

## Position Description

### Ganger



**Liverpool  
Plains**  
Shire Council

#### Position details

<b>Department</b>	Infrastructure and Environmental Services
<b>Business Unit</b>	Civil Infrastructure
<b>Reports To</b>	Works Supervisors
<b>Status</b>	Full time (Permanent)
<b>Standard Hours</b>	Up to 38 hours per week
<b>Staff Accountability</b>	<input type="checkbox"/> No line reports
	<input type="checkbox"/> Directly supervises 4 employees
	<input type="checkbox"/> Indirectly supervises 0 employees
<b>Budget Accountability</b>	<input checked="" type="checkbox"/> No expenditure/budget
	<input type="checkbox"/> Delegation up to \$0
	<input type="checkbox"/> Manages budget up to \$0
<b>Classification</b>	Operational Band 1, Level 4
<b>Salary Grade</b>	Grade 4

This document describes the key accountabilities, duties and required capabilities of the position and is not designed to be prescriptive. The incumbent can expect to undertake other duties in addition to those described in this document, in line with changing strategic and operational requirements.

#### Position purpose

Supervise and participate in the construction and maintenance of all roading, drainage, traffic services, concreting, footpaths and any other works aligned to Council's Local Authority responsibilities in relation to civil works.

#### Authority and delegations

The incumbent has the authority to take any reasonable action that is consistent with the accountabilities and duties of the position, as described in this document, and to ensure the safe and efficient undertaking of work activities. The incumbent's authority to act is subject to any limitation imposed by Council policies and procedures.

Under section 378 of the *Local Government Act 1993*, the General Manager may sub-delegate powers, authorities, duties or functions of Council to this position. The incumbent must exercise any delegations conferred to the position in accordance with Council's Code of Conduct and all relevant Council policies and procedures.

Delegations applicable to this position are contained in Council's Delegations Register, which is modified from time to time.

## Position accountabilities and corporate responsibilities

### Key Accountabilities

- Undertake all works as directed by the Works Supervisors or Manager Civil Infrastructure.
- Responsible for performing correct work procedures for;
  - Road pavement maintenance and construction
  - Guardrail maintenance and replacement
  - Traffic Services
  - Drainage
  - Concreting
- Supervise and direct staff in the undertaking of work activities.
- Responsible for undertaking required tasks and achieving quality work outcomes within budget and set timeframes with minimal supervision.
- Manage and actively participate in all toolbox, safety and hazard identification meetings.
- Responsible for the ongoing safety of self and others within the workplace
- Undertake on-call duties (after hours) on a rostered system

<u>Work Activity</u>	<u>Key Requirement Capability</u>
Road Maintenance	Ability to understand and perform correct road pavement and guardrail maintenance procedures including repair of potholes, edge break, seal surface repairs, heavy patching and guardrail repair and replacement.
Traffic Services	Ability to understand and measure distances for new traffic signage placement in accordance with 'Installation of Traffic Signs guidelines'
Drainage	Ability to excavate to level and grade and install both small and large concrete pipes and box culverts including headwalls to manufacturers specifications.
Concreting	Ability to produce concrete to specified mixes, place secure formwork to required levels, place reinforcement, spread and screed concrete to specified finish and correctly reinstate surrounding areas.

- Carry out such duties that are within the limits of the employee's skill, competence, and training.

### Professional Conduct Responsibilities

- Consistently demonstrate behaviours that comply with Council's Code of Conduct and Equal Employment Opportunity (EEO) principles.

### Performance Responsibilities

- Actively perform as a team member and contribute to the outcomes of work teams in a collaborative, professional and productive manner.
- Regularly review and appraise own performance against required levels and assess and improve work practices and procedures on a continuous basis to achieve or exceed Council's strategic and operational goals.

- Undertake training and attend professional development opportunities, if and as required.

### **Customer Service Responsibilities**

- Comply with Council's Customer Service Charter and Standards and communicate with customers in a professional and courteous manner, ensuring that customer enquiries, requests and complaints are managed within required timeframes.
- Convey a professional image of Council and dress appropriately for their role, including wearing a prescribed uniform, if required.

### **Fraud and Corruption Control Responsibilities**

- Execute work with probity, accountability and transparency in order to prevent incidences of fraud and corruption in Council's organisation and operations.
- Report any alleged or actual incidences of fraud and corrupt behaviour using relevant mechanisms outlined in Council's Fraud and Corruption Control Policy.

### **Risk Management Responsibilities**

- Identify, assess, evaluate and treat risk relevant to the position.

### **Work Health and Safety Responsibilities**

- Fulfil specific responsibilities, duties and due diligence requirements under the *Work Health and Safety Act* and Council's relevant safe work instructions, policies and procedures.
- Ensure that Work Health and Safety is always at front of mind and a number one priority, taking reasonable care for health and safety of individual, colleagues and members of the public.
- Participate in delivering a positive WHS culture, including having a proactive involvement in reviewing safe systems of work compliance and the implementation of continuous improvements in WHS.

## **Skills and competencies**

The incumbent will be required to demonstrate skills and competencies relevant to the position in line with those set out in the *Local Government Award 2023* for Operational Band 1, Level 4, being:

<b>Authority and accountability</b>	Responsible for supervising staff in operational duties or for work requiring independence in the application of skills, subject to routine supervision. Responsible for quality of work function.
<b>Judgement and problem solving</b>	Option on how to approach tasks requires interpretation of problems and may involve precise judgement in operational areas.
<b>Specialist knowledge and skills</b>	The number of work areas in which the position operates makes the work complicated and a variety of skills are required in its completion. Position may require competence in operation of complex machinery.
<b>Management skills</b>	Supervisory skills in the communication of instructions, training and the checking of work may be required.
<b>Interpersonal skills</b>	Skills are required to convince and explain specific points of view or information to others and to reconcile differences between parties.

<b>Qualifications and experience</b>	Experience to adapt procedures to suit situations and a thorough knowledge of the most complex operational work procedures to achieve work objectives.
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## Key Relationships

Who	Why
<b>Internal</b>	
Works Supervisors	<ul style="list-style-type: none"> <li>Provides direction and support for role</li> </ul>
Manager Civil Infrastructure	<ul style="list-style-type: none"> <li>Provides overall management of the works program</li> </ul>
Council Staff	<ul style="list-style-type: none"> <li>Provide support for the role</li> </ul>
<b>External</b>	
Customers/stakeholders	<ul style="list-style-type: none"> <li>Provide feedback</li> <li>Ensure stakeholders expectations are met.</li> </ul>

## Selection Criteria

### Essential:

- Proven ability and experience in managing a workforce and work programmes to achieve work output productivity in both volume and quality.
- Demonstrated ability to problem solve.
- Demonstrated ability to self-manage and good time management skills
- Demonstrated literacy and numeracy skills
- General Construction Induction Card (or equivalent).
- Physical fitness to undertake the inherent requirements of the job.
- Ability and experience adhering with work health and safety, equal employment opportunity and environmental management procedures
- Skilled in use of power and pneumatic tools

### Desirable:

- Plant Operators Certification
- Cert IV in Civil Construction

## Licence requirements and pre-employment screening

This position needs to attain and uphold the following licences/accreditations:

- Certificate III Civil Construction
- Current NSW Class C Driver Licence and MR Drivers Licence
- SafeWork NSW Traffic Control Work Training Card.






This position requires the following pre-employment checks:

- Pre-Employment Medical.
- National Criminal History Check.

## Key capabilities

The Local Government Capability Framework describes the core knowledge, skills and abilities expressed as behaviours, which set out clear expectations about performance in local government: “how we do things around here”. It builds on organisational values and creates a common sense of purpose for employees.

Below is the full list of capabilities and the level required for this position. The capabilities in bold are the focus capabilities for this position.

Capability Group	Capability Name	Level
<b>Personal Attributes</b> 	Manage Self	Intermediate
	Display Resilience and Courage	<b>Intermediate</b>
	Act with Integrity	Foundational
	Demonstrate Accountability	Foundational
<b>Relationships</b> 	Communicate and Engage	Intermediate
	Community and Customer Focus	Intermediate
	Work Collaboratively	<b>Intermediate</b>
	Influence and Negotiate	Foundational
<b>Results</b> 	Plan and Prioritise	Foundational
	Think and Solve Problems	Intermediate
	Create and Innovate	<b>Intermediate</b>
	Deliver Results	Foundational
<b>Resources</b> 	Finance	Foundational
	Assets and Tools	<b>Foundational</b>
	Technology and Information	Foundational
	Procurement and Contracts	Foundational
<b>Workforce Leadership</b> 	Manage and Develop People	Foundational
	Inspire Direction and Purpose	Foundational
	Optimise Workforce Contribution	<b>Foundational</b>
	Lead and Manage Change	Foundational

## Acknowledgement and acceptance

I have signed below in acknowledgement of reading, understanding and accepting the contents of this position description. I accept that, with consultation, my accountabilities, duties and required capabilities may be modified by Liverpool Plains Shire Council from time to time, as necessary.

Employee Name: .....

Employee Signature: .....

Date: .....

### Authorisation

Approved by the General Manager:

Employee Name: .....

Date: .....