



POSITION DESCRIPTION

Position Title:	Ganger (Drainage)
Position Number:	20180013
Department:	Infrastructure Services
Main purpose of the role:	Co-ordinate and manage the delivery of infrastructure projects in accordance with Council's works programme. Liaise with and support Council's Overseer on project timelines and resource requirements.
Reports to:	Overseer
Subordinate Staff:	Works Operators
Hours of work:	7.00am to 4.00 pm Monday to Friday based on a 9 day working fortnight
Salary Grade:	Grade 11
Disclosure of Interest Is the position required to complete a Disclosure of Interest Form (s441 <i>Local Government Act, 1993</i>)?	No
Last reviewed:	July 2018

PRIMARY RESPONSIBILITIES AND DUTIES

- Undertake construction and maintenance works of Council's infrastructure assets, including the construction and maintenance of drainage structures in accordance with relevant regulations and guidelines.
- Create and foster open communication, encouraging team development, and participate in meetings to promote improvement in Council procedures and help Council achieve its objectives.
- Supervise and provide sound and innovative leadership to staff and develop a culture of innovation within the section, to improve it's (and Council's) operations.
- Operate and maintain items of plant and equipment as required in a safe and competent manner in accordance with manufacturers' specifications.
- Actively undertake physical labouring tasks as required.
- Engage with supervisory staff on resourcing requirements for projects to be undertaken.
- Continuously seek improvement and innovation in Council's construction and maintenance methods.
- Ensure timesheets for team members are correctly completed and submitted in a timely manner.
- Manage resources to ensure that projects are delivered within required time frames and budgets.
- Assist supervisor with performance evaluation of team members.
- Complete and maintain project documentation as required.
- Ensure Council's processes in relation to Work Health and Safety (WHS) and Risk Management are followed and actively participate in the development of same.

- Ensure a safe work environment and safe system of work is provided for all employees, contractors, visitors and volunteers.
- Undertake and document WHS and environmental inspections and audits as required.
- Complete quality Assurance (QA) documentation as required.
- Ensure that environmental protection issues and considerations are addressed in the planning and implementation of works.
- Provide information to employees through team meetings and toolbox.
- Ensure a high standard of housekeeping is maintained.
- Implement traffic control plans and perform traffic control duties as required.
- Hold and maintain Roads and Maritime Services RMS approved Traffic Controller, Apply Traffic Control Plans, and Prepare Workzone Traffic Management Plans qualifications as required
- Ensure all works are undertaken to Council and relevant construction standards.
- Ensure that a positive public image is portrayed to all internal and external customers in all public forums.
- Undertake training as required.
- Act as first aid officer and maintain currency of first aid qualifications and ensure adequate provision of first aid supplies.
- Participate in Council's after hours on call roster as required.
- Undertake infrastructure and/or project inspections as required.
- Assist in the development of budgets as required.
- Undertake independent problem solving.
- Perform other duties as required.

SELECTION CRITERIA

- Demonstrated experience in civil construction including the construction and maintenance of drainage structures, including the use of laser levels to set grades.
- Experience in the safe operation of a variety of construction plant and equipment.
- Demonstrated ability to lead and work in a team environment and contribute to team outcomes.
- Strong interpersonal and verbal communication skills.
- Experience in labouring.
- RTA approved Traffic Controllers accreditation.
- RTA approved Apply Traffic Control Plans accreditation.
- Current Medium Rigid (MR) Licence.
- Hold a SafeWork NSW recognised General Construction Induction Card (White card) or be prepared to obtain same.
- Demonstrated commitment and experience in maintaining a safe working environment, in accordance with WHS requirements.
- Certificate III in Civil Construction or equivalent or be prepared to complete same.
- Certificate IV in Frontline Management or similar qualification or be prepared to complete same.