

POSITION DESCRIPTION

FOREMAN CIVIL MAINTENANCE

POSITION TITLE	Foreman Civil Maintenance	POSITION CODE	Various
DIRECTORATE	Shire Services	SECTION	Infrastructure Operations
REPORTS TO	Coordinator Construction and Maintenance	GRADE	E
DATE PD APPROVED	September 2021	LOCATION	Picton
DATE PD REVIEWED	May 2026	DIRECT REPORTS	2+

COUNCIL OVERVIEW

Working at Wollondilly Shire Council, you will help to achieve our organisational vision, *Making Wollondilly even better, together*. All of our staff live and role model our Corporate Values of Accountability, Agility, Service Excellence, Integrity and Collaboration.

PRIMARY PURPOSE OF THE POSITION

Delivering a safer community by leading a team to help build and maintain civil assets.

KEY ACCOUNTABILITIES

- To coordinate maintenance activities across the shire, including, footpath, drainage and roadwork
- To assist Coordinators in prioritising and assigning work to crews.
- Ability to lead, supervise and manage a team, including conducting performance, culture and staff development
- Compilation and signing of time sheets, plant sheets, works and service dockets and all relevant paperwork as required.
- Reading of design plans, set-out of works, levels and coordinating works as required
- To be able to plan/modify traffic control plan and set up job sites for works.
- To use Salesforce system to record and update information on all related matters.
- Develop and maintain in all dealings a personal and professional image for the position, which supports the corporate values and image of Council
- Additional duties as required within the limits of the employee's skill, competence and training.

KEY CHALLENGES AND COMPLEXITIES

- To be able to carry out all work on time, to budget and to accepted quality
- Basic skills in estimating resources and calculating quantities required for construction and maintenance projects
- To proactively work with peers and council works crews to ensure customer requests effectively followed up.
- To improve customer service by ensuring customer requests are inspected and details recorded within strict timeframes.

KEY RELATIONSHIPS

INTERNAL INFLUENCE

WHY?

Councillors, Managers, Senior Leadership Team and Employees

- The position works across all areas of Council and decisions made impact across the whole Council.

Employees, Managers, Supervisors, Senior Leadership Team

- Decisions usually impact the jobholders own work and, from time to time, that of a few others from within their own team.
- The position provides services and advice across Council which effect individuals from multiple times/working groups
- Works with staff to generate options that address the main needs and concerns of all parties

EXTERNAL INFLUENCE

WHY?

Customers

- The position has significant external influence due to the areas of responsibility and their contribution to the organisation in providing critical service functions on behalf of Council.

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- Provide a direct external service to our community members within the function of the position.

AUTONOMY AND DECISION MAKING

The role typically has the freedom to act as guided only by broad Council policy, legislation, senior management and the jobholder's experience and knowledge. Decisions are made within the scope of Council's policies as delegated from time to time by the Chief Executive Officer. Please see delegations list for full description of authority.

CODE OF CONDUCT, POLICIES, PROTOCOLS AND PROCEDURES

Employees are to adhere to Council's Code of Conduct, policies, protocols and procedures at all times.

FRAUD AND CORRUPTION PREVENTION

Council has a zero tolerance towards fraud, corruption or any behaviour that may bring Council into disrepute with the community. All Council has employees have a responsibility to identify, prevent and report fraud, corruption and behaviour that may bring Council into disrepute.

RISK RESPONSIBILITIES

Employees have a day to day responsibility to identify, analyse, evaluate and treat all risks that relate to their role and Council.

CAPABILITIES FOR THE POSITION

The Local Government Capability Framework describes the core knowledge, skills and abilities expressed as behaviours, which set out clear expectations about performance in local government: 'how we do things around here'. It builds on organisational values and creates a common sense of purpose for elected members and all levels of the workforce. The Local Government Capability Framework is available at <https://www.lgnsw.org.au/capability>

Below is the full list of capabilities and the level required for this position. The capabilities in bold are the focus capabilities for this position. Refer to the next section for further information about the focus capabilities.

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Local Government Capability Framework		
Capability Group	Capability Name	Level
 Personal attributes	Manage Self	Intermediate
	Display Resilience and Adaptability	Intermediate
	Act with Integrity	Adept
	Demonstrate Accountability	Intermediate
 Relationships	Communicate and Engage	Foundational
	Community and Customer Focus	Intermediate
	Work Collaboratively	Intermediate
	Influence and Negotiate	Foundational
 Results	Plan and Prioritise	Foundational
	Think and Solve Problems	Intermediate
	Create and Innovate	Foundational
	Deliver Results	Intermediate
 Resources	Finance	Foundational
	Assets and Tools	Foundational
	Technology and Information	Foundational
	Procurement and Contracts	Foundational
 Workforce Leadership	Manage and Develop People	Intermediate
	Inspire Direction and Purpose	Foundational
	Optimise Workforce Contribution	Foundational
	Lead and Manage Change	Foundational

The focus capabilities for the position are those judged to be most important at the time of recruiting to the position. That is, the ones that must be met at least at satisfactory level for a candidate to be suitable for appointment.

Local Government Capability Framework		
Group and Capability	Level	Behavioural Indicators
Personal Attributes Display Resilience and Adaptability	Intermediate	- Adapts quickly to changed priorities and organisational settings - Welcomes new ideas and ways of working - Stays calm and focused in difficult situations - Perseveres through challenges - Offers own opinion and raises challenging issues

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Local Government Capability Framework

Group and Capability	Level	Behavioural Indicators
Resources Assets and Tools	Foundational	• Uses core work tools and equipment effectively • Takes care of work tools, equipment, accommodation and community assets
Workforce Leadership Manage and Develop People	Intermediate	• Clearly communicates roles and responsibilities in the team • Discusses and sets clear performance goals and standards • Gives regular feedback with the aim of improving performance and helping others learn and develop • Recognises development needs of individuals and identifies suitable learning opportunities • Recognises ongoing performance issues and works towards resolving them

SELECTION CRITERIA INHERENT REQUIREMENTS

Essential Experience

- Extensive experience in Leading and supervising a team on civil maintenance projects
- Extensive experience in all aspects civil maintenance, and working to Council construction specifications
- Strong problem-solving skills, with the ability to solve complex problems as they arise
- Highly developed communication skills and customer service skills
- Ability to allocate and plan work

Essential Qualifications, licences and tickets

- Certificate III in Civil Construction or equivalent
- Work Health and Safety Construction Induction Certificate (White Card)
- Current Class C driver's license

DESIRABLE REQUIREMENTS

- Traffic Control qualifications (Prepare a Work Zone Traffic Management Plan)

ACCEPTANCE OF POSITION

I have read and understand the contents of the position description for my role and agree to work in accordance with the requirements of the position. I understand this position description is designed to guide the responsibilities and activities to be undertaken in this position and is not intended to be an exhaustive list. I understand that this position description may change with organisational requirements and the tasks and responsibilities outlined in the position description may vary from time to time.

Signature:

Date:

PHYSICAL TASK REQUIREMENTS

Physical Demands – General

- Data Entry – tasks involve the use of hands and arms to enter data on a computer with the use of a keyboard and/or mouse.
- Writing – tasks require written correspondence to be done.
- Verbal communication – tasks involve constant verbal communication with others face to face and via telephone.
- Driving – tasks involve operating a manual or automatic vehicle or item of plant
- Sitting – tasks involve the prolonged periods in a seated position.
- Standing – tasks involve prolonged periods of standing
- Walking – tasks involve walking on uneven, slippery or sloping surfaces
- Colour Perception – tasks require you to be able to differentiate between colours.

Physical Demands – Manual Handling

- Bending/Twisting – tasks involve forward or backward bending or twisting at the waist.
- Reaching – tasks involve reaching with arms raised above shoulder height or forward reaching with arms extended
- Kneeling/Squatting – tasks involve the need to bend down in order to work at lower levels
- Climbing – tasks involve climbing in and out of the cabin of a truck or plant
- Leg/Foot Movement – tasks involve use of leg and/or foot to operate machinery
- Operating Machinery – tasks involve operating Major plant such as a backhoe, front end loader, grader, forklift, roller etc.
- Operating Machinery – tasks involve operating Minor plant such as a lawn mower, brush cutter, leaf blower, chainsaw etc.
- Light lifting/carrying – tasks involve raising, lowering, pushing, pulling, striking or moving objects away from or towards the body or the use of tools, equipment or the moving of materials:
 - Medium 10-15kg

Exposure to Chemical or Biological Hazards

- Working with Hazardous or Dangerous Substances – tasks involve the use of chemicals that are classified as hazardous or dangerous which may cause skin, eye or respiratory irritations if contact is made and requires precautionary measures and/or the use of PPE
- Fumes – tasks involve working with material or products where hazardous fumes may be generated i.e. welding

Working Environment

- Working Outdoors – tasks involve exposure to sunlight, wind, rain, and varying temperatures
- Working in a Dusty Environment – tasks involve working in areas where significant dust may be generated
- Working in a Noisy Environment – tasks involve working on or around noisy plant or machinery where you would need to raise your voice above environmental or background noise to be heard

Psychological Demands

- Information ordering – tasks involve arranging things in a certain order.
- Language skills – tasks involve the ability to read, analyse & interpret reports, correspondence, forms, technical drawings, legislation and policies.
- Making Decisions – tasks involve making decisions and operating under short time frames and/or deadlines.
- Mathematical Deduction – tasks involve the ability to calculate figures and amounts and to apply mathematical concepts to practical solutions
- Dealing with the public – tasks involve regular contact with the public using tact and diplomacy.
- Supervising Staff – tasks involve the direct supervision of staff.

WORK HEALTH AND SAFETY

Supervisors – are responsible for the application of Councils WHS Policies, procedures within their area of control.

Responsibilities

- Exhibit understanding of, compliance with and adherence to, your obligations, rights and responsibilities under the Work Health and Safety Act 2011 (NSW) and Work Health and Safety Regulation 2011 (NSW), including amendments.
- Conduct an induction with all new employees.
- Ensure that all staff under their area of control receive adequate information, instruction and training for the tasks assigned to them.
- Ensure that all relevant PPE is provided and that staff are instructed in the correct use and maintenance of such.
- Ensure staff are aware of all relevant WHS management systems, procedures or any specific workplace hazards applicable to their area of work.
- Ensure that all high risk activities are documented in Safe Work Method Statements and that the directions contained in the statements are complied with.
- Ensure that risk assessments are conducted for all activities prior to the start of any maintenance or construction work.
- Investigate all incidents, accidents near misses and implement preventative and corrective action to prevent a recurrence of the incident.
- Provide leadership and set an example with regard to WHS in the workplace.
- Assist in the development and review of WHS management systems in their area of control.

Authorities

- To direct any person under their area of responsibility to comply with Councils WHS Policies and procedures.
- To assign and control allocated resources to resolve WHS issues within the financial allocation of their section.
- To conduct verification activities of the work activities and/or places of work under their area of control to ensure that WHS policies and procedures are being complied with.

Employees – *must cooperate with the employer to ensure the provision of a safe and healthy place of work.*

Responsibilities

- To comply with all reasonable direction given to them by their immediate Supervisor.
- To follow and comply with the direction contained in documented WHS procedures, Safe Work Method Statements or Risk Assessments.
- To perform their duties in a safe manner, and to take reasonable care for the safety of others at work.
- Ensure that all incidents and near misses are reported to their immediate Supervisor.
- To use and maintain all safety equipment and personnel protective equipment (PPE) where directed by the Supervisor or signage.
- To be proactive in the identification of potential hazards that may be present in the workplace.

Accountability

- Employees will be held accountable for failing to comply with the Work Health and Safety responsibilities listed above.

Authorities

WHS PHYSICAL TASK REQUIREMENTS FOREMAN CIVIL MAINTENANCE

- Employees will have the authority to control any Work Health and Safety issue pertaining to their work activities at their place of work and/or to cease work when there is a genuine concern of risk to their own safety or that of others in the workplace.
- Where the ability to control a Work Health and Safety issue beyond, or progresses beyond an employee's authority, the issue is to be escalated to the next appropriate level of management.

ACCEPTANCE OF WHS REQUIREMENTS

I have read and understand the contents of WHS Physical Tasks and Requirements for my role and agree to work in accordance with the requirements of the position.

Signature:

Date: