ability to solve problems in unfamiliar or changing environments.
- Demonstrated ability to model Council's key values and desired behaviour

Skills and Experience:

- Minimum of 5+ years' experience working in a civil construction, maintenance or infrastructure environment, undertaking a range of labouring and support activities
- Demonstrated experience with setting levels on a construction / concreting worksite;
- Demonstrated ability to manage projects within specific timeframes in the achievement of Council's goals;
- Ability to use mobile technology to complete forms, risk assessments, incident reports and online systems;
- Ability to interpret plans to effectively undertake project work;
- Ability to provide high level customer service to the community.
- Developed communication skills with the ability to effectively communicate with a diverse stakeholder group;
- Possess SafeWork General Construction Induction Card (White Card).
- Demonstrated understanding of Work Health and Safety (WHS) requirements, including hazard identification, risk assessments, SWMS compliance and safe use of tools and equipment.
- Experience working across multiple Council operational areas, demonstrating flexibility and adaptability to changing work priorities
- Experience providing backup support as a multi-skilled plant operator, including use of slashers, rollers, tip trucks or backhoes (subject to competency and licensing).
- IT: Confident in the use of mobile phone applications, basic computer skills for Timesheets, WHS document management and other business requirements.

Required 'essential' tickets or the ability to obtain

- Current RMS Traffic Controller Skillset (or Traffic Control Stop/Slow Bat (blue) qualification);
- Current RMS Implement Traffic Control Plans qualification;
- Worker on Foot training.

POSITION ACCOUNTABILITIES AND DUTIES

Concreter – Lead

- Responsible for onsite management, control and coordination of all aspects of concreting works and projects and ensuring these are undertaken consistently, safely and ensuring quality work outcomes. These projects and tasks may include:
 - Stormwater drainage including pits and sumps;
 - Culvert construction and maintenance;
 - Major civil projects including industrial culverts and other major activities
 - Concreting and formwork including accurate set out and levels;
 - Footpath construction and maintenance;
 - Paving projects;
 - Kerb and gutter, construction and maintenance;
 - Driveways and laybacks including private works.
- Able to setup and use laser levels to ensure construction and maintenance projects occur consistent with specifications and work plans;
- Monitor all aspect of works in progress to ensure schedules and timelines are being met;
- Responsible for the completion of administration duties on site including:
 - Verify contractors have appropriate tickets and licences;
 - Ensure appropriate Traffic Control Plans (TCP) are in place prior to the commencement of work;
 - Ensure appropriate Speed Zone Authorities (SZA) are in place prior to the commencement of work;
 - Completion of plant sheets prior to the commencement of work;
 - Completion of Risk Assessments prior to the commencement of work;
 - Ensure development and compliance with SWMS;
 - Lead Tool Box talks on worksites;
 - Ensure compliance with State Road Authority requirements for all State Road Authority projects including:
 - Completion of daily works record;
 - Documentation of tool box talks;
 - Undertake Site Inductions;
 - Compliance with Traffic Control Plans
- Responsible for ensuring the operation and daily maintenance and servicing for purpose build plant items, equipment and infrastructure ensuring plant and equipment is maintained in accordance with manufacturers specifications and Council's requirements. This includes but not limited to the completion of;
 - Pre-starts

- Plant-sheets
- Greasing of equipment
- Assist with the maintenance of depot yard and facilities;
- Provide high level customer service answering enquiries from the public and report issues for further action where appropriate
- Cooperate with Supervisor / Manager to ensure activities related to safety, quality and environmental protection requirements are carried out on a day to day basis.

Organisation – Professional

- Contribute to reviews and status of the Community Strategic Plan and Delivery Program including the preparation and reporting on all relevant IP&R requirements.
- Ensure compliance with the WHS Act 2011 and its regulations, including:
 - Report any injury, damage, unsafe condition or hazard to the immediate supervisor, or an appropriate person;
 - Wear protective clothing or equipment in the manner intended (if required);
 - Take reasonable care for the health and safety of all persons who are at their place of work;
 - Ensure that all employees and contractors under their direction or control receive adequate instruction for the safe and efficient performance of their duties;
 - Correct unsafe and/or unhealthy practices or conditions in areas under the control of the position to the full extent of the position's authority or refer to relevant Supervisor, Manager, or Manager People and Strategy;
 - Cooperate with the supervisor in the measures taken to ensure Work Health and Safety;
 - Undertake prompt and direct reporting of all WHS related matters through Council's online system or via phone call to Supervisor within reporting timelines.
- Manage and develop staff through implementation of Council's human resource management systems, policies and procedures, including but not limited to: Recruitment; Performance Management and conducting performance reviews and the promotion of Learning and Development;
- Carry out and/or participate fully in prompt investigation of all serious or potentially serious accidents which result in, or could have resulted in either injury to persons or damage to property, or human resource implications so that remedial action may be effected promptly;
- Work cooperatively in a team environment and provide support and/or technical advice as required across other areas of Council;
- Assist with and/or lead contract and project management practices in line with Council's policies and delegations (i.e. Contract Superintendent accountabilities or reporting all information through to this role) in the engagement and management of external providers of professional and technical services, including all contractors of Council.
- Assess and improve work practices and procedures on a continuous basis to achieve or exceed Council's strategic and operational goals;

- Comply with all Council's policies and procedures and Code of Conduct;
- Complete other duties as directed by the nominated Supervisor;
- Undertake other relevant duties as directed which are consistent with the employee's skill, competence and training.

KEY RELATIONSHIPS

Internal (Council)	• Supervisors / Maintenance, provided daily direction, work allocation, safety oversight and performance guidance. • Construction and Maintenance team/ Engineering Outdoor staff, works collaboratively to deliver civil works, share resources. • Traffic and plan operations team (including plant operators) co-ordinates plant use, traffic control activities and on-site safety to support construction works.
External (Industry)	• <i>Contractors and service providers, works alongside Council crews on construction.</i> • <i>Community members and road users.</i> • <i>Local Businesses</i>

LGNSW Capability Framework

Capability Group	Capability Name	Level Required
 Personal Attributes	Manages Self	Advanced
	Displays Resilience and Adaptability	Adept
	Act with Integrity	Adept
	Demonstrate Accountability	Adept
 Relationships	Communicate and Engage	Adept
	Community and Customer Focus	Adept
	Works Collaboratively	Adept
	Influence and Negotiate	Adept
 Results	Plan and prioritise	Adept
	Think and solve problems	Adept
	Create and Innovate	Adept
	Deliver Results	Adept
 Resources	Finance	Foundational
	Assets and Tools	Adept
	Technology and Information	Advanced
	Procurement and Contracts	Foundational



Workforce Leadership

Manage and Develop People	Adept
Inspire Direction and Purpose	Adept
Optimise Workforce Contribution	Adept
Lead and Manage Change	Adept

CORPORATE VALUES

As a values-based organisation, Council demonstrates its values through workplace behaviours. These behaviours provide a framework for staff to model behaviour across the organisation. Underpinning the behaviours is the Forbes Shire Council Code of Conduct. Council's corporate values are listed below:



Authentic

We are trusted, accountable and predictable in all of our engagements.



Connected

We connect with each other, our community and our stakeholders to listen, understand and deliver.



Decisive

We act with clear purpose, plans and sound judgement to courageously create and seize opportunities.



Consistent

We have clear and transparent frameworks and processes governing our directions.

COUNCIL WIDE RESPONSIBILITIES

- Ensure compliance with the WHS Act 2011 and its regulations, including:
 - Report any injury, damage, unsafe condition or hazard to the immediate supervisor, or an appropriate person;
 - Wear protective clothing or equipment in the manner intended (if required);
 - Take reasonable care for the health and safety of all persons who are at their place of work;
 - Ensure that the worker themselves and employees comply with Council's psychosocial safety management plan and foster a culture of positive and proactive management of psychosocial risk;
 - Ensure that all employees and contractors under their direction or control receive adequate instruction for the safe and efficient performance of their duties;
 - Correct unsafe and/or unhealthy practices or conditions in areas under the control of the position to the full extent of the position's authority or refer to relevant Supervisor, Manager, or Manager People and Strategy;
 - Cooperate with the supervisor in the measures taken to ensure Work Health and Safety;
 - Undertake prompt and direct reporting of all WHS related matters through Council's online system or via phone call to Supervisor within reporting timelines.
- Participate fully in prompt investigation of all serious or potentially serious accidents which result in, or could have resulted in either injury to persons or damage to property, or human resource implications so that remedial action may be effected promptly;
- Work cooperatively in a team environment and provide support and/or technical advice as required across other areas of Council in a timely manner and within SLAs.
- Assess and continuously improve work practices and procedures on a regular basis, via consultation and daily practice to achieve Council's goals;
- Comply with all Council's policies and procedures and Code of Conduct;

- Complete other reasonable duties as directed by the nominated Supervisor;
- Financial delegation as per Council's delegation register.
- Undertake other relevant duties as directed which are consistent with the employee's skill, competence and training.

ASSETS

IT Assets

- Mobile Phone

Fleet Assets

- Council fleet vehicle available for daily duties

OTHER REQUIREMENTS

- Australian Drivers Licence
- Australian Working Rights

N.B. These form part of formal employment contract prior to valid offer.

GENERAL

- The above statements are intended to describe the general nature and level of work being performed. They are not intended to be construed as an exhaustive list of all responsibilities, duties and skills required.
- You will sensibly and responsibly use all Council issued assets and devices (vehicles, mobile phone, laptop, tablets and lone worker devices and comply with the Workplace Surveillance Policy.
- Local Government (State) Award conditions apply to all entitlements.
- The Position Description links to the overall Organisational Delivery/Operational Plan which ties into an employees' key performance indicators (KPIs) as part of their annual performance review.
- Position descriptions may be amended from time to time in accordance with business needs and in consultation with the incumbent of the position.

I acknowledge that I have read and understood the duties, responsibilities and delegations of the position as outlined in the above Position Description

Full Name of Employee	
Signature of Employee:	
Date:	

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