



CONSTRUCTION FOREPERSON

POSITION PROFILE

Division Unit	Shire Infrastructure	Status Salary Grade	Full Time Permanent
	Civil Operations		G8
	Superintendent – Civil Operations	Reviewed	September 2017 Jan 2021 (ARIC)

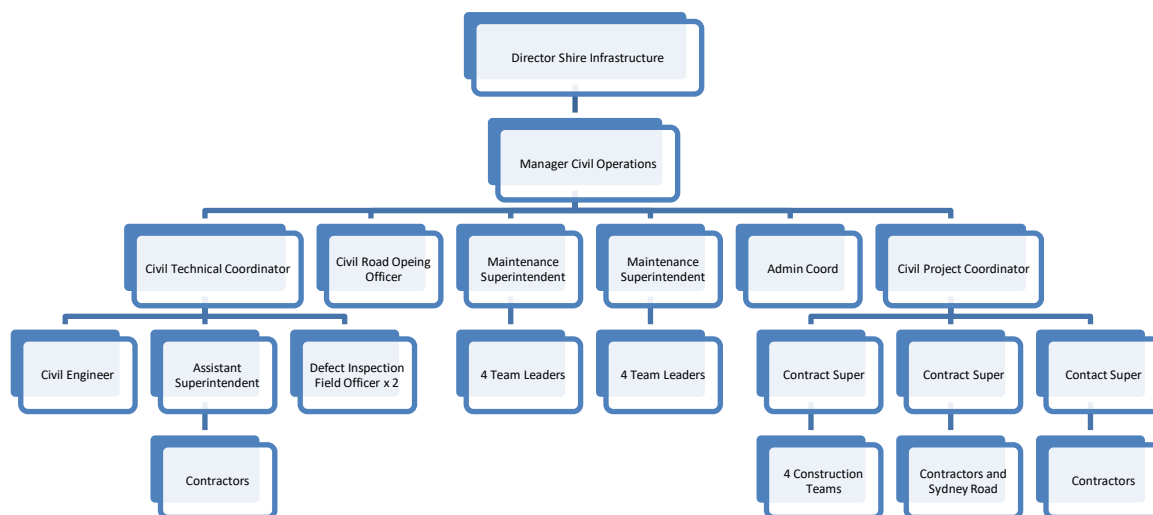
STRATEGIC INTENT

The position is responsible for delivering planned construction works on civil assets to agreed levels of service for quality, function and time.

POSITION PURPOSE

The development and maintenance of a proficient, cost competitive and self-directed civil construction team. The incumbent will be expected to consistently complete all assigned works in conformity with written instructions and best practice.

STRUCTURE



POSITION OUTCOMES AND ACCOUNTABILITIES

OUTCOME TO BE DELIVERED	PERFORMANCE STANDARD
Comply and co-operate with WHS policies, procedures, instructions and safe systems of work.	<ul style="list-style-type: none"> Incidence of failure to comply and implement.
Take reasonable care of their own and other person's health and safety.	<ul style="list-style-type: none"> Incidence of failure of due diligence.
Report work-related incidents, injuries and illness, hazards and any unsafe behaviours or conditions.	<ul style="list-style-type: none"> Incidence of failure to document and follow up with corrective actions and close out.
Access, use and maintain personal protective equipment (PPE) as required.	<ul style="list-style-type: none"> Incidence of failure to comply.
Use and maintain the proper tools, equipment, chemicals and safe systems of work for the job.	<ul style="list-style-type: none"> Relevant documentation (ie: SWMS) in place and evidence of implementation covering all activities.
Maintain good housekeeping standards to keep work areas clean and tidy.	<ul style="list-style-type: none"> Number of incidence of reports of poor housekeeping.
Follow instructions communicated by mandatory, prohibition, hazard, RMS traffic control, fire, and emergency signage.	<ul style="list-style-type: none"> Incidence of failure to comply.
Ensure all chemicals have a safety data sheet (SDS) and associated risk assessment registered in Council's chemical database. Follow requirements of (SDS) for chemicals.	<ul style="list-style-type: none"> Incidence of failure to comply.
Be security conscious, regarding property, records and personal belongings.	<ul style="list-style-type: none"> Incidence of failure to comply.
Deliberately or recklessly interfere with or minimise anything provided in the interest of worker health and safety.	<ul style="list-style-type: none"> Incidence of failure to comply and demonstrate due diligence.
Participate in agreed work health and safety consultative and communication process.	<ul style="list-style-type: none"> Incidence of failure to comply.
Attend or participate in work health and safety training, inclusive of induction as required.	<ul style="list-style-type: none"> Incidence of failure to comply.
Awareness of EEO Principles and practices.	<ul style="list-style-type: none"> All activities must comply with Council's Fair Workplace Policy's principles and practices. Be responsible to assist and cooperate in promoting a Fair Workplace in your Unit.
Identify obsolete and inefficient practices and recommend changes where appropriate.	<ul style="list-style-type: none"> New work practices are introduced as required in line with best practice in the industry.
Bring innovative and new ideas that could improve the quality, reduce cost, increase timeliness or provide added customer satisfaction.	<ul style="list-style-type: none"> Instances where innovation, new ideas and suggestions have assisted in improving work methods, quality, timeliness or added customer satisfaction.

Use initiative to solve problems that arise on site in order to complete tasks as efficiently as possible.	<ul style="list-style-type: none"> Instances where initiative is demonstrated to solve problems that arise.
Discuss proposed work schedules and targets and offer suggestions to improve work methods to increase the operating efficiency of the Civil Operations Unit.	<ul style="list-style-type: none"> Instances where ideas on scheduling and ordering of works have improved efficiency.
Awareness of and compliance with Code of Conduct and Associated Policies.	<ul style="list-style-type: none"> All activities must comply with Council's Code of Conduct and associated policies. Be accountable, transparent and ethical in your work. Co-operate with Council's policies and procedures including the Code of Conduct, Conflicts of Interest Policy, Secondary Employment Policy and other relevant policies.
Knowledge of appropriate legislation and codes	<ul style="list-style-type: none"> Adherence to legislation and codes
Review and approve invoices within your delegation in accordance with the Building and Construction Industry Security of Payment Act 1999 NSW.	<ul style="list-style-type: none"> The incidence of failure to adhere strictly to the Act.
Review plans and written instructions prior to and during works to ensure that departures from plans and instructions do not occur as a result of inadequate knowledge of requirements.	<ul style="list-style-type: none"> The incidence of unauthorised departures from plans, instructions and adopted practices on assigned works.
Pre-construction planning.	<ul style="list-style-type: none"> Coordinate with survey staff for site set out to mitigate delays due to poor pre planning. Organise supply of 'Dial Before You Dig' plans to be supplied prior to commencement of works. Number of incidents of damaged utility services due to lack of positively identifying utility services.
Execute works to design plans, instructions and specifications.	<ul style="list-style-type: none"> Set out jobs and transfer levels accurately. Determine the correct sequence of activities.
Select and apply appropriate Traffic Control Plans.	<ul style="list-style-type: none"> Appropriate Traffic Control Plan (TCP) selected & modified to suit site . Correct establishment of TCP. Availability and accuracy of TCP's recorded and maintained.
<ul style="list-style-type: none"> Ensure the material obtained from suppliers is of an acceptable standard to ensure a quality finish. Ensure timely delivery of material Notifying the Superintendent of poor quality material supplied. 	<ul style="list-style-type: none"> Incidents of poor quality work resulting from accepting inferior materials. Incidents of delays caused by poor planning. Incidents of non-conformance reports relating to poor material.
Select and organise appropriate machinery/ tools required for the works	<ul style="list-style-type: none"> Incidents of failure to organise appropriate machinery on a timely manner

Material testing for quality.	<ul style="list-style-type: none"> ▪ The number of delays incurred due to lack of coordination with materials testing laboratory.
Develop project schedules in consultation with the Superintendent to develop time and cost effective completion of works.	<ul style="list-style-type: none"> ▪ Timeliness and cost effectiveness of projects completed.
Accurately record events that prevent the adopted project schedule from being completed within agreed timeframes.	<ul style="list-style-type: none"> ▪ Record and document events that impact on the approved date for completion of projects. ▪ Submit evidence of 'Extension of Time' claims to the Superintendent for approval by the Project Manager
Estimate required resources and request for additional resources to complete task within the time frame.	<ul style="list-style-type: none"> ▪ Correct amount and quality of Material, Machinery and Appropriate Skilled staff requested.
Provide effective participation and input to develop harmony, enthusiasm and motivation within the trade team and a willingness to work together to achieve good results.	<ul style="list-style-type: none"> ▪ Level of profitability attained by trade team overall, taking into account all costs including direct, indirect and on-costs. ▪ Percentage of productive time attained by the individual.
Monitor the performance of site staff, plant operators and subcontractors to ensure they are working efficiently and effectively.	<ul style="list-style-type: none"> ▪ Incidents of unnecessary idle time - plant/machinery & site staff on site. ▪ Quality of Reports on supplier/ sub-contractor performance.
Demonstrate ability to lead and complete assigned work within specified times.	<ul style="list-style-type: none"> ▪ Ability to coordinate multiple concurrent site activities. ▪ Number of incidents where estimated finish dates assigned to work is not met.
<ul style="list-style-type: none"> ▪ Provide regular feedback to the staff on their work performance. ▪ Inform the Superintendent on your work team's performance. ▪ Actively seek feedback on your team's performance. 	<ul style="list-style-type: none"> ▪ Evidence of timely, constructive feedback provided to staff. ▪ Regular, accurate feedback given to the Superintendent. ▪ Incidence of feedback sought. ▪ Willingness to exert authority with subordinates to ensure compliance with Council's policies and procedures.
Check and certify timesheets.	<ul style="list-style-type: none"> ▪ The incidence of timesheet errors discovered during processing of timesheets (Payroll Function).
Monitor the performance and attendance of work team members and counsel/coach/support staff as necessary to improve performance.	<ul style="list-style-type: none"> ▪ The level of sick leave taken by staff (excluding hospitalisation, serious illness/injury).
Complete all projects in compliance with Councils specifications and quality constraints.	<ul style="list-style-type: none"> ▪ The amount of internal non-compliance reports (NCR's) raised.
<ul style="list-style-type: none"> ▪ Stand down plant and return hire tools and equipment no longer required to complete the work at hand. ▪ Authorise plant dockets to accurately show time actively engaged on works. 	<ul style="list-style-type: none"> ▪ The incidence and dollar value of additional costs incurred due to a failure to stand down hire tools or equipment

Maintain a 'Daily Site Diary' to record the progress of works, staff attendance, special events and incidents relating to the works including incidents involving staff and the public	<ul style="list-style-type: none"> ▪ The availability of comprehensive 'Daily Site Diary' records as and when required.
Accurately record the actual amount of labour, plant and material consumed in completing works using hand-held or other electronic devices provided for that purpose.	<ul style="list-style-type: none"> ▪ The quality of cost items logged/ reports Produced from the data.
Accurately record the actual amount of plant, labour, materials, and site activities consumed in completing works.	<ul style="list-style-type: none"> ▪ Accuracy of recorded plant, labour, materials and construction activities conducted on site.
Ensure good environmental practices adopted during construction activities.	<ul style="list-style-type: none"> ▪ Develop and implement environmental management control plans for project sites. ▪ Incidence of failure to implement necessary erosion and sediment controls. ▪ Incidence of complaints arising from a failure on the part of the work team to implement adequate erosion and sediment controls.
Maintain all erosion and sediment controls in good working order throughout the duration of the project	<ul style="list-style-type: none"> ▪ Monitor environmental control devices and undertake maintenance as required to ensure devices are kept in good working order. ▪ Accuracy of recorded environmental inspections undertaken. ▪ Incidence of inadequate maintenance of erosion and sediment controls.
Provide on the job training and coaching of staff.	<ul style="list-style-type: none"> ▪ Improvement in staff skills, output and attitude to work.
Continuously identify training needs for yourself and staff.	<ul style="list-style-type: none"> ▪ Correctly identifying skill gaps and notifying the Superintendent. ▪ Punctual attendance records for training (organised).
Arrange works in such a way as to limit disruption to commercial activities, access to property and the general public.	<ul style="list-style-type: none"> ▪ The number and nature of positive and negative comments received relating to construction activities executed by the work team.
Communicate with residents, property owners, businesses and the general public to advise on the impact of works to their usual activities, to respond to enquiries and negotiate solutions that ensures work proceeds efficiently without causing undue inconvenience and delays to road users.	<ul style="list-style-type: none"> ▪ The number and nature of positive and negative comments received relating to construction activities executed by the work team.
Financial Accountability	
Assessment of Claims under Building and Construction Industry Security of Payment Act (NSW) 1999	<ul style="list-style-type: none"> ▪ The incidence of failure to adhere to the Act when requisitioning invoices

This position has been identified as having the responsibility of managing financial transactions for the organisation, as required.	<ul style="list-style-type: none"> In undertaking these duties you are placed in a position of trust and must abide by Council's Code of Conduct at all times. In the event that fraudulent conduct is suspected or identified, relevant processes including disciplinary will be followed, and where appropriate, relevant external agencies may be notified.
--	---

SELECTION CRITERIA / SUCCESS PROFILE

Qualifications, Certificates or Licences	Essential	<ul style="list-style-type: none"> Trade Certificate in one of the following: General Concreting, Carpentry, Brick Laying or Stonemasonry OR Cert IV - Civil Construction & Maintenance with 5years experience in leading a work crew Class C Drivers Licence Building Industry Induction Certificate (White Card)
	Desirable	<ul style="list-style-type: none"> Traffic Control Qualifications – Traffic Controller Traffic Control Qualifications – Implement Traffic Control Plans First Aid Certificate Confined space awareness Class MR Drivers Licence
	Essential	<ul style="list-style-type: none"> A proven ability to co-ordinate and direct the work of a team of skilled and semi-skilled staff. An ability to interpret technical specifications and plans and to co-ordinate works and the supply of necessary materials with work schedules. Extensive post apprenticeship experience in civil/building construction, upgrades, and maintenance work. Proven ability to accurately estimate time and materials for numerous and various size projects/jobs Thorough understanding of Workplace Health & Safety policies and procedures Ability to use computer devices (recent experience in using computer and/or other electronic devices at work)
	Desirable	<ul style="list-style-type: none"> Experience in more than one trade Ability to use survey level instruments (dumpy level/laser Level)
Experience or skills		

CORE CAPABILITIES

Attributes	<ul style="list-style-type: none"> Decision making: Achieving desired outcomes by evaluating and identifying options, and involving others in decisions affecting them. Goals oriented: Works to achieve self-set goals, taking on challenging tasks when necessary in order to achieve them
------------	--

	<ul style="list-style-type: none"> ▪ Critical thinking: Critically examine work and activities, considering alternative points of view and approaching an issue as it relates to different stakeholders. ▪ Communication skills: able to articulate complex and technical matters in simple terms. ▪ People skills: empowers others to think for themselves, able to approach and attempt to resolve disputes in a constructive way and able to provide positive and constructive feedback when necessary. ▪ Team focussed: Willing to be mentored, and to share skills, experience and knowledge via formal and informal collaboration with colleagues
--	---

OUR VALUES

Behaviours	<ul style="list-style-type: none"> ▪ Collaborative - be open and welcoming, genuinely connect to others, include others, work together as one ▪ Active - be enthusiastic and optimistic, make a positive contribution, set goals to be the best you can be, deliver every day ▪ Respectful – be honest and trustworthy, do what you say you will put yourself in the other person’s shoes, listen to what’s important to others ▪ Evolving – stay up to date, take on new opportunities, think creatively about solutions, be a big picture thinker
-------------------	---

CORPORATE OBLIGATIONS

Employees	Various direct reports. Unit structure attached.
Delegations	Authority to operate within the Delegations attached to the position
Risk Management	Managing work practices to mitigate all identified risks, identifying and reporting additional risk and threats and assist in devising strategies to mitigate these risks.
Financial Management	Accurately log costs of plant, labour and material to a job. Understand and appreciate the cost of running a construction crew, the value of assets and the cost of outputs related to production rates.
Workplace Health and Safety	Comply and co-operate with WHS policies, procedures, instructions and safe systems of work.
Code of Conduct	All employees are responsible for adhering to Council’s Code of Conduct and the policies and procedures that support it
Workplace Behaviour & EEO	All activities must comply with Council’s Workplace Behaviour Guidelines.

Records Management	Comply with Council's Records and Information Management Policy including creation of appropriate records in Council's records management system and proper custodianship of records to ensure against loss, removal or destruction
Continuous Improvement	Identify obsolete and inefficient practices and recommend changes where appropriate
Customer Focus	Championing an exceptional customer experience, and evaluating customer satisfaction in order to continually improve service delivery
Procurement	Activities are conducted in accordance with the Purchasing Policy and Procedures to provide transparency and cost effectiveness in procurement

SPECIFIC CONDITIONS OF EMPLOYMENT

Sutherland Shire Council wages Staff Enterprise Agreement, 9 day fortnight, based on 38 hour week of operations from Monday to Friday, licences must be valid and maintained and can be asked to work at various locations across the LGA.

SIGNATURE

.....
Incumbent (signature)

.....
Date