



Position Description

Position Title	Leading Hand Construction
Directorate	Sustainable Development & Infrastructure
Level	
Reports to	Coordinator Works
Primary Location	Margaret River Works Depot
Position No. & version	CON02

Position Overview

Lead and participate in the construction, re-construction and maintenance of the Shire's road system and associated infrastructure, in accordance with established standards and procedures and as determined by Capital and Operating budgets and programs.

Position Responsibilities

Civil Construction and Maintenance

• Undertake and supervise the construction and maintenance of road, drainage and other civil infrastructure. • Monitor quality standards and ensure works comply with specifications. • Understand and coordinate effective operation of plant and equipment required to deliver civil works. • Provide instructions to truck drivers on placement of materials. • Assist with survey set out, level transfer and plan interpretation. • Ensure underground services are identified before works commence. • Undertake refuelling of on-site plant and equipment. • Assist in storm damage clean up and annual rural tree pruning program. • Investigate, determine required outcomes and action Customer Works Requests. • Attend after hours call outs as required. • Plant Operation/ Service and 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 ▪ Graders including final trim ▪ Skid steer loaders ▪ Front end loaders ▪ Excavators ▪ Rollers ▪ Chainsaws and miscellaneous minor plant ▪ Light/medium commercial vehicles	45%
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- Carry out prestarts and 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.
- Act in the role of the Coordinator Works as required, including coordinating Operations on call service.

Leading a Team

● Supervise labour, plant, materials and contractors to deliver projects safely, to specification, on time and within budget while maintaining a high standard of team performance. ● Lead, coach and mentor team members. ● Supervise operation of allocated plant and equipment. ● Engage and supervise contractors to deliver services. ● Ensure team submit all required machine logbooks, plant reports and timesheets and check these for completeness and accuracy. Timesheets are to be completed daily. ● Contribute to the ongoing process of plant assessment and replacement in consultation with your team. ● Review team performance and identify opportunities for improvement. ● Identify training and plant induction needs of team. ● Responsible for providing employees under their supervision with on-the-job training, guidance and inductions. ● Ascertain, report and assist in the management of staff on the ground and promote positive team behaviour. ● Assist the Coordinator Works with the preparation of works schedules, budget, construction estimates and plant replacement. ● Assist the Coordinator Works with resource allocations, opportunities and suitability (e.g. contractor appointments, gravel and water resources, staff). ● Liaise with the Coordinator Works on pre-start job checks on resource requirements to ensure jobs will operate efficiently and effectively. ● Ensure all team plant & equipment is maintained in working order and arrange scheduled service, repair and maintenance of plant and equipment with the Workshop. ● Participate in recruitment and onboarding activities when required. ● Assist in performance management processes.	30%
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Customer Service

● Deal promptly, empathetically and efficiently with customers, ensuring customer service standards are maintained by team members. ● Liaise with ratepayers, residents and stakeholders regarding works activities likely to affect them, to minimise disruption to their activities and provide positive public relations towards works being undertaken.	5%
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Work Health and Safety

• Contribute towards the success of WHS initiatives within the workplace. • Promote a positive safety culture throughout the team. • Monitor safe work practices and complete safety inspections. • Conduct worksite inductions for employees and contractors. • Identify and report hazards and incidents. • Develop, review and oversee the implementation of Safe Systems of Work, including; SWMS, Job Safety Analysis, Safe Work Instruction. • Undertake risk assessments where required. • Plan and report on safe workplace operations. • Induct staff to plant and equipment, ensuring all staff with the team are inducted to the required items of plant. • Assist in the investigation of workplace incidents and corrective actions • Lead by example by exhibiting safe work practices in the workplace.	10%
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Project Management and Finance

• Estimate material and resource requirements. • Prepare cost and quantity estimates. • Manage and communicate with contractors to ensure required resources are available for efficient delivery of projects • Keep site records of contractor services provided, materials movements and project QA as required or requested. Ensure projects are managed through to completion, including works completed by contractors and other internal teams. • Monitor operating and capital expenditure. • Report budget variances and project risks. • Secure resources in accordance with the Shire's procurement policy. • Provide 'As Constructed' information as required. • Raise purchase requisitions and review invoices as required.	10%
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Position Requirements

Essential

- Licence - current "HR" class driver's licence.
- Demonstrate competency in undertaking final trim grader operations.
- Current WHS Site Induction Certificate (White card).
- Extensive previous experience in the construction and maintenance of civil infrastructure assets, including techniques and standards.
- Advanced working knowledge in road construction and maintenance. Including; final trim construction grading and winter/summer maintenance grading operations.
- Thorough understanding of the operation of construction plant and equipment, plant operating procedures and prestart checks.
- Proven materials, equipment and cost estimating skills.
- Established leadership, people management, time management and budget control skills.



- Proven detailed knowledge and understanding of quality control techniques and their application.
- Proven developed oral and written literacy and numeracy skills to negotiate with other employees, higher level staff, clients, suppliers and members of the public.
- Developed written and verbal communication skills.
- Well-developed design plan reading and interpretation skills.

Desirable

- HC class driver's license
- Plant operating tickets and documented verification of competencies.
- Traffic Management qualifications
- High risk work license – Dogman
- Project management skills and experience
- Thorough knowledge of Work Health and Safety regulations.
- Certificate III Frontline Management or equivalent

Key Relationships	
Internal	External
Executive Team Directors Managers Staff Elected Council Members	Residents and Ratepayers Contractors Suppliers Utility Service Providers

The Way We Do Things

Respect



Integrity



Community



Excellence



Acknowledgement

Reporting Officer Name	Signature	Date
Name	Signature	Date