

Information Package

Construction Officer - Concrete



APPLICATIONS CLOSE: Friday 10 May 2024

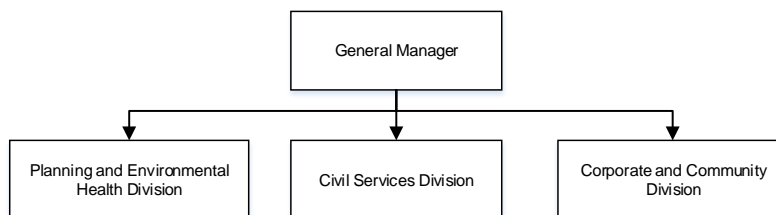
Position Overview

Reporting to the Supervisor Concrete Construction and Drainage, this position is responsible for performing a range of labouring and concreting duties associated with the maintenance and construction of footpaths, cycleways, kerb and guttering, drainage and other concrete slabs and structures.

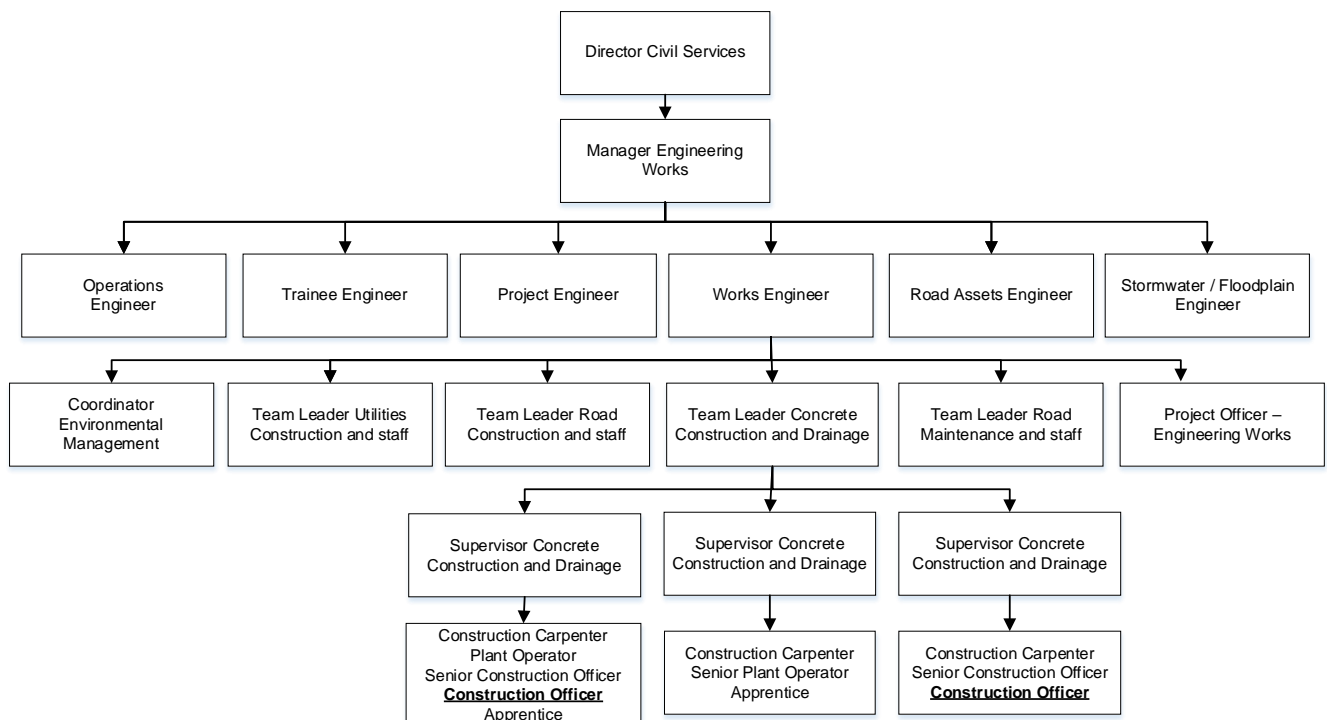
You will be a member of a team comprising team leaders, supervisors, plant operators, senior construction officers, other construction officers and apprentices, and work constructively with the Ganger to ensure the team's goals and objectives are achieved.

Structure

Corporate Structure



Section Structure



Corporate Vision and Values

It is considered highly important that the vision and values of Council's employees align with that of Council. It is therefore paramount that the successful candidate for this position demonstrates qualities that will assist Council in achieving the following:

Vision: The Ballina Shire is safe, with a connected community, a healthy environment and a thriving economy.

Community Values: Creative | Accessible | Respect | Energetic | Safe

Pre-employment Assessments

Prior to being appointed to the position of Construction Officer – Concrete, short-listed candidates will need to successfully complete the following pre-employment assessments:

- Pre-Employment Functional and Medical – undertaken with Council's exercise physiologist to assess strength, fitness and physical capabilities to determine suitability to the duties of the position.
- Pre-Employment Audio Examination – undertaken with Council's hearing specialist to test for pre-existing conditions and to ascertain whether hearing levels are sufficient to safely perform the duties of the position.
- Blood and Urine Test – to determine immunity to Hepatitis A and Hepatitis B, and to test for the presence of drugs and/or alcohol.

Remuneration Package

Conditions of employment will be in accordance with the terms and conditions of the Local Government (State) Award. The position of Construction Officer - Concrete is assessed at Grade 4 under Council's salary structure, providing an annual salary range of \$53,900 to \$61,800 depending on skills and experience (plus superannuation and relevant allowances).

In addition, employees are provided with a Council uniform and equipment to enable them to fulfil their position requirements, currently enjoy a nine day fortnight working arrangement and have access to a range of other benefits including Fitness Passport membership options, educational assistance initiatives and a very attractive training support program.

Application Requirements

Applicants must complete an application online via the following link: <https://ballina.nsw.gov.au/careers--88>, which involves addressing some key selection criteria for the position. Applications that do not address these criteria will not be considered. In addition, a resume will need to be provided with the following details included:

- Relevant education and qualifications (interviewed candidates will need to produce original qualifications at time of interview)
- Relevant work experience
- Contact details of at least two professional referees, including your current employer.

Recruitment Process

Council's recruitment process is conducted according to strict confidentiality and equal employment opportunity standards. It is Council's aim to complete the recruitment process and notify candidates of an outcome within four weeks of the closing date, however this timeframe can be extended due to unforeseen circumstances. As a guide, the expected timeframe for the recruitment process for Construction Officer – Concrete is as follows:

Closing date:	Friday 10 May 2024
Interview date:	Week commencing 27 May 2024
Pre-employment process:	Week commencing 3 June 2024
Candidates notified of outcome:	Week commencing 3 June 2024

For further information on this recruitment process, please contact Council's People and Culture section on 02 6686 1443.

Position Description

Position Summary

Position Title:	Construction Officer - Concrete
Position Status:	Permanent, full time
Reports to:	Supervisor Concrete Construction and Drainage
Location:	Depot Southern Cross Drive, Ballina
Applicable Grade:	Grade 4
Additional:	Requirement to occasionally work outside of normal working hours

Position Objective

- To assist in undertaking concreting duties (including formwork, pouring and screeding / finishing) associated with the maintenance and construction of footpaths, cycleways, kerb and guttering, drainage and other concrete slabs and structures.
- To assist in the general maintenance and construction of roads, roadsides, footpaths, cycleways, kerb and guttering, drainage, bridge structures and all other assets for the Engineering Works section.
- To provide a high level of customer service to Council's internal and external clients to ensure efficient and effective operations.

Organisational Relationships

Within Division:	Director Civil Services Manager Engineering Works Works Engineer Team Leader Concrete Construction and Drainage Supervisors Concrete Construction and Drainage staff Engineering Works staff
Within Council:	General Manager All Council employees
External to Council:	Members of the public Contractors Local businesses

Our Vision

The Ballina Shire is safe, with a connected community, a healthy environment and a thriving economy.

Our Community Values (CARES)

Creative * Accessible * Respect * Energetic * Safe *

Key Duties and Responsibilities

Key duties of the position include, but are not limited to, the following:

Customer Service

- Provide a high level of customer service when dealing with general enquires and complaints from both internal and external customers.
- Present a positive image of Council to the public.

Concrete Construction and Drainage Functions

- Assist in concreting duties (including formwork, pouring and screeding / finishing) associated with the maintenance and construction of footpaths, cycleways, kerb and guttering, drainage and other concrete slabs and structures,.
- Assist in the general construction and maintenance of roads, roadsides, footpaths, cycleways, kerb and guttering, drainage, bridge structures and all other assets for the Engineering Works section.
- Perform a range of labouring tasks for all Engineering Works section functions (e.g. repairing potholes, road edges, shoulders, installation and maintenance of pipes, culverts, drains, signs, guide posts, traffic control, etc.), as well as other areas of Council.
- Ensure all construction, repairs and scheduled maintenance is undertaken to specification and in accordance with Council policies and procedures.
- Carry out other duties as directed.

Plant and Machinery Operation

- Operate items of plant and equipment in a safe manner e.g., concrete mixer, concrete saw, concrete screeds, air compressor, and power tools, etc.
- Actively participate in the plant and equipment competency assessment process.
- Hold appropriate licences and tickets prior to operation.

Written Communication

- Accurately complete standard forms and data, such as timesheets, work orders, TfNSW records and WHS related documents.
- Assist in the creation and review of working procedures.

Work Health and Safety

- Ensure that all work is carried out in accordance with Council's safe work procedures and work health and safety policies. This would include conducting the following at all worksites:
 - Ensuring hazard identification, risk assessments and safe work method statements are or have been conducted for all tasks.
 - Ensuring that all appropriate personal protective equipment is used at all times.
 - Ensuring that incident reports are completed for any incident/accident involving personnel or plant.
 - Ensuring that site-specific inductions are conducted including Council employees, contractors and visitors.
 - Complete pre-start safety checks on plant items and ensure safe operation of plant in accordance with Council policies and procedures.
 - Abide by Council policy to maintain a smoke free workplace by not smoking in Council offices, plant and on worksites.
 - Ensure all work is carried out in accordance with Council's Environmental Management Plan, Quality Plans and safety management documents.

Teamwork

- Participate as a positive team member and contribute to the achievement of team goals and objectives.

Continual Improvement

- Contribute to process, systems and procedures improvements that deliver quality services and projects.

Key Outcomes and Performance Standards

The below key outcomes and performance standards are required by all staff. They are to be demonstrated each and every year to enable eligibility for assessment of pay progression.

The performance standards must occur within the context of Council's community and work environment, including day to day operations, policies and procedures.

Key Outcome	Performance Standard
<i>Follow defined WHS procedures</i>	<ul style="list-style-type: none"> • Workplace procedures and instructions for controlling risks are followed accurately. • Hazards in the work area are recognised and reported to the immediate supervisor. • Reports on accidents and incidents are provided to the immediate supervisor in accordance with Council requirements. • Assist others in the work team with implementing risk management policies and procedures.
<i>Provide service to customers</i>	<ul style="list-style-type: none"> • Handles requests for action or information using Council's protocol and procedures. • Responds accurately to verbal enquiries from the community about specific work area and functions. • Carries out all processes within the agreed Council timeframes.
<i>Work effectively within and for Ballina Shire Council</i>	<ul style="list-style-type: none"> • Duties are performed in accordance with Council administrative and people and culture policies such as timekeeping, information management, WHS and EEO. • Own work is monitored and improved, according to requirements for job quality, customer service. • Requests for assistance from other staff or the public are responded to promptly and appropriately. • Effectively contribute to change processes and other ideas in a constructive and productive way.
<i>Work with others in Council</i>	<ul style="list-style-type: none"> • Duties are undertaken in a manner that promotes cooperation and good relationships within Council. • Work information is shared with co-workers to ensure designated work goals are met. • Communication with others is conducted in a clear and concise manner and focused on the best way to achieve work objectives. • The principles and intent of Equal Employment Opportunity (EEO) are observed and implemented.
<i>Communicate effectively in the workplace</i>	<ul style="list-style-type: none"> • Participation with work group and other teams is supportive, efficient and effective, with the primary goal of helping achieve Council's objectives. • Participation in work meetings is consistent with purpose of meeting and meeting conventions understood and observed. • Information, instructions and decisions are understood and adhered to. • Provide concise, relevant work information in response to supervisor requests within designated timeframes.
<i>Follow defined ethical guidelines from Council, including its Code of Conduct and uphold Council values</i>	<ul style="list-style-type: none"> • Understanding and day to day implementation of Council's Code of Conduct and Public Interest Disclosures Act. • Any potential conflicts of interest are reported immediately to the relevant Council officer. • Support is given to other staff who may wish to report any potential conflicts of interest. • Understand and comply with Fraud and Corruption Policy and Plan.

Selection Criteria

Following are the essential and desirable criteria for the position.

Essential

Applicants must meet the following criteria:

- Behaviour that positively demonstrates Council's values of: creative, accessible, respect, energetic and safe.
- Demonstrated experience and proficiency in all aspects of concreting, including formwork, pouring and screeding / finishing.
- Demonstrated experience in and ability to perform a range of physical labouring duties associated with the maintenance and construction of roads, roadsides and related infrastructure.
- Demonstrated communication skills, both oral and written.
- Demonstrated ability to operate various items of minor plant and equipment.
- Ability and willingness to work in confined spaces, excavations and at heights.
- Current class C driver licence with an ability to operate a manual transmission and a good and safe driving record.
- Work Safely in the Construction Industry Induction ticket (white card).
- Knowledge and understanding of the principles and practices of equal employment opportunity, work health and safety, environmental management and risk management and an ability to apply them to the work practices.

Desirable

The following criteria are considered important and demonstrated capacity to satisfy them will be highly regarded:

- Certificate II Civil Construction or willingness to complete.
- Demonstrated digital literacy with experience and competence in computer and devices (e.g. tablet, iPhone) applications.
- Working knowledge of maintenance functions and activities.
- Experience in the operation of a range of construction plant items.
- Class LR/MR/HR driver licence.
- Chainsaw Level 1 (Crosscut) ticket.
- Traffic Controller ticket.
- Implement Traffic Control Plans ticket.
- Working Near Overhead Powerlines ticket.
- Current immunisation against Hepatitis A and Hepatitis B viruses or willingness to participate in an immunisation program.