



POSITION DESCRIPTION

| POSITION DETAILS | | | |
|------------------------|--------------------------------------|--------------------------|----------------|
| Position Title: | Assistant Team Leader - Construction | | |
| Position Number: | 41 | | |
| Group: | Works and Infrastructure | Unit: | Works Delivery |
| Salary Grade: | 7 | Standard Position Hours: | 38 Hours |
| Position Reports to: | Team Leader | | |
| Staff Management: | Up to 15 Employees + Contractors | | |
| Budget Responsibility: | Nil | | |
| Date Created: | June 2011 | Date Last Reviewed: | August 2015 |
| Version: | 2 | Document Number: | DOC2015/040882 |

ORGANISATIONAL ENVIRONMENT

Cessnock City Council employs approximately 280 employees and is responsible for a local government area of approximately 1,950 square kilometres within the Hunter Valley of New South Wales, approximately 120 kilometres north of Sydney and 40 kilometres west of Newcastle.

Cessnock City Council provides a diverse range of services and facilities for the residents and visitors of the local government area. Cessnock City Council comprises of 3 Directorates;

- Works and Infrastructure
- Planning and Environment
- Corporate and Community Services

ORGANISATIONAL CONTEXT OF POSITION

The Works and Infrastructure Services directorate manages services associated with the following functions within Cessnock City Council;

- Works Delivery
- Design Delivery
- Strategic Asset Planning
- Recreation Services
- Waste and Environment Services

WORKPLACE HEALTH & SAFETY

The Responsibilities, Authorities and Accountabilities (RAA's) applicable to this position is Level 5.

For specific WHS Responsibilities, Authorities and Accountabilities applicable to this position, refer to the WHS RAA Handbook.

The person accepting this position is required to read and comply with the RAA's applicable to this position.

PRIMARY OBJECTIVE

The primary objective of this position is to;

- Provide skilled assistance to the team leader to undertake and complete construction works.
- Act as site supervisor on projects during the team leader's absence for both long and short terms.
- Undertake general labouring duties associated with the construction and maintenance of roads, parks and drainage facilities within the Cessnock City Council local government area.

KEY ACCOUNTABILITIES

1. Assist the Team Leader in ensuring that program works are completed within established time, quality and cost target, including;
 - Coordinating and undertaking scheduled works.
 - Adopting best practice work methods on programmed works tasks.
 - Forecasting and co-ordinating the provision of labour, plant and materials.
 - Undertaking supervision of a small team in the completion of set works, including measuring work output of the team.
 - Monitoring construction standards and ensuring that take remedial action is taken as required.
 - Ensuring compliance with all statutory requirements.
 - Interpreting work requirements and undertaking quantity and survey calculations necessary to complete the works.
 - Ensuring appropriate plant type and capacities which are required to undertake the work are utilised on all projects.
 - Liaising with residents, members of the public, service utilities, contractors and other stakeholders during the course of the works.
 - Undertaking the responsibilities of Team Leader during Team Leader absences.
2. Undertake general labouring duties including:
 - Manual handling of materials e.g. excavation and spreading of material, pipe laying, concrete works, erection of roadside furniture.
 - General concreting works including erection of formwork, fixing of reinforcement, placement and finishing of concrete.
 - Erection of erosion and sediment control measures such as silt fences, gabions, laying turf.
 - General asphalt and bituminous sealing works e.g. pothole patching, asphalt works and sealing operations.
 - Landscaping work such as spreading of topsoil, laying turf, and minor civil works.
3. Organise and accept delivery of goods and services for timely completion of programmed works including;
 - Checking of materials delivered against dockets,
 - Authorising delivery dockets; and
 - Pursuing discrepancies in quality or amounts supplied.
4. Train and mentor new employees as required.
5. Undertake the safe operation of all other plant as required such as Roller and Compactor.
6. Undertake the safe operation and maintenance of small plant and equipment, such as chainsaws, hand mowers, hand tools, brush cutters and concrete vibrators.
7. Ensure that traffic at work sites is appropriately controlled in accordance with relevant legislative requirements and standards, including the placement of signs, lights and barriers.
8. Respond to emergency events on a roster basis if required.
9. Complete the daily pre-start checklist and ensure that all relevant paperwork, including pre-start, fault report and incident reports are completely accurately and in a timely manner and in accordance with Council policies and procedures.

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| 10. | Undertake works in accordance with all relevant quality, environmental and WHS requirements. |
| 11. | Develop and maintain a positive team culture focused on teamwork and cooperation. |
| 12. | Ensure that all utility locations are identified prior to commencing work to ensure that damage is avoided to installed utility services. |
| 13. | Maintain the health and safety of the general public and Council staff during the execution of works by ensuring safe work practices are adopted and adhered to in accordance with Council's WHS policy and procedures. |
| 14. | Ensure a positive image of Council is promoted throughout the community through courteous, responsive and efficient service. |
| 15. | Any other accountabilities or duties as directed which are within the employee's skills, competence and training. |

POSITION SELECTION CRITERIA

Essential

1. Demonstrated solid experience in a civil construction/maintenance role including road and drainage construction, concrete construction and civil maintenance and knowledge, understanding and experience of road engineering work methods employed on civil projects.
2. Demonstrated ability to read and interpret design plans for civil works.
3. Demonstrated ability to undertake material quantities and survey calculations.
4. Demonstrated ability to set out a project from established survey marks utilising a survey level and other measuring devices.
5. Demonstrated ability to set up traffic control at a work site.
6. Demonstrated experience and understanding of sediment and erosion control techniques.
7. Demonstrated ability to plan and co-ordinate work with minimal supervision.
8. Demonstrated effective verbal and written communication skills and sound literacy and numeracy skills.
9. Demonstrated ability to effectively work in a team environment and commitment to building a team environment based on teamwork, cooperation and mutual respect.
10. Demonstrated experience in the safe operation of minor plant and equipment.
11. Demonstrated knowledge and understanding of Workplace Health and Safety requirements.

Essential Certificates, Licences and Tickets

12. Holder of all of the following;
 - Current LR licence; and
 - Work Safely in the Construction Industry Certificate (White Card).
13. Holder of, or willingness and ability to obtain within 3 months of commencement, all of the following;
 - Current RMS Traffic Controller Certificate
 - Current RMS Traffic Controllers Certificate (Implement Traffic Control Plans)
 - Current Safe Electrical Approach Certificate
 - Erosion and Sediment control

Highly Desirable

1. Certificate IV in Engineering / Construction or other relevant equivalent qualifications.
2. Crane Chasers Certificate or knowledge of the principles of and demonstrated experience in lifting loads.
3. Demonstrated highly developed concrete finishing skills.
4. Demonstrate knowledge of landscaping requirements and erosion and sedimentation control techniques.
5. Demonstrated basic carpentry skills.

SIGNATURE

Employee

Full Name:

Signature:

Date: