

Projects Ganger

Incumbent Vacant

Department Engineering

Main Purpose of the Role

To lead Council staff and contractors in the completion of work providing effective and efficient maintenance of Council's drainage, signage, footpath, kerb and channel assets

To operate plant and supervise staff and contractors in completion of work, and ensure all work is undertaken to Council's WH&S and all other legislative requirements.

To promote the image of Council as being caring, courteous and efficient.

Reports to Operations Overseer

Staff Supervised 2

Hours of Work Full Time – 38 hours per week

Salary	Grade	11	Band	2	Level	3	Step	
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Last Reviewed July 2026

Part 1 – Operational Duties

- To complete all works as directed by Operations Overseer
- To lead staff and contractors in maintenance of Council assets
- To undertake repairs to footpaths, kerb and channel, drainage and other Council assets
- To install and maintain Council signs
- To undertake minor construction projects
- To complete all works in the most economic and efficient method available
- To ensure all works are undertaken to Council's RWH&S and legislative requirements
- To prepare and implement all traffic control requirements for work undertaken
- To operate plant as required to perform all allocated tasks
- To complete all necessary worksite documentation
- To investigate operational enquiries and complaints
- To take action and discipline staff as required
- To undertake other duties within their skill range as directed by Operations Overseer.

Authority and Accountability

- To be responsible for the supervision of staff and contractors engaged in works under the control of the Projects Ganger
- To be responsible for the quality of work performed by staff
- To have authority to direct employees as to their tasks and method compliance
- To be accountable for own actions/works as well as supervised staff
- To have authority to alter priorities subject to emergency requirements, weather conditions, availability of resources etc., subject to confirmation by Operations Overseer
- To be responsible for the care and maintenance of tools, plant, clothing issued and used.

Judgement and Problem Solving

- To use judgement in determining procedures to be used, resources (plant, labour, materials required for works
- To interpret problems, determine method of resolution on a variety of works, use initiative.

Specialist Knowledge and Skills

- To use general knowledge of Greater Hume Council area to locate works, liaise with the public etc.
- To be conversant with Council's Policies and Codes especially matters such as safety, traffic control procedures, confined spaces etc.
- To have a working knowledge of all facets of Council's works
- To be aware of the need of WorkCover Authority requirements in regard to all matters including safety, construction procedures, plant operating certificates etc.
- To examine proposed works from a practical perspective and advise on possible problems.

Management Skills

- To provide leadership to staff under direct control
- To supervise and manage staff and contractors
- To assist and/or carry out in field training
- To motivate staff
- To monitor progress of specific works
- Effectively manage records
- To react positively to workplace reform and changed priorities.

Interpersonal Skills

- To understand job requirements and communicate to other employees
- To exchange information with other employees
- To discuss job requirements with employees and determine method of compliance especially in areas where an alternative exists, where specialist knowledge required
- To provide accurate reports as to works progress, difficulties, problems
- To advise on completion times of works
- To reconcile minor differences, maintain good inter-staff relationships
- To use effective means of communicating with other employees, receive and pass on messages effectively and efficiently
- To liaise with the public in a courteous manner to achieve satisfactory solutions to problems and promote Council's image.

Essential Criteria for Appointment

- Demonstrated experience in undertaking and supervising minor civil construction and other related activities
- Demonstrated ability to supervise a team of employees and to contribute to team development
- Demonstrated experience in the operation and maintenance of a range of plant items used in construction and maintenance of Council assets
- Demonstrated ability to understand and implement work instructions
- Current WorkCover Construction Industry Induction Card coupled with a thorough understanding of Work Health and Safety (WH&S) issues applying to work places
- Class Medium Rigid (MR) Truck Licence.

Step 1 Pre-requisites

Skills, knowledge and other attributes for the position have been developed to a level where the work performance is accepted as competent.

The assessment of performance being against the following:

- Hold current RMS Traffic Controller qualifications (TCR)
- Demonstrated ability to complete repairs to concrete assets
- Plant and equipment are operated in accordance with manufacturers' specifications, Council procedures and statutory requirements
- Demonstrated ability to plan daily work routines and coordinate the activities of a work group.
- Ability to construct and maintain roads and pavements and install signage and roadside furniture/appurtenances
- Demonstrated understanding of basic drainage maintenance.

Step 2 Pre-requisites

Quality and quantity of work are consistently performed at a higher than competent level.

The assessment of performance being against the following:

- Pre-requisites from Step 1, plus:
- Hold current RMS Traffic Controller and Implement Traffic Control Plans qualifications (IMP)
- Demonstrated knowledge of erosion and sedimentation control devices
- Demonstrated ability to measure and calculate materials required on the job site
- Hold current Loader/Excavator certificate or competency.
- Forklift licence
- Requires 1 of HR, or HC licence or Backhoe, competencies.

Step 3 Pre-requisites

Skills and knowledge for the position are at an advanced level and the amount of relevant experience extensive. The role is performed with ease.

The assessment of performance being against the following:

- Pre-requisites from Steps 1 and 2, plus:
- Demonstrated ability to coordinate the work activities of a team (LGAWORK309A)
- Demonstrated ability to read and interpret construction plans and set out works as designated
- Basic computer skills
- Requires 2 of HR, or HC licence or Backhoe, competencies.

Step 4 Pre-requisites

- Pre-requisites from Steps 1, 2 and 3, plus:

- Hold RMS Prepare a work zone traffic management plan Certificate (PWZ)
- Demonstrated ability to identify capital and maintenance works for inclusion in future works program
- Demonstrated ability to assist in the budget planning process including estimating of specific project costs.
- Must have HR, HC licence, Backhoe, Loader, Excavator competencies.

Part 4 – RWHS Responsibilities Accountabilities and Authorities

The following responsibilities, accountabilities and authorities set out hereunder form part of your job description.

RWHS Responsibilities

- Work with due care and consideration to safeguard your own health and safety and the health and safety of others, and to report any potential hazards, mishaps, incidents or injuries that may occur or become aware of during the course of work to your Supervisor
- Comply with all safe work practices and procedures set in place by Management (following consultation with relevant employees) and to observe all instructions issued to protect your health and safety or the health and safety of others
- Only undertake tasks that you have been appropriately trained in, and are qualified and competent to undertake in accordance with SafeWork NSW and other requirements
- Work towards achieving set RWHS targets and target completion times
- Support Rehabilitation in the workplace
- Cooperate with Council in the fulfilment of obligations placed upon Council in accordance with the current Work Health and Safety Act and Regulations
- Participate in workplace RWHS inspections
- Be vigilant and report risks that may affect persons outside Council i.e. members of the public, visitors, etc. Such risks may be due to deterioration in roads, footpaths, parks, drains and other infrastructure
- Ensure any RWHS Records are created and maintained in accordance with Council's policies and procedures
- Assist Management and/or trained staff in conducting RWHS Risk Assessments and in the implementation of control measures

RWHS Accountabilities

- Following all Council Safe Work Practices and Procedures
- Reporting all incidents, accidents and injuries prior to completion of work on the day
- Participating in Team meetings
- Complying with all externally issued safety and health instructions issued by SafeWork NSW and government Agencies
- Attending all compulsory and relevant training

RWHS Authorities

- To fix any problems/hazards within your scope of responsibility and financial delegation
- To immediately report any problem/hazards outside of your scope of responsibility or financial delegation to your Manager, Supervisor or Team Leader for immediate action.

Part 5 – Critical Physical Factors and Workplace Environment

The following Critical Physical Factors are an indication of the types of duties expected of an employee fulfilling this role. Employees and candidates should be aware that they may be required to perform tasks up to and including these Critical Physical Factors as an inherent requirement of their employment.

- Ability to lift 25kgs from ground height frequently
- Ability to lift 15kgs overhead
- Ability to squat and kneel on one or both knees for regular periods of up to 10 minutes and to crawl to access confined spaces
- Capacity for sustained overhead work and the ability to reach above shoulder height to manipulate tools whilst working in restricted work spaces for periods of 5 minutes
- Ability to repetitively climb over and under machinery
- Ability to stand for constant periods
- Ability to walk and carry tools and equipment – 15kgs
- Ability to climb ladders and/or steps to access machinery frequently
- Ability to walk on both even and uneven ground
- Ability to push loaded wheelbarrow over uneven ground
- Capacity for sustained sitting/travelling over rough terrain in road construction vehicles such as tractor, roller, grader, truck etc.
- Capacity for frequent and repetitive light tool work involving hand twisting, hammering, hand sawing for periods of 10 minutes
- Adequate hand grip and finger dexterity to maintain various types of grips
- Capacity to move frequently between standing, kneeling, squatting and lying
- Ability to flex, extend and rotate neck and lower back frequently.

Work Environment

- Outdoors in all weather conditions including heat, cold, wet
- Outdoors – sunlight and ultra violet exposure
- Dust, fumes etc. from operating machinery
- Noise from operating machinery
- Exposure to oils, greases and fuels
- Out of hours calls for assistance.

Work Hazards

- Travel - job sites are located throughout the Shire
- Traffic - work is generally on trafficked roads and can be in the vicinity of earthmoving plant, specialist tools, chainsaws, power tools, etc.
- Lifting - manual lifting for routine repairs.

Delegations

Nil.

- Health Monitoring for the purposes of meeting legislative and procedural requirements must be undertaken periodically. These requirements may include, but are not limited to:
 - Pre-Employment (including urine screening for Alcohol & Other Drugs, Spirometry and Serology) and Exit-Employment Medicals;
 - Bi - Annual Audiometric (hearing) Testing;
 - Bi - Annual Skin Checks
- All positions within Council are subject to random saliva testing for Alcohol & Other Drugs (AOD) as per Councils AOD Policy

Additional Duties

- This position is identified as a Designated First Aid Officer and will require a current First Aid qualification to be maintained and First Aid duties to be provided in accordance with the First Aid procedure.