

Position Description

Foreman (General Plant) - Capital

Name of appointed officer: Vacant

Date of appointment:

Date of last review of position description: May 2021

Salary and conditions

All terms and conditions of employment are consistent with the Local Government (State) Award unless otherwise stated.

Assessed entry level of position within salary system:	Band 2 Level 2
Position limit within salary system: (20 Grade structure)	Grade 8 Entry to Step 4
Status of position:	Permanent
Hours of work per fortnight:	76

Organisational relationships

Directorate:	Works and Civil
Section/Unit:	Civil Services
Team:	Not applicable
Work base:	Rushforth Road Works or Maclean Depot, however this may change should business need identify other work locations to be more appropriate to deliver our services in the future.
Position responsible to:	Team Leader Capital Works
Level of support and supervision:	High level of independence
Level of personal management	High
Level of teamwork required:	High
Supervision of staff:	Direct supervision of the daily work activities of approximately 11 staff
Internal contacts:	All staff within Council but primarily within the Civil Services Section
External contacts:	General public

Vision, mission and values

Our vision:	To make the Clarence Valley a community full of opportunity
Our mission:	To plan and deliver services valued by the community
Our values:	the acronym ' STRIVE ' describes the values and behaviours which are considered to be core requirements when we deal with each other and our community



Physical requirements of the position

- Irregular driving between job sites
- Frequent sitting and use of computer keyboard

Purpose of the position

- To supervise plant operators and maximise plant operation allocation to achieve efficiencies in capital infrastructure projects.
- To plan and schedule capital works related activities issuing work orders to in field teams.

Major duties and responsibilities

- Lead and motivate staff to enhance productivity, quality, efficiency, team unity and safety.
- Liaise, advise and negotiate with other Civil Services staff to ensure efficient allocation of plant to successfully deliver capital projects in accordance with the Operational Plan and delivery Program.
- Assist in the audit of works to ensure Council's standard of quality, environmental and WH&S standards and documentation are maintained.
- Effectively prioritise and issue work orders for scheduled capital infrastructure activities.
- Monitor and schedule plant maintenance and makes recommendations on replacement.
- Monitor completion of works in accordance with programming and ensure activities are closed on completion, and any defects are logged appropriately.
- Drive cultural change and be a key member of the Civil Services leadership team.
- Ensure a consistent level of service, behaviours and work practices are delivered in all areas.
- Respond to general enquiries relating to capital projects by providing consistent and informed professional responses.
- Provide logistical support to the LEMO and work crews during emergency response in times of natural disaster.

Essential selection criteria

The selection criteria must be addressed as part of your application. Applicants must meet the essential criteria in order to be considered for interview.

Education and knowledge

- Certificate IV in Frontline Management or equivalent.
- Demonstrated experience and knowledge of road maintenance and construction programming.

Licences/tickets, clearances, membership

- Current Class C Drivers Licence with the ability to competently operate a manual transmission.
- Hold a General Construction Induction Card (white card).

Experience

- Experience in the supervision of staff, including monitoring performance and training and development.
- Proven knowledge of the capabilities of a variety of plant items relevant to road work activities.

Position related skills

- Demonstrated computer literacy with experience in the Microsoft Office suite of software.

Work qualities

- Thorough knowledge and understanding of the principles and practices of equal employment opportunity, work health safety, risk management, environment and quality systems and a demonstrated ability to apply them to work practices.

Desirable selection criteria

The following criteria are considered important and demonstrated capacity to meet them will be highly regarded.

Experience

Experience using an application-based works order system.

Generic performance requirements

Ethics/probity – act in accordance with the Code of Conduct.

Equal employment opportunity - comply with Council's Equal Employment Opportunity (EEO) Protocol.

Health and safety (WHS) - undertake duties and act at all times in accordance with the WHS Management System.

Other duties (outside of specific position requirements) - under the provisions of the Local Government (State) Award, Council may direct any employee to carry out duties that are believed to be within the employee's skills, qualifications, competence and fitness capabilities, whether or not they are a usual function of the position. Where an employee is required to perform duties associated with a higher position, the **Use of skills** Clause in the Local Government (State) Award will apply.

Declaration

In signing this declaration I acknowledge that I,
have been advised of the requirements, terms and conditions of appointment to this position based on this Position Description.

Signed: Date
Employee