

ROLE DESCRIPTION

Leading Hand Maintenance

Directorate	Community Service Delivery
Unit	Roads and Drainage
Reporting to	Overseer Roads and Drainage
Position Number	100572
Band	1/3
Grade	6
Date of Review	August 22

Council Overview

The Richmond Valley LGA is the base of the Northern Rivers region of NSW, extending from the coastline of Evans Head to the foothills of the Great Dividing Range. We have rolling hills, beautiful beaches, state forests, national parks, Crown lands and nature reserves.

We are proud to have won multiple awards for our culture including: Outstanding Employer of the Year by NSW Northern Business Chamber 2019, and Large Employer of the Year by Training NSW 2016, Best Tap Water in Australia 2022 and much more!

Our Values and Behaviours



Primary purpose of the role

The primary purpose of the role is to lead the maintenance and concrete construction team to achieve the required outcomes of Council's delivery and operational plan.

Key Accountabilities

- Lead a team of staff in the effective maintenance and construction of road pavements, footpaths, signs, kerb and gutter, drainage pits, pipes, culvert works, bridges and scour protection works
- Coordinate and program the delivery of routine works in collaboration with your supervisor including post works electronic record keeping requirements
- Read and interpret basic construction plans and set out works from reference points fixed by others as well as carry out ongoing checks of accuracy
- Initiate and encourage innovative work practices and procedures whilst maximising utilisation of resources.
- Use and maintain small plant and hand tools in a safe and effective manner.

Key Challenges

- Juggling the competing priorities on a daily basis while keeping work sites safe and compliant
- Applying knowledge to find solutions when things don't work as they should
- Understanding and allocating resources for jobs to reduce waste and meet budgets

Qualification Requirements

Essential

- SafeWork Construction Induction Certificate (WHS White Card)
- Current Class MR Driver Licence
- SafeWork accredited approved certificate for Traffic Controller
- Nationally accredited for Confined Spaces operations
- SafeWork accredited certificate for Implement Traffic Control Plans
- Nationally accredited certificate of competency for LE - Excavator

Desirable

- Approved certificate for Work Near Overhead Powerlines
- SafeWork High Risk Licence for DG - Dogging
- Nationally accredited certificate of competency for LS - Front End Loader - Skid Steer
- Nationally accredited certificate of competency in basic welding
- Nationally accredited certificate for Chainsaw Operation - Crosscut (Level 1)
- Nationally accredited certificate for Chainsaw Operation - Tree Felling (Level 2)
- Nationally accredited certificate for Plant Location

Organisational Obligations

- Adhere to Code of Conduct
- Council Policies and Procedures
- WHS Obligations and Responsibilities

Key Relationships

Who	Why
Internal	
Overseer Roads and Drainage	✓ Receive advice and report progress towards business objectives and discuss future directions
Roads and Drainage Team	✓ Lead team discussions, provide support and encourage participation from team members
	✓ Contribute to continuous improvement initiatives
External	
Community	✓ Manage expectations, communicate needs and resolve issues
Contractors	✓ Ensure compliance with site requirements
	✓ Communicate effectively to ensure safe operations and efficient outcomes

Role Dimensions

Decision Making

- Problems are solved by applying standards, established practices and procedures, or operating instructions.
- Policy, processes and procedures are readily available to choose the appropriate actions within these frameworks. Unusual problems may be referred for clarity of policy direction or guidance.

Direct Reports

None

Financial Delegation

None

Leaseback Motor Vehicle

None

Technology

Mobile Phone, WHS Tablet

Emergency Warden Responsibilities

None

Immunisation Requirements





Activities of this position could involve exposure to Hepatitis A and B or Q Fever, vaccination against these hazards or proof of immunity is required.

On-Call

None

Capabilities

Below is the full list of capabilities and the level required for this position. View more details of the <https://capability.lgnsw.org.au/>

Local Government Capability Framework		
Capability Group	Capability Name	Level
 Personal Attributes	Manage Self	Foundational
	Display Resilience and Adaptability	Intermediate
	Act with Integrity	Foundational
	Demonstrate Accountability	Intermediate
 Relationships	Communicate and Engage	Intermediate
	Community and Customer Focus	Foundational
	Work Collaboratively	Foundational
	Influence and Negotiate	Foundational
 Results	Plan and Prioritise	Foundational
	Think and Solve Problems	Foundational
	Create and Innovate	Foundational
	Deliver Results	Intermediate
 Resources	Finance	Foundational
	Assets and Tools	Intermediate
	Technology and Information	Foundational
	Procurement and Contracts	Foundational

Focus Capabilities

The focus capabilities for the position are those judged to be most important.

Local Government Capability Framework		
Capability	Level	Behavioural Indicators
Personal Attributes Demonstrate Accountability	Intermediate	<ul style="list-style-type: none"> Follows through reliably and openly takes responsibility for own actions Understands delegations and acts within authority level Is vigilant about the use of safe work practices by self and others Is alert to risks in the workplace and raises them to the appropriate level
Relationships Work Collaboratively	Foundational	<ul style="list-style-type: none"> Keeps team and supervisor informed of what he/she is working on Shares knowledge and information with team members and other staff Offers to help colleagues and takes on additional tasks when workloads are high Is aware of the wellbeing of co-workers and provides support as appropriate Is open to input from people with different experiences, perspectives and beliefs
Results Deliver Results	Intermediate	<ul style="list-style-type: none"> Takes the initiative to progress own and team work tasks Contributes to the allocation of responsibilities and resources to achieve team/project goals Consistently delivers high quality work with minimal supervision Consistently delivers key work outputs on time and on budget
Resources Assets and Tools	Intermediate	<ul style="list-style-type: none"> Uses a variety of work tools and resources to enhance work products and expand own skill set Ensures others understand their obligations to use and maintain work tools and equipment appropriately Contributes to the allocation of work tools and resources to optimise team outcomes

Acknowledgement

Leading Hand Maintenance

Employee Name: _____ Date: __/__/__

Signature: _____

Manager Infrastructure Services

Employee Name: _____ Date: __/__/__

Signature: _____