



# Etheridge Shire Council

## POSITION DESCRIPTION

**ROLE TITLE:** Construction – Leading Hand

**DEPARTMENT:** Engineering

**REPORTS TO:** Infrastructure Services Operations Manager

**LOCATION:** Work Depot –  
Mary Street Georgetown

**DATE PREPARED:** 2021

**PREPARED BY:** HR

This Statement represents an accurate description of the role of Construction – Leading Hand.

**Signed Position Incumbent:**

**Dated:**

### **PRIMARY ROLE PURPOSE:**

Assist the construction supervisor to contribute to the effective and efficient operation of Council's workforce by organising and supervising projects and taking responsibility for their outcomes. Contribute to the efficient and productive delivery of Council operations by ensuring duties are carried out in a safe and competent manner

## ENVIRONMENT

Etheridge Shire Council, *'The Golden Heart of the Gulf'* is a medium sized rural Council which borders Tablelands Regional Council, Charters Towers Regional Council, Flinders Shire Council, Richmond Shire Council, Croydon Shire Council and Carpentaria Shire Council.

The Shire covers an area of 39,039km<sup>2</sup> the Etheridge Shire is bursting with development opportunities with a current population of approximately 1,200. It is expected to rapidly expand to over 2,500 if the development that is earmarked for the region is approved.

Our new vision for the Shire is one for a ***"balanced community with robust economic and environmental assets which supports our youth and the wellbeing of our citizens"***.

Mining, Tourism, Beef Cattle and Agriculture are the predominant industries which is the driving factor behind our economy, but as industry grows and our population steadily growing so will the need for additional services to keep pace with this growth.

The shire has residential, rural/residential and industrial land available. The shire has good community infrastructure in place and we are committed to providing additional infrastructure for future generations to enjoy. The shire is a great place to live, work and play and to bring up children and we are blessed with a caring and committed community.

The CEO will be joined by two (2) Directors creating the leadership team that will drive change across the organisation, community and region in coming years. Opportunities for strategic thinkers and 'change agents' exist across the functional areas of Corporate & Finance, Community Services, Environmental Services, and Technical & Civil Services.

The key challenges for the Construction – Leading Hand include:

- **Enterprise - Continuous Improvement & Initiative:** A proactive approach applied to the identification, analysis and exploration of opportunities that have the potential to improve the outcomes and performance of the Etheridge Shire Council.
- **Team Work:** The ability to effectively communicate the directives of Council.
- **Communication & Interpersonal Skills:** The ability to effectively transfer ideas, concepts and information. The ability to create, maintain and enhance relationships with clients and staff in order to achieve work goals.
- **Leadership:** The ability to create a shared understanding of requirements in the work environment and through influence, enable team members to fully contribute to team and corporate goals.

## KEY RESPONSIBILITIES & ACCOUNTABILITIES

### **Construction Leading Hand**

The incumbent will be responsible for, but not limited to the following duties:

- Assisting in the planning and implementing construction works programs.

- Read and interoperate road construction plans.
- Carry out site audits as required.
- Demonstrated ability to supervise outdoor staff and deliver assigned tasks in a timely manner
- Ability to manage time, set priorities, plan and organise own work and that of subordinate personnel
- Undertake tasks in public whilst demonstrating polite and courteous manner
- Sound communication skills, written or verbal as necessary including personal, telephone, two-way radio, and computer data communications
- Sound skills in recording, letter, and report writing.
- Basic computer and keyboard skills
- Accepting responsibility for time management and project deadlines.
- Delivering of a cost effective, efficient, courteous and high standard engineering, road construction and management services to Council.
- Assisting in organising direct on-going operational and forward plans and maintenance programs in accordance with operational goals.
- Ensuring assets are maintained to appropriate and or specified service standards.
- Machinery Operation as required
- Assisting the Construction Supervisor as required.
- All other duties as directed.

**Working with staff:**

- Work co-operatively with staff and provide clear communication with team members.
- Maintain a positive and flexible approach to change
- Be punctual and attend staff meetings as directed by the Infrastructure Services Operations Manager

**Other responsibilities and duties:**

- Maintain confidentiality at all times regarding matters within the service
- Work in accordance to the Council's Policy and Procedure at all time.
- Attend training and professional development and contribute to social and community activities.
- Employee to dress appropriately in accordance with the Etheridge Shire Council Uniform Policy.

**KEY PERFORMANCE INDICATORS**

- Completion of all duties (as noted above) in a timely and efficient manner
- Appropriate notification to supervisor in respect to work absences and leave requirements
- Compliance with all policies and procedures

- Compliance with all workplace health and safety standards
- Punctuality and courtesy at all times
- Compliance of the adopted Code of Conduct

## KEY BEHAVIOURS

### **Integrity:**

- Follow through with agreed actions.

### **Excellent work ethic:**

- Follow instructions carefully.
- Anticipate potential problems and addresses them with Supervisor.

### **Team player**

- Attend and participates in team meetings.
- Actively contribute to meeting discussions.

### **Results orientated**

- See tasks through to completion.
- Complete tasks within specified time frames.

### **Commitment to Best Practice**

- Follows procedures.
  - Maintain accurate records.
  - Maintain an understanding of Council policies and procedures.

## GENERAL INFORMATION AND CONDITIONS

### **QUALIFICATIONS**

To perform this job successfully, an individual must have or be able to demonstrate a background in Road Maintenance & Construction and Plant Operation.

- A team player who effectively communicates with customers and staff alike;
- Completion of Secondary School minimum Year 10;
- Current Drivers Licence. (Class C & MR)
- Construction Industry White Card.
- Certificate III or IV in Civil Construction (highly regarded) (Or must be willing to study to gain qualification)

### **MEDICAL CONDITION**

It is a requirement of the Etheridge Shire Council that a medical examination with an approved General Practitioner be carried out prior to commencing employment. Successful employment will be dependent upon receiving confirmation from the General Practitioner that you are physically able to carry out the work required for this position.

#### **CODE OF CONDUCT**

You will be required to inform yourself of the contents of the Shire's "Code of Conduct" and will be required to adhere to the Code.

#### **WORKPLACE HEALTH & SAFETY**

You will be required to familiarize yourself with the Shire's Safety Policy and "Safe Plan" procedures. This includes compliance with all of the requirements of Project Safety Plans. This also includes the legal obligations of an employee as defined by the Workplace Health and Safety Act 2011.

#### **PROBATION PERIOD**

A probation period of six (6) months applies to this position. This may be extended for a further period of no more than six (6) months should performance not be satisfactory at the expiry of the initial term.

#### **ACCOMMODATION**

Council provided accommodation may be applicable to this position.

#### **CERTIFICATES, LICENSES, REGISTRATIONS**

It is a condition of employment that a Current 'C' class driver's license be maintained at all times. Failure to hold such license may result in termination of employment.

- Council is committed to Equal Employment Opportunity, Diversity and Merit principles.
- Existing Council policy will be applied to assist appointees to relocate.

Applications for this position should be forwarded to:

The Chief Executive Officer  
Etheridge Shire Council  
PO Box 12  
Georgetown, Qld 4871