

<b>POSITION TITLE</b>	<b>Foreperson Construction &amp; Maintenance (Grade 1)</b>
<b>DEPARTMENT</b>	<b>Infrastructure Services</b>
<b>GROUP</b>	<b>Works</b>
<b>LOCATION</b>	<b>Kowa Street Depot Mareeba</b>
<b>CLASSIFICATION / LEVEL</b>	<b>LGOA Level 2 (Progression opportunities as per Broad Banded Position Guidelines)</b>
<b>REPORTS TO</b>	<b>Coordinator Transport Infrastructure</b>

### **Department Summary**

The Infrastructure Services Department is responsible for the planning & delivery of Council's capital works and major operational works programs. Department Groups include:

- Technical Services
- Works
- Water & Waste
- Assets & Projects

### **Position Summary**

Working independently under limited direction from the Coordinator Transport Infrastructure, (Coordinator), the Foreperson position is responsible for the daily operation and supervision of minor, major and contract projects within the works program. This position may be required to work in a variety of locations across the Mareeba Shire Council including supervising works programs that involve working and camping in remote locations.

The position requires physically demanding work to be undertaken in a hot and humid climate on a daily basis. It is the responsibility of the Foreperson Construction & Maintenance to ensure they are physically fit and able to efficiently and consistently undertake these tasks. This includes a requirement for the Foreperson 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**

- Supervise day to day operations of a designated works team to ensure the timely, efficient and effective delivery of construction and maintenance projects and services across the Shire
- Provide 'on the job' technical support to gangers, plant operators and labourers including the planning and set out of minor works in accordance with plans and specifications
- Oversee and, provide support to gangers in relation to workforce management issues including performance and disciplinary matters, training and staffing needs
- In conjunction with the Coordinator, plan, prepare, implement, monitor, review and report on all aspects of project activities allocated to the position with particular focus on labour, asset and resource allocations, quality control, safety, costs, project scheduling and progress

- Assist in the preparation of and monitor compliance with quality, safety, environmental and traffic management plans for projects, ensuring operations are conducted in accordance with both statutory and Council requirements
- Liaise and share information with staff, supervisors and other departments where required with regards to location of services, plant break downs, operational changes etc
- Identify and record any problems relating to staff, product, process and quality systems on a job file or as a diary entry. Initiate, recommend or provide solutions to problems identified and inform the Coordinator of same
- Ensure that accurate records are produced for completed works and as constructed records, as well as, communicating such records to relevant staff to ensure records are available to the whole of Council. Ensure all corporate information is captured within Council's business systems adhering to record keeping policies and procedures
- Ensure all daily costs are accurately apportioned to operational or capital activities and all production reports where necessary are completed. Monitor and check on a daily basis the authenticity of expenditure against Council's works orders
- Attend meetings, workshops and training sessions as directed and participate in relevant work anywhere within the Shire boundaries, which includes callouts and work which requires an overnight stay in Council provided accommodation or rough camp environments
- Required to be on a 'on call roster'
- Other reasonable duties as directed from time to time

### **Skills and Knowledge**

- High level oral, written and interpersonal communication skills, including negotiation and conflict resolution
- Sound computer skills using Microsoft Office Word, Excel and Outlook programs.
- Demonstrated ability to organise and prioritise work to meet time deadlines and budgetary constraints
- Ability to work independently and with limited supervision
- Ability to reduce levels and set out minor works
- Detailed knowledge of operational methodology, Work Health & Safety and Environmental Legislation
- Knowledge of Local Authority practices and procedures
- Understanding of job costing, quality control and basic contract management
- Sound knowledge of contract management

### **Qualifications and Experience**

#### ***Essential (Mandatory for the Position)***

- Current Queensland C Class driver's licence
- Current Queensland HR/HC licence or ability to obtain one within 6 months of commencement in the position
- Extensive experience in concrete works
- Extensive experience in timber and concrete bridge maintenance and construction
- Strong experience in major capital programs
- Experience using a range of software programs including the Microsoft Office Suite
- General Safety Induction Blue Card or national equivalent White Card
- Manual of Uniform Traffic Control Devices (MUTCD) level 2 Competency
- Minimum 2 years' experience with the supervision of crews in bridges, drainage and/or construction environments

**Desirable**

- Level 1 & 2 Bridge Inspection qualifications
- Operator tickets for earthmoving equipment
- Current Traffic Control Accreditation or be eligible to obtain accreditation
- Traffic Management implementation qualification (TMI)
- Cert III in Civil Construction (Bridge Maintenance) or a related field
- Current First Aid and CPR qualifications or willingness to obtain same within 6 months of commencement in the position
- Experience in a local government or similar environment.

**Leadership Competencies**

People in supervisory roles play a vital role in the successful operation of Council' functions and the engagement and productivity of employees. This position is required to demonstrate the behaviours and competencies outlined in the attached Schedule L1 - Leadership Competencies.

**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.

I have read and understand the above Position Description					
<b>INCUMBENT NAME</b>		<b>SIGNATURE</b>		<b>DATE</b>	
<b>SUPERVISOR NAME</b>		<b>SIGNATURE</b>		<b>DATE</b>	

## **SCHEDULE L1 LEADERSHIP COMPETENCIES**

Leadership is a vital element of every supervisory position, whether it is at foreperson, supervisor, coordinator or manager level. Following are examples of the behaviours and competencies supervisors at all levels are expected to demonstrate in their work each day. This is not intended to be an exhaustive list.

### **Act as a role model on behalf of Council**

- Model the values and principles outlined in the Employee Code of Conduct. Lead by example, follow policies and procedures and do not walk or drive past a non-compliance without addressing the issue.
- Act professionally as a representative and leader of Council - within and outside of working hours.
- Treat others with respect, dignity, honesty and sensitivity. Do not participate in overbearing or intimidating behaviour, belittle others or behave in a manner which may make others feel humiliated or degraded.

### **Lead teams effectively**

- Share information with team members that is vital for their effective work performance and which gives them context to decisions made by their supervisors or managers.
- Ensure workloads are distributed fairly and equally amongst team members and that nobody feels left out or treated differently to the rest of the team.
- Drive continuous improvement and embrace and adapt to change. Encourage employees to bring up suggestions for improvements and initiative, consider them and provide feedback on the outcome.
- Identify problems and come up with solutions, seek the team's input when appropriate. Mentor others to find their own solutions rather than always giving them the answers.
- Be decisive, make decisions equally and fairly for everyone and follow Council guidelines, policies and procedures.

### **Foster excellent performance and address performance issues**

- Develop team objectives in line with Council goals and core values. Set clear expectations for team members and provide regular constructive feedback.
- Empower team members to perform in their roles within their capabilities and level of responsibility while providing them with guidance and direction when needed.
- Manage performance in a timely manner - give praise where praise is due and address problems when required, in a constructive manner. Hold team members accountable.
- Support team members to improve their skills, become more experienced and to be successful in their roles. Encourage professional development.

### **Work as a united team**

- Implement decisions made by management and provide team members with as much context as possible.
- Work effectively and cooperatively with other departments so as to achieve overall positive results.

**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. 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.
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.
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 are reported to the WHSA 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.

I have read and understand the above Work Health & Safety Responsibility Statement					
<b>INCUMBENT NAME</b>		<b>SIGNATURE</b>		<b>DATE</b>	
<b>SUPERVISOR NAME</b>		<b>SIGNATURE</b>		<b>DATE</b>	