

POSITION TITLE	Ganger Construction & Maintenance (Grade 1)
DEPARTMENT	Infrastructure Services
GROUP	Works
LOCATION	Mareeba
CLASSIFICATION / LEVEL	LGEA Level 6 (progression opportunities as per the Broad Banded Position 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:

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

Position Summary

The Ganger Construction & Maintenance (Grade 1) assists the Foreperson Construction & Maintenance in the delivery of daily road maintenance and construction activities within the Shire by directing and supervising the activities of work groups for which they are responsible.

The position is an entry level supervisory role and involves assisting with the supervision of operators classified up to Level 6 and maintenance and minor projects under \$100,000.

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 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 and maintenance activities are carried out in accordance with supervisor's directives, Council policies and procedures and meet statutory and Council requirements
- Ensure all aspects of routine maintenance works to be carried out under the Road Maintenance Performance Contract (RMPC) meet the Department of Transport and Main Roads' contract requirements which include the use of RMPC software and record keeping policies and procedures
- 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 policies and procedures

- Ensure that accurate and timely record keeping practices are maintained especially with completed works and as-constructed records, timesheets, plant hire, staff performance and conduct issues, photographic evidence and Workplace Health and Safety documentation
- Assist the Foreperson Construction & 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 reasonable duties 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 the Microsoft Office suite of applications
- Good organisational skills including the ability to meet 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 Workplace Health and Safety 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 or be eligible to obtain accreditation via Crimtrac
- Current First Aid and CPR qualifications or to be obtained within 6 months of commencement
- Demonstrated experience in road, bridge and drainage maintenance and related construction activities
- Demonstrated experience supervising a work group

Desirable

- Manual of Uniform Traffic Control Devices (MUTCD) Level 2 Competency
- Certificate III in Civil Construction or equivalent experience
- Current Queensland MR Class driver's licence or be obtained within 6 months of commencement
- An understanding of the RMPC operations including the use of REFLECT Software

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 Council's Safety Management System – SAFE PLAN - and comply with the WHS Responsibility Statement relevant to their position - see Schedule S2 attached.

Employees may be required, at Council's discretion, to undertake First Aid Officer, Fire Warden and other Workplace Health and Safety related functions and roles in accordance with their WHS Responsibilities as outlined in the Statement attached in Schedule 3. When required to perform these functions and roles, Council will provide relevant training.

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. Support safety in the workplace by undertaking first aid officer, fire warden and other WHS related functions in your workplace
11. 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.
12. Ensuring all new employees and internal transferees are given job induction training and appropriate job safety instructions.
13. 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.
14. Ensuring a high standard of housekeeping is maintained within their area of control.
15. Ensuring that no hazardous substance is purchased or used without first carrying out a risk assessment and gaining approval from the relevant person.
16. Ensuring all employees under their control are aware of first aid locations, fire protection facilities, evacuation and other emergency procedures.
17. 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.
18. Attend WHS Committee meetings if and when required.
19. Ensuring compliance with National Heavy Vehicle legislative requirements relevant of this position.

**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.

I have read and understand the above position description, Leadership Competencies (L1) and WHS Responsibility Statement (Schedule S2)

INCUMBENT NAME		SIGNATURE		DATE	
SUPERVISOR NAME		SIGNATURE		DATE	

Last Review Date: 26 July 2024