



## **POSITION DESCRIPTION**

### **CONCRETE CREW LEADER**

<b>Department:</b>	<b>Road Operations</b>
<b>Reports to:</b>	<b>Supervisor Trades</b>
<b>Location:</b>	<b>Dunedoo</b>
<b>Grade:</b>	<b>6</b>

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#### **COUNCIL OVERVIEW**

Warrumbungle Shire is a local government area in the central western region of New South Wales. The Shire is traversed by the Newell Highway and the Golden Highway. Warrumbungle National Park, Coolah Tops and Siding Spring Observatory are major tourist attractions for the Shire. Indigenous history, traditions and culture are recognised as important aspects of Warrumbungle Shire, which was traditionally built on agricultural pursuits with the early establishment of wool growing and beef cattle production followed by cereal cropping and today a burgeoning vine growing and horticultural industry.

The Shire is also a meeting place for the nations of our traditional owners and custodians of the land. The northern part of the shire is home to the Gamilaraay people while the southern part of the shire is home to the Wiradjuri people. The nations of the Weilwan and Kawambarai (Werriri) come into the Shire on the western border.

#### **COUNCIL VALUES**

The guiding principles of honesty, integrity, fairness and compassion form the spirit of the team along with respect, transparency, passion, trust and opportunity is how Warrumbungle Shire Council strengthens its working environment to deliver on the aspirations of our community.

#### **PRIMARY PURPOSE OF THE POSITION**

Reporting to the Supervisor Trades, this position is responsible for undertaking the construction and maintenance of footpaths, kerbs, gutter and storm water drains whilst also supervising a small crew.

This hands on role is responsible for the team delivering on allocated concrete and drainage tasks that not only meet a quality standard but are also safely and efficiently completed.

#### **KEY ACCOUNTABILITIES**

Within the area of responsibility, this role is required to:

- Coordinate, lead and mentor relevant staff and contractors in order to undertake assigned works timely and to a quality standard. This also includes providing general feedback and advice, and ensuring all timesheets and other relevant paperwork are completed in a timely manner.

- Assist in the development and training of team members.
- Develop and maintain a team that displays excellent work ethics and strives to continually improve the best possible outcomes.
- Monitor staff output to ensure adherence to work schedules and ensuring compliance with relevant Standards and practices including Work, Health and Safety requirements and Council's Code of Conduct.
- Construct and maintain storm water drains, kerbs, gutters, roundabouts and footpaths to a quality standard.
- Operate a variety of plant such as backhoe and skid steer loader in accordance with relevant qualifications and within Council policies.
- Contribute to the implementation and coordination of relevant concrete and drainage programs including training and directing staff and coordinating resources.
- Effectively manage traffic control in accordance with staff qualifications, legislation and Council's Traffic Control Management Plan.
- Assist the Supervisor with quoting and budget preparation, purchasing, and recordkeeping
- Proactive participant in team meeting and coordinate/ensure that toolbox meetings are conducted as required.
- Liaising with the other Crew Leaders and Supervisor to implement effective operations
- Perform other duties as directed from time to time that are within the competency and skills of the position.
- Comply with Council's Code of Conduct, relevant policies and procedures, values and behaviours, and work health and safety responsibilities, as amended from time to time

**This is not an exhaustive list of duties, and the job holder may be required to undertake other duties that are within the limits of the employee's skill, competence and training.**

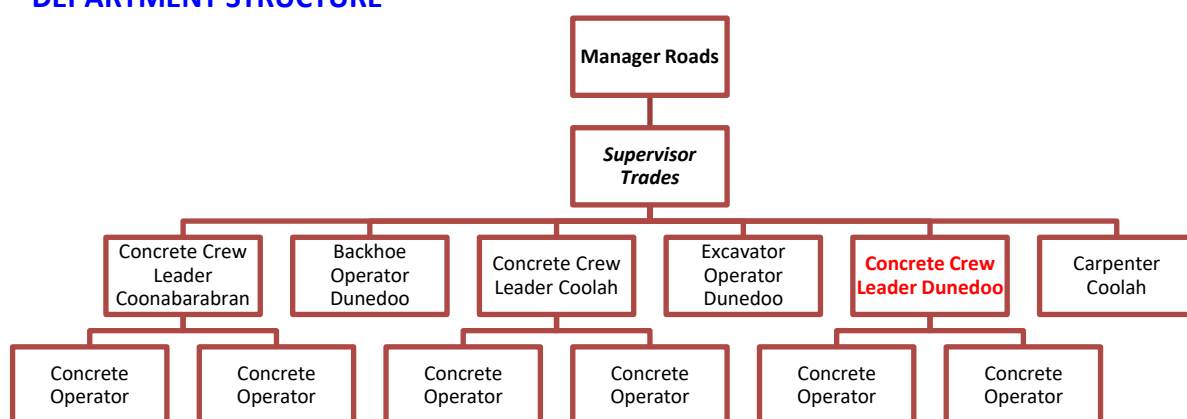
### **ESSENTIAL REQUIREMENTS**

- 1 Commitment to Council's Mission, Values and Code of Conduct.
- 2 Understanding of work health and safety (WHS) in the workplace and commitment to a positive contribution to WHS in the workplace and compliance with Council and legislative requirements.
- 3 Minimum two years' relevant experience
- 4 OHS Construction Induction Certificate ("whitecard")
- 5 Traffic Controller ticket (Blue)
- 6 Implement Traffic Control Plans ticket (Yellow)
- 7 Ability to read plans and calculate material quantities
- 8 Verification of Competency for Backhoe and demonstrated competence on plant
- 9 Ability to operate different plant and equipment
- 10 Sound oral and written communication skills
- 11 Proven and demonstrated reliability and punctuality
- 12 Class MR driver's licence

### **DESIRABLE REQUIREMENTS**






- 1 Supervisory experience with demonstrated ability to motivate and supervise a team
- 2 Certificate III in Civil Construction
- 3 Level II Chainsaw ticket with demonstrated competence in operating and maintaining chainsaws
- 4 Demonstrated ability to work unsupervised
- 5 First Aid Certificate

## DEPARTMENT STRUCTURE



## CAPABILITIES FOR THE ROLE

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, ie. “how we do things around here”. It builds on organisational values and creates a common sense of purpose for elected members and all levels of the workforce. The Local Government Capability Framework is available at [www.lgnsw.org.au/capability](http://www.lgnsw.org.au/capability). 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. Refer to the next section for further information about the focus capabilities.

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

## Focus capabilities

The focus capabilities for the position are those judged to be most important at the time of recruiting to the position. That is, the ones that must be met at least at satisfactory level for a candidate to be suitable for appointment.

Local Government Capability Framework		
Group and Capability	Level	Behavioural Indicators
<b>Personal Attributes</b> Demonstrate Accountability	Intermediate	<ul style="list-style-type: none"><li>Follows through reliably and openly takes responsibility for own actions</li><li>Understands delegations and acts within authority level</li><li>Is vigilant about the use of safe work practices by self and others</li><li>Is alert to risks in the workplace and raises them to the appropriate level</li></ul>
<b>Relationships</b> Work Collaboratively	Intermediate	<ul style="list-style-type: none"><li>Encourages an inclusive, supportive and co-operative team environment</li><li>Shares information and learning within and across teams</li><li>Works well with other teams on shared problems and initiatives</li><li>Looks out for the wellbeing of team members and other colleagues</li><li>Encourages input from people with different experiences, perspectives and beliefs</li><li>Shows sensitivity to others' workloads and challenges when asking for input and contributions</li></ul>
<b>Results</b> Deliver Results	Intermediate	<ul style="list-style-type: none"><li>Takes the initiative to progress own and team work tasks</li><li>Contributes to the allocation of responsibilities and resources to achieve team/project goals</li><li>Consistently delivers high quality work with minimal supervision</li><li>Consistently delivers key work outputs on time and on budget</li></ul>
<b>Resources</b> Assets and Tools	Intermediate	<ul style="list-style-type: none"><li>Uses a variety of work tools and resources to enhance work products and expand own skill set</li><li>Ensures others understand their obligations to use and maintain work tools and equipment appropriately</li><li>Contributes to the allocation of work tools and resources to optimise team outcomes</li></ul>
<b>Workforce Leadership</b> Manage and Develop People	Foundational	<ul style="list-style-type: none"><li>Clearly explains work required, expected behaviour and outputs</li><li>Gives regular feedback about positive behaviour and areas for improvement</li><li>Provides appropriate support to enable development</li><li>Recognises ongoing performance issues and seeks advice on managing them</li></ul>

## CONDITIONS OF WORK

Council employees work according to conditions provided under the Local Government (State) Award and Council's policies and systems, including but not restricted to:

- Council's Salary System
- Council's Code of Conduct
- Equal Employment Opportunity
- Drug and alcohol testing.

### Work Health and Safety

**Employees** – All employees of Council have a legal obligation to comply with statutory requirements and Warrumbungle Shire Council's WHS Management system, policies, procedures, Safe Work Method Statements, practices and work instructions. These are introduced to ensure the health and safety of employees, contractors, visitors, volunteers, the public and the environment.

Responsibilities include:

- Being aware of Council's WHS Management system, policies and procedures.
- Performing all work and associated functions in a safe manner.
- Complying with all documented WHS policies, procedures, Safe Work Method Statements, work instructions and verbal instructions issued by the organisation or its officers.
- Correctly using and maintaining all personal protective clothing and equipment supplied by the organisation.
- Identifying hazards, conducting risk assessments, and taking corrective action to eliminate hazards where possible in the workplace, and/or to report hazards and risks in accordance with WHS procedures.
- Establishing and maintaining a high standard of housekeeping and cleanliness within individual work areas and on Warrumbungle Shire Council property generally.
- Reporting and assisting with the investigation of all incidents in the workplace, including minor injuries, near misses and property damage.
- Attending any toolbox, team talks or specific training supplied by Council.
- Being familiar with the location of first aid treatment centres, fire protection facilities and evacuation procedures.
- Working in a manner that will not endanger themselves, other employees or the public.
- Report any concerns for WHS to your Supervisor.

Employees will be held responsible for failing to comply with the Work Health and Safety responsibilities listed above.

### Privacy and Confidentiality

Council employees are often privy to confidential and sensitive information. In addition, Council collects personal information from clients for purposes covered within the Privacy and Personal Information Protection Act 1998. This information cannot be used for any purpose other than that which is specifically authorised by the client at the time of collection. Nor can this information, or any impressions gained in the process of interaction with the client, be given either verbally or in any written or electronic form, to any other person other than those duly authorised by Council's Privacy Contact Officer.

It is a condition of employment not to discuss, or disclose by other means, information which may breach privacy legislation, Council's Privacy Management Plan, or bring harm to clients or customers of Council, or which may bring Council into disrepute. Breaches of this condition will be dealt with in accordance with the Disciplinary Procedures Clause of the of the Local Government (State) Award.

### Hours of Work

Council's outdoor staff normally work a 38 hour week:

Week 1 -           7.30 am – 4.30 pm Monday – Thursday  
                  7.30 am – 4.00 pm Friday

Week 2 - 7.30 am – 4.30 pm Tuesday – Friday

For works located 3 km or more from the depot, staff may be required to start on the job (ie be at the work site rather than the depot at the starting time). Staff may also be required to finish on the job (ie at the work site).

A ten minute break (paid) is provided for morning tea and half an hour (unpaid) for lunch.

Council operates a 9-day fortnight with one rostered day off per two weeks. Employees are entitled to four weeks annual leave and fifteen days sick leave per annum. After one year of employment female employees are entitled to nine weeks paid maternity leave.

### **Progression**

Salary progression is based on a competency assessment document. Assessments are conducted after six (6) months employment and thereafter annually on 1 August or on request.

### **Superannuation**

Council pays the amount required by the Superannuation Guarantee Scheme on behalf of every employee into their preferred superannuation provider. Superannuation is paid weekly to Local Government Super on all earnings. All other funds are paid quarterly, on earnings exceeding \$450 per month, as required by the Australian Taxation Office.

### **Training**

Council provides leave for training and study purposes, based upon the employee's professional development and Council's long term needs as determined by its training plan.

### **Smoke-Free Workplace**

Council's workplaces and vehicles are smoke-free zones. Children's Services based at Bandulla Street and Robertson Street campuses are smoke free to the property boundary, as are Council's swimming pools. Smokers must move a minimum of four (4) metres from doorways into buildings and dispose properly of waste.

### **Health Monitoring Requirements**

This position has the following health monitoring requirements as part of Council's Health Monitoring Procedure and WHS requirements.

#### ***Hepatitis A/B***

##### ***Pre-employment***

Blood test for immunity. Immunisation if required, followed by blood test within 12 months and further booster if recommended by medical practitioner.

#### ***Hearing***

##### ***Pre-employment***

Audiometric testing within three months of commencement

##### ***Every two years***

Audiometric testing

### **Council Induction**

Before commencing duties all workers must complete a Council induction.

### **Camera Surveillance and GPS tracking**

Camera surveillance has been installed in and on Council-owned buildings and in some public spaces in the Council area. Signage is installed to indicate camera locations. GPS tracking has been, or may be, installed, in commuter use vehicles; plant and trucks; small plant; general fleet and leaseback vehicles. All vehicles and plant with GPS tracking installed have an identifying sticker attached. Camera surveillance and GPS tracking is continuous and ongoing.