

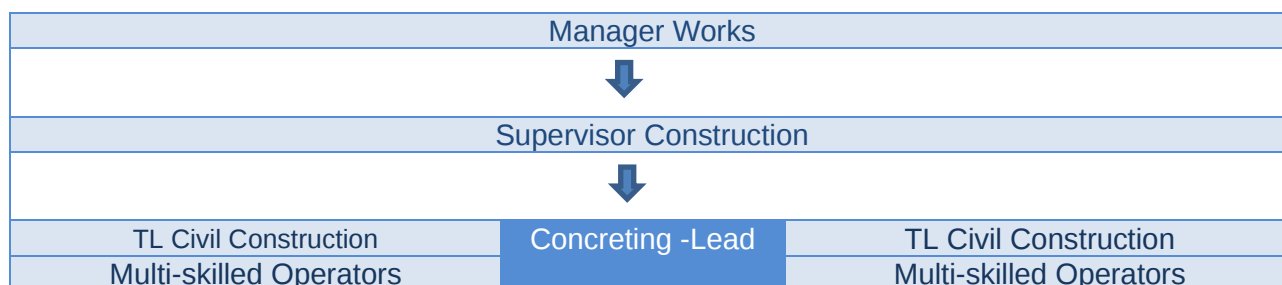
Position Description

Position Title	Concreter – Lead
Position Code	ENG017/1
Department	Engineering
Division	Works
Reports To	Supervisor Construction
Direct Reports:	Supervisor Construction
Position Classification	Administrative/ Technical/ Trades Band 2, Level 1-2
Position Status	Full Time
Allowances	

SPECIAL CONDITIONS

Occasional ad-hoc, out of hours work may be required to complete projects. On these occasions, overtime will be paid in accordance with the Local Government (State) Award.

REPORTING STRUCTURE OF POSITION



PRIMARY PURPOSE OF THE POSITION

The aim of this position is to lead and deliver expert concreting work activities as part of the Civil Construction team within the Engineering Department, Works division of Council. This position will include expertise in planning, formwork, design plans and execution of concreting, kerb and guttering, paving and associated works. This position will have accountability for mentoring, training and upskilling of all Council Team Leaders and operators in the area of civil concreting works. The role will also be responsible for continuous improvement in innovative technologies and industry developments as well as efficiency and work planning.

Areas of Delivery	Est. % of time spent
<i>Responsible for the preparation and execution of civil concreting works, including formwork, reinforcement placement, and pour coordination. Works primarily involve public infrastructure such as footpaths, kerb and gutter, and drainage structures, with a strong emphasis on quality assurance and compliance with council standards and specifications.</i>	70%
<i>Upskill, mentor and train Council employees on all elements of construction and maintenance activities within scope of the role. Provide quality control and assurance of all Council concreting projects.</i>	30%

POSITION RESPONSIBILITIES

Concreter – Lead

- Responsible for onsite management, control and coordination of all aspects of concreting works and projects and ensuring these are undertaken consistently, safely and ensuring quality work outcomes. These projects and tasks may include:
 - Stormwater drainage including pits and sumps;
 - Culvert construction and maintenance;
 - Major civil projects including industrial culverts and other major activities
 - Concreting and formwork including accurate set out and levels;
 - Footpath construction and maintenance;
 - Paving projects;
 - Kerb and gutter, construction and maintenance;
 - Driveways and laybacks including private works.
- Able to setup and use laser levels to ensure construction and maintenance projects occur consistent with specifications and work plans;
- Monitor all aspect of works in progress to ensure schedules and timelines are being met;
- Responsible for the completion of administration duties on site including:
 - Verify contractors have appropriate tickets and licences;
 - Ensure appropriate Traffic Control Plans (TCP) are in place prior to the commencement of work;
 - Ensure appropriate Speed Zone Authorities (SZA) are in place prior to the commencement of work;
 - Completion of plant sheets prior to the commencement of work;
 - Completion of Risk Assessments prior to the commencement of work;
 - Ensure development and compliance with SWMS;
 - Lead Tool Box talks on worksites;
 - Ensure compliance with State Road Authority requirements for all State Road Authority projects including:
 - Completion of daily works record;
 - Documentation of tool box talks;
 - Undertake Site Inductions;
 - Compliance with Traffic Control Plans
- Responsible for ensuring the operation and daily maintenance and servicing for purpose build plant items, equipment and infrastructure ensuring plant and equipment is maintained in accordance with manufacturers specifications and Council's requirements. This includes but not limited to the completion of;
 - Pre-starts
 - Plant-sheets
 - Greasing of equipment
- Assist with the maintenance of depot yard and facilities;
- Provide high level customer service answering enquiries from the public and report issues for further action where appropriate

- Cooperate with Supervisor / Manager to ensure activities related to safety, quality and environmental protection requirements are carried out on a day to day basis.

Organisation – Professional

- Contribute to reviews and status of the Community Strategic Plan and Delivery Program including the preparation and reporting on all relevant IP&R requirements.
- Ensure compliance with the WHS Act 2011 and its regulations, including:
 - Report any injury, damage, unsafe condition or hazard to the immediate supervisor, or an appropriate person;
 - Wear protective clothing or equipment in the manner intended (if required);
 - Take reasonable care for the health and safety of all persons who are at their place of work;
 - Ensure that all employees and contractors under their direction or control receive adequate instruction for the safe and efficient performance of their duties;
 - Correct unsafe and/or unhealthy practices or conditions in areas under the control of the position to the full extent of the position's authority or refer to relevant Supervisor, Manager, or Manager People and Strategy;
 - Cooperate with the supervisor in the measures taken to ensure Work Health and Safety;
 - Undertake prompt and direct reporting of all WHS related matters through Council's online system or via phone call to Supervisor within reporting timelines.
- Manage and develop staff through implementation of Council's human resource management systems, policies and procedures, including but not limited to: Recruitment; Performance Management and conducting performance reviews and the promotion of Learning and Development;
- Carry out and/or participate fully in prompt investigation of all serious or potentially serious accidents which result in, or could have resulted in either injury to persons or damage to property, or human resource implications so that remedial action may be effected promptly;
- Work cooperatively in a team environment and provide support and/or technical advice as required across other areas of Council;
- Assist with and/or lead contract and project management practices in line with Council's policies and delegations (i.e. Contract Superintendent accountabilities or reporting all information through to this role) in the engagement and management of external providers of professional and technical services, including all contractors of Council.
- Assess and improve work practices and procedures on a continuous basis to achieve or exceed Council's strategic and operational goals;
- Comply with all Council's policies and procedures and Code of Conduct;
- Complete other duties as directed by the nominated Supervisor;

- Undertake other relevant duties as directed which are consistent with the employee's skill, competence and training.

KEY RELATIONSHIPS

Who	Why
Internal	
Director Engineering	As required in relation to work carried out
Manager Works	As required – support, guidance and mentoring as required
Construction / Maintenance Supervisor	Supervisor
Human Resources / WHS Teams	HR - enquiries, investigations, payroll, training. WHS – advice, incidents and investigations.
Construction and Maintenance Team	Working collaboratively with peers
Council Employees	Colleagues
External	
Business and Community Members	Enquiries, complaints
Authorities	Assisting with investigations

POSITION CAPABILITIES

LGNSW Capability Framework		
Capability Group	Capability Name	Level Required
 Personal Attributes	Manages Self	Advanced
	Displays Resilience and Adaptability	Adept
	Act with Integrity	Adept
	Demonstrate Accountability	Adept
 Relationships	Communicate and Engage	Adept
	Community and Customer Focus	Adept
	Works Collaboratively	Adept
	Influence and Negotiate	Adept
 Results	Plan and prioritise	Adept
	Think and solve problems	Adept
	Create and Innovate	Adept
	Deliver Results	Adept
 Resources	Finance	Foundational
	Assets and Tools	Adept
	Technology and Information	Advanced
	Procurement and Contracts	Foundational
 Workforce Leadership	Manage and Develop People	Adept
	Inspire Direction and Purpose	Adept
	Optimise Workforce Contribution	Adept
	Lead and Manage Change	Adept

PERSON SPECIFICATION

Essential

- Certificate III in Civil Construction or Concreting or other relevant Trade qualification;
- At least 5 years' experience in concreting across residential and commercial projects.
- Demonstrated experience with setting levels on a construction / concreting worksite;
- Demonstrated ability to manage projects within specific timeframes in the achievement of Council's goals;
- Ability to use mobile technology to complete forms, risk assessments, incident reports and online systems;
- Ability to interpret plans to effectively undertake project work;
- Able to work with minimum supervision using judgement and initiative.
- Ability to provide high level customer service to the community.
- Developed communication skills with the ability to effectively communicate with a diverse stakeholder group;
- Possess SafeWork General Construction Induction Card (White Card).
- Current RMS Traffic Control Qualifications including:
 - Controller
 - Implement
- MR Drivers Licence

Desirable

- Qualifications in Project Management;
- One or more of the following WorkCover certificates of competency:
 - Basic Scaffolding (SB);
 - Dogging (DG);
 - Basic Rigging (RB);
 - Non-slewing Mobile Crane (greater than 3 tonnes) (CN);
 - Slewing Mobile Crane (up to 20 tonnes) (C2);
 - Forklift Trucks (LF);

Authority and Accountability

- Worker level responsibilities in regards to WHS legislation
- Financial delegation as per Council's delegation register

EQUIPMENT REQUIRED FOR THE POSITION

- Mobile Phone

ACKNOWLEDGEMENT

This position description is a broad description of the accountabilities, duties and required capabilities relating to this position. The role and position are dynamic and may evolve and change over time in line with changing strategic and operational requirements. Continuing development, change and improvement of processes, practices, knowledge, skills and behaviors are expected at Forbes Shire Council.

I have signed below in acknowledgement of reading, understanding and accepting the contents of this document. I accept that, with consultation, my duties may be modified by Forbes Shire Council from time to time as necessary.

Employee's Signature:

Date:

HR USE ONLY

Does this position require a Working with Children Check?	Yes / No
Does this position require the incumbent to undergo a criminal reference check	Yes / No
Does this position have a Financial Delegation	Yes / No Level:
Does this position require the incumbent to possess a specific license or qualification	Yes / No