

## Position Description

Position title:	Leading Hand
Work location:	Waratah Works Depot
Directorate:	City Infrastructure
Reports to:	Works Coordinator
Direct reports:	Supervision of 1-4 employees
Salary Point:	5
Decision making:	Level 6 Management Hierarchy
Date revised:	October 2022

## Council Overview

City of Newcastle employs over 1,200 staff and is responsible for a local government area of 187km. Newcastle is both the cultural and economic centre of the Hunter region. Our organisational structure consists of four directorates, each linked to the four themes of our Community Strategic Plan (CSP):

1. City Infrastructure
2. Corporate Services
3. Creative and Community Services
4. Planning and Environment

The Civil Construction and Maintenance is part of the City Infrastructure Directorate and this role reports to the Works Coordinator.

## What's it like working at the City of Newcastle?

We are focused on making a difference in our community and achieving our vision of **creating a liveable, sustainable, inclusive global city**. We are proud to deliver services valued by our community. People come first at the City of Newcastle, which means providing employees with meaningful work and capacity for work life balance. As a large local organisation, the City of Newcastle offers its employees the opportunity to develop in their current role, grow into future opportunities and reach their full potential.

Our organisation's values are **Cooperation, Respect, Excellence and Wellbeing** which are underpinned by our behaviours of courage, trust and pride. Together, our values and behaviours support our decision making as well as our day-to-day interactions.

We value diversity of thought, and we focus on equity in the workplace. We are committed to creating an inclusive workplace culture where everyone feels respected, safe, and valued so they can be themselves and fully contribute their opinions and perspectives to the success of the organisation.

**What is the focus of this position?**

Assist the Field Supervisor and act as the Supervisor on site in their absence to oversee the day to day running of civil construction jobs. This includes mentoring and training crew members and organising the required labour, plant and material for jobs. Taking a 'hands on' approach – you will carry out the daily tasks with the team. You will act as a safety leader and effectively demonstrate City of Newcastle's (CN) CREW values.

**What you will be doing:**

- Assist the Field Supervisor with the efficient and effective construction and maintenance of civil infrastructure and other municipal works, (including but not limited to road pavement construction, concrete works, asphalt works, & drainage works).
- Give guidance for the necessary planning, organisation and supervision of both CN day labour and external contractors to ensure that the required quality of workmanship and productivity is attained.
- Maintain the health and safety of self, fellow workers and the general public during the execution of work by ensuring that safe work practices are implemented and adhered to in accordance with Work Health and Safety (WHS) Guidelines.
- Maintain accurate and detailed records in CN's WHS Management System.
- Assist the Field Supervisor in maintaining accurate and detailed records of all work activities in accordance with CN's Quality, Safety & Environment System (QSE), recording job details, procedures, labour and plant timesheets, goods received, purchase requisitions, materials used etc.
- Assist the Field Supervisor to ensure control of works is carried out in accordance with CN's QSE System to satisfy quality, safety, and environmental requirements.
- Assist the Field Supervisor with the satisfactory completion of allocated works within nominated budget and timeframes.
- Assist with the planning and organisation of works to achieve optimum utilisation of resources in conjunction with minimum inconvenience to public amenity during the execution of works.
- Promote teamwork and build team spirit and harmony whilst optimising work output.
- Keep abreast of both technological advances and regulatory changes in a dynamic work environment.
- Attend requisite training and personal development courses as arranged by the Organisation to enhance skills and knowledge or to maintain accreditations or licences.
- Any other accountabilities or duties as directed by the Executive Director City Infrastructure which are within the employee's skill, competence, and training.

**The essentials you'll need:**

- Ability to interpret civil engineering plans, standards and related documentation.
- Skills, knowledge and experience in the following municipal works:
  - The construction and maintenance of road pavements including sub grade, sub base and base preparation.
  - Concrete works including erection of general formwork, reinforcement fixing and concrete finishing of both poured and extruded concrete.
  - Asphaltic concrete works including the preparation for and placement of both hand and machine laid asphalt.
  - The construction and maintenance of storm water drainage systems.
- Practical knowledge and experience in the selection and application of plant and machinery used in municipal engineering.
- Ability to estimate and organise labour, plant and material resources required to efficiently and effectively complete tasks from civil engineering plans in accordance with QSE Systems to satisfy quality, safety, and environmental requirements.

- Ability to prepare and maintain accurate written records to satisfy the requirements of the QSE System.
- Ability to work in a dynamic team-based environment with an emphasis on continuous improvement.
- Traffic Control and Implement Traffic Control Plans accreditation or a preparedness to obtain at employee's cost within the probationary period of employment.
- LR Class drivers' licence or a preparedness to obtain at employee's cost within the probationary period of employment.
- General WH&S Induction Training for Construction Industry.

**Other valuable skills you may have:**

- Class MR or HR driver's licence.
- Traffic Control accreditation (Prepare a Work Zone Traffic Management Plan).
- Previous supervisory experience in the civil construction or building industry.
- Trade or TAFE certificate in an engineering / construction discipline.

**We'll encourage you along the way**

We will partner with you to support your performance and ongoing development to ensure you are fully prepared for future challenges as this position and our organisation adapts and evolves.

*I acknowledge that I have read and understood the requirements and responsibilities of this position as detailed in the Position Description (PD) and have discussed the PD with my Manager.*

<b>Employee Name:</b>	
<b>Employee Signature:</b>	
<b>Date:</b>	