

POSITION TITLE	Ganger Construction & Maintenance (GRADE 1)
DEPARTMENT	Infrastructure Services
GROUP	Works
LOCATION	Mareeba/Kuranda/Dimbulah/Mt. Molloy
CLASSIFICATION / LEVEL	LGEA Level 6 (progression opportunities as per the Broad Banded Positions Guidelines)
REPORTS TO	Foreperson Construction & Maintenance

Department Summary

The Infrastructure Services Department is responsible for the planning and delivery of Council capital works and major operational works programs.

Department groups include:

- Technical Services
- Works
- Water & Waste
- Projects

Position Summary

The position assists the Foreperson Construction & Maintenance in the delivery of day to day road maintenance and construction activities within the Mareeba Shire by directing and supervising the activities of work groups they are responsible.

The role involves physically demanding work to be undertaken in a hot and humid climate on a daily basis. It is the responsibility of the Ganger Construction & Maintenance to ensure they are physically fit and able to efficiently and consistently undertake these tasks. This includes a requirement to maintain their weight at or below the Safe Working Load (SWL) for the seat of the machinery and equipment the position is required to operate.

Key Responsibilities

- Ensure all Construction & Maintenance activities are carried out in accordance with supervisor's directives, Council policies and procedures and ensuring they meet statutory and Council requirements
- Ensure all aspects of routine maintenance works to be carried out under the Road Maintenance Performance Contracts (RMPC) meet Department Transport and Main Roads contract requirements which includes the use of RMPC software and record keeping policies and procedures. RMPC Ganger to record defects on state-controlled roads using method required by RMPC Steward
- Provide day to day operational direction, supervision and leadership to team members to produce efficient and effective Construction and Maintenance service delivery and effectively act on individual and/or team performance/conduct issues in accordance with Council policy and procedure
- Ensure that accurate and timely record keeping practices are maintained especially with completed works/as constructed records, timesheets, plant hire, staff performance and conduct issues, photographic evidence and Workplace Health and Safety (WH&S) documentation

- Assist the Foreperson Construction and Maintenance with the preparation and allocation of plant and other resources, the preparation, implementation and review of quality, safety, environmental and traffic management plans for projects and the set out of various works in accordance with plans and specifications
- Identify, record and report problems to the Foreperson Construction & Maintenance and provide recommendations for identified problems relating to product, process and quality systems
- Other responsibilities as directed from time to time

Skills and Knowledge

- Good oral, written and interpersonal communication skills, including negotiation and conflict resolution
- Basic computer skills using Microsoft Office suite of applications
- Good organisational skills including the ability to meet time deadlines and satisfy customer demands
- Ability to work under limited supervision
- Demonstrated problem solving, reporting and communication
- Sound knowledge of road maintenance and construction procedures, including technical understanding and analysis of plans and specifications
- An understanding of the engineering properties of materials used for road and bridge maintenance and construction activities
- Knowledge of WH&S and Environmental Legislation
- Knowledge of Local Authority practices and procedures

Qualifications and Experience

Essential (Mandatory for the position)

- Current Queensland C Class Driver's Licence
- Queensland Construction White Card, or national equivalent
- Current Traffic Control Accreditation prior to commencement of employment or be eligible to obtain accreditation via Crimtrac
- Current First Aid and CPR qualifications or willingness to obtain within 6 months of commencement
- Demonstrated experience in road, bridge and drainage maintenance and related construction activities
- Demonstrated experience supervising a work group

Desirable

- Certificate III in Civil Construction or equivalent experience
- Manual of Uniform Traffic Control Devices (MUTCD) Level 2 Competency
- An understanding of the RMPC operations including the use of REFLECT Software
- Current Queensland MR Driver's licence

Environmental Obligations

All employees have a legal obligation to comply with environmental legislation and must comply with any Environmental Authority issued to Council to carry out activities. Clause 4.2.5 of the Employee Code of Conduct provides further detail on employee and supervisor compliance requirements.

Workplace Health and Safety Obligations

All employees have a legal obligation to comply with WHS legislation. Employees must work in accordance with the Council Safety Management System – SAFE PLAN and comply with the WHS Responsibility Statement relevant to their position - see Schedule S2 attached.

SCHEDULE S2
WHS RESPONSIBILITY STATEMENT
Managers, Coordinators & Supervisors

Managers, coordinators and supervisors are responsible and accountable to their department director for the health and safety of all employees, contractors, visitors and volunteers at workplaces that are under their control.

Responsibilities include:

1. Performing all work in a safe manner and ensuring a safe work environment and safe system of work are provided for all employees, contractors, visitors and volunteers.
2. Implementing, maintaining and monitoring the WHS Management System – SAFE PLAN (WHS Plan) and Monthly Action Plans (MAPs) within their area of responsibility.
3. Being aware of WHS key performance indicators (KPIs) that have been set by management for their area of responsibility.
4. Assisting with the development and implementation of departmental WHS policies, procedures and work instructions and compliance with them
5. Providing information to employees through team meetings, toolbox talks or information sessions in relation to WHS.
6. Ensuring hazard inspections are conducted at all relevant workplaces in accordance with the ‘Hazard Inspection Matrix’ and hazard checklist, and corrective actions to eliminate hazards are taken where possible
7. Ensuring risk assessments are conducted and recorded for all identified hazards including hazardous substances, operation of plant and prior to the implementation of new work practices.
8. Acquiring and maintaining a sound knowledge of the safety risk profile of the department and developing meaningful risk controls for the relevant area of responsibility.
9. Ensuring all incidents, serious bodily injuries, work-related illnesses or dangerous occurrences, including near misses, are reported to the WHS Advisor within the required timeframes.
10. Identifying employee training needs and ensuring that no employee is required to undertake a task without first receiving training in the safe method of work or adequate safety instructions.
11. Ensuring all new employees and internal transferees are given job induction training and appropriate job safety instructions.
12. Enforcing the wearing of all required personal protective equipment (PPE), provide training in the use of PPE and ensuring that the equipment is worn correctly.
13. Ensuring a high standard of housekeeping is maintained within their area of control.
14. Ensuring that no hazardous substance is purchased or used without first carrying out a risk assessment and gaining approval from the relevant person.
15. Ensuring all employees under their control are aware of first aid locations, fire protection facilities, evacuation and other emergency procedures.
16. In liaison with the Workplace Rehabilitation Coordinator, implementing rehabilitation procedures and facilitating early return to work for injured employees including the identification of positions that are suitable for rehabilitation placements.
17. Attend WHS Committee meetings if and when required.
18. Ensuring compliance with National Heavy Vehicle legislative requirements relevant of this position

I have read and understand the above position description and WHS Responsibility Statement S2					
INCUMBENT NAME		SIGNATURE		DATE	
SUPERVISOR NAME		SIGNATURE		DATE	