

Position Description



Position Details

Position Title	Leading Hand – Town Construction and Maintenance
Job Location	Shire Depot
Position Level	5
Department/Division	Asset Management/Asset Operations
Reports to (Title)	Supervisor Town Construction and Maintenance

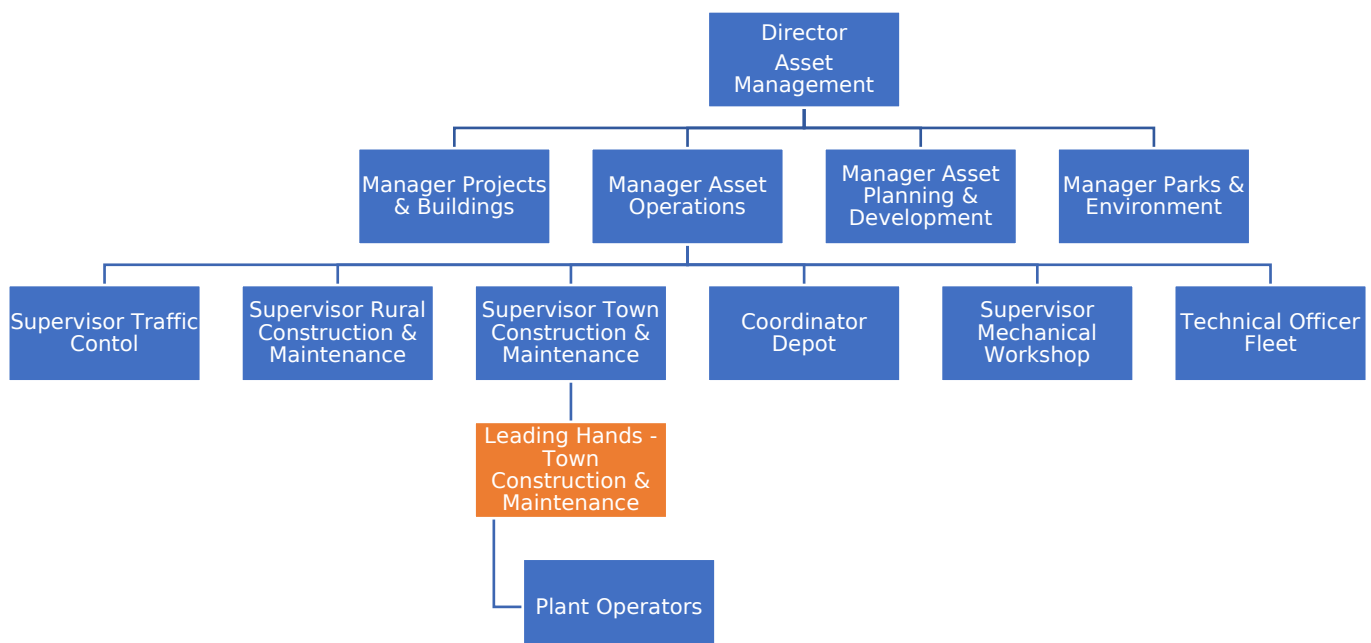
Employment Type

☒ Full Time	☐ Part Time (<i>please specify hours</i>)
☐ Casual	Hours Per Fortnight 85 hours

Position Summary

This position involves leading and working as part of the Construction and Maintenance crew. Responsible for the construction and maintenance of high-quality infrastructure within the Shire of Esperance town site. Provide local decisions, direction, leadership and on-the-job training to supervised employees or groups of employees.

Organisational Structure Asset Management



Specific Accountabilities of the Position

- As part of a multi-disciplinary team, perform a wide range of maintenance, repair, and construction of Shire roads, drainage and other infrastructure.
- Assist the Town Construction Supervisor in carrying out duties including leading small teams to deliver maintenance activities, minor works or specific tasks of drainage, roads and other Council infrastructure.
- Supervise, direct and provide leadership to small groups of employees and the quality and standard of work they produce.
- Provide direction and on the job training to other staff.
- Maintain appropriate documentation as directed by the Town Construction Supervisor.
- Undertake backhoe/bobcat operations duties.
- Undertake labouring duties.
- Operate all other associated plant & equipment relevant to position.
- Undertake minor maintenance and pre-start checks on machinery
- Other duties as required.

General Accountabilities of the Position

Workplace Health and Safety

- While at work, take reasonable care for the health and safety of all persons who are at your place of work and who may be affected by your acts or omission at work.
- Follow all WHS policies, procedures and practices.
- Perform as a team player and maintain a satisfactory level of industrial harmony.
- Follow policies, procedures and practices that do not discriminate against individuals in employment or education on the basis of race or ethnicity, sex, marital status, pregnancy, sexual preference, disability, age and religious or political affiliation.
- Observe National Privacy Principles and Privacy legislation.
- Always act in accordance with Council's Code of Conduct.
- The Chief Executive Officer, Directors, Managers, Coordinators and on site supervisors have additional responsibilities as defined in the Workplace Health and Safety Legislation.

Customer Service

- Maintain good relations with the general public and promote Council's operations in a professional manner at all times.
- Provide friendly, helpful and professional interaction with suppliers of goods and services, volunteer groups, other Council departments.
- Exercise a high level of interpersonal skills in dealing with the public and others.

Selection Criteria

Essential

1. Demonstrated experience in operation of plant items used by Council (bobcat, loader, truck, etc).
2. Demonstrated ability in construction and/or maintenance activities.
3. HR class driver's licence.
4. Demonstrated experience in operation of specialist hand tools (power tools, chainsaws etc).
5. Ability to work within a team environment.
6. Time management and organisational skills.
7. Knowledge of Occupational Safety & Health requirements
8. Understanding and knowledge of routine plant maintenance requirements

9. Demonstrated experience supervising staff.
10. White Card – Construction Safety Awareness Training card.
11. Basic Worksite Traffic Management and Traffic Controller accreditation.

Desirable

1. Local government experience in a similar role.
2. Experience concreting and/ or bitumen finishing.
3. Plant certificate(s) may be required.

Signature

Signature *Employee*

Name

Date

As representatives of the Esperance community, the Shire Council and staff are guided by the values of **PRIDE:**

Professionalism

Acting with integrity, showing respect for workmates and community members by responding to all communications in a timely manner, and demonstrating reliability and accountability through honesty.

Respect

Treating everyone with dignity regardless of your personal feelings. It is about listening to opinions, leading with kindness, and embracing diverse views, abilities and perspectives in the pursuit of higher value.

Integrity

Being honest, genuine and consistent in your dealings with everyone and taking ownership of your actions, good and bad – irrespective of whether anyone is watching.

Dedication

Going that one step further and being committed to achieving results, having pride in your work, supportive management and colleagues, and a culture of serving the community.

Excellence

Achieving consistent high standards.