

Position Description

Position Title:	Road Resources Coordinator
Position Code:	5100
Basis of Employment	Full Time – 38 hour week
Classification:	Grade 15
Reports to:	Coordinator - Rural
Location:	Works Depot - Chauvel Street West Wyalong
Date Position Approved:	1 June 2016

Primary Purpose of the Position

Provide effective frontline supervision and coordination of Council's construction and maintenance activities ensuring works are delivered safely, efficiently and to a high standard. The position leads day to day site operations, coordinates employees, plant and resources and supports the delivery of construction, maintenance and capital works programs within approved timeframes, budgets and Council standards.

Primary Responsibilities

- Supervise, plan, communicate the day-to-day operation of construction and maintenance works ensuring works are delivered in accordance with prepared plans, time and budget.
- Assist in the preparation, planning, development and formulation of construction and maintenance programs and capital programs ensuring the effective and efficient service delivery.
- Implement and monitor worksite traffic control and worksite traffic management plans improving service delivery to the Community.
- Working knowledge of plant capabilities ensuring assets are maintained to appropriate and/or specified service standards.
- Contribute to the development, documentation and continuous review of engineering work practices, procedures, policies and systems maintaining quality certification.
- Liaise with government agencies, community representatives and relevant business and industry groups improving level of compliance and service delivery.
- Conduct Performance and Development Reviews, Competency Assessments, Training Needs Analysis and assist with recruitment ensuring staff meet their goals.
- Responsible for site establishment including site inductions, risk assessments, SWMS, contractor checks and plant checks complying with Council's standards, policies and procedures.
- Follow all Council WHS policies and procedures, work safely, report hazards and incidents and use PPE as required.
- Uphold Council's values by acting professionally, comply with all policies and procedures, supporting a safe, respectful and inclusive workplace and performing duties within your skills and responsibilities.
- Carry out other duties that are within the limits of employee's skills, competence and training.

Essential Criteria

- Relevant qualifications and/or demonstrated experience in civil construction, road construction or a related field.
- Demonstrated experience supervising and coordinating civil construction and maintenance works, including effective allocation of employees, plant, materials and resources.
- Strong leadership, planning and communication skills with the ability to provide clear direction, develop employees, manage competing priorities and build effective relationships with internal and external stakeholders.
- Current qualifications in Traffic Control and Implement Traffic Control Plans or a willingness to obtain.
- Class 'C' Drivers' License.
- WHS Construction Induction (White) Card.

WHS & EEO

- Demonstrates a strong commitment to WHS and EEO promoting a positive, safe and inclusive workplace that aligns with Council's values.

Key Physical Requirements (Key = Occasional 1-33%, Frequent 34-66%, Constant 67-100%)

Sitting (driving + Workstation) – Constant Bilateral gross hand manipulations - Frequent Fine finger manipulations (keystrokes) – Frequent	Standing/walking (over rough terrain) – Frequent Pushing/pulling - Occasional Lifting/carrying 15kg – Occasional Sun/UV exposure
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