

POSITION DESCRIPTION

POSITION IDENTIFICATION

Title	Senior Leading Hand	Level	E
Sub Unit	Projects	Establishment No.	IN31014 + (multiple positions)
Service Unit	Infrastructure Projects	PD updated	February 2011
Directorate	Infrastructure	Supervises	Operational staff (Leading/general hands)
Reporting to	Supervisor Construction		

POSITION OBJECTIVE

Lead and supervise construction works teams, roadwork and stormwater drainage.

KEY ACCOUNTABILITIES

1. Provide supervision and guidance to the team including Leading Hands, Specialist Plant Operators and General Hands.
2. Make complex technical and operational decisions relating to own work, others work, the teams safety and the safety of the public
3. Interpret and implement project plans.
4. Operate and maintain plant/equipment.
5. Ensure reporting of plant/equipment defects, loss or damage.
6. Undertake a range of tasks for various civil engineering works.
7. Provide training for staff.
8. Liaise with colleagues, contractors and the public.
9. Process all relevant safety management documentation and time sheets
10. Undertake duties as directed by the Supervisor.
11. Undertake other activities including undergoing training and development as required for execution of the role.
12. Comply with all City policies and procedures and relevant legislation.
13. Exercise duty of care in line with City Occupational Safety and Health policies.

WORK RELATED REQUIREMENTS/SELECTION CRITERIA

Essential

1. Certificate III in Civil Construction.
2. Experience in the operation of multi-function plant and equipment.
3. Knowledge of civil engineering construction and quality control procedures.
4. Proven literacy and numeracy skills.
5. Proven communication skills.
6. Experience in leading a construction team.
7. Capable of physical manual labour.
8. HR class vehicle licence.
9. Plant/equipment operation certification.
10. Safety awareness certification.
11. National Police Clearance < three months old.

Desirable

1. Working towards Diploma in Civil Construction Management.
2. Confined Space Entry Certification.
3. Traffic Control Certification
4. First aid certification.

Special Requirements

1. May be required to work in confined/congested and high traffic areas.

EXTENT OF DELEGATED AUTHORITY

Receives limited direction and regularly works independently. Supervises a small team. Required to exercise decision making and problem solving with a degree of autonomy. Not able to authorise expenditure.

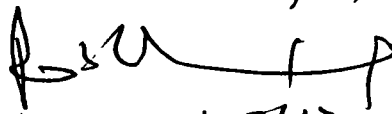
CERTIFICATION

The details contained in this document are an accurate statement of the position.

Manager name:

Rob Korumbaf, Manager Trade Projects

Signature:



29/08/13

Template Style	Template 2 (Mono)
Theme	Theme 1
Images	Please select
Benefits	UP TO 15% SUPERANNUATION HEALTH AND WELLBEING PROGRAM
Introductory text	<p>INFRASTRUCTURE CONSTRUCTION CREW VACANCIES</p> <p>The City of Wanneroo is one of the fastest growing local governments in Australia and has a commitment to work life balance and ongoing professional development for all of the City's employees. The City has some vacancies in its Infrastructure Directorate focused on the provision of construction services in support of the City's annually approved Capital Works Programs.</p> <p>To be considered for any of the positions advertised you must have an understanding of road and drainage construction processes relative to the positions advertised, be capable of vigorous physical labour and are able to safely operate multi-functional plant and equipment in a controlled traffic environment such as loaders, rollers, bobcats and back hoe, while working under limited supervision. Good interpersonal and communication skills are also essential as well.</p> <p>If you would like to work in a dynamic environment then have a look at the following career opportunities.</p>
Position Title 1	Senior Leading Hand
Reference Number	
Body Text	<ul style="list-style-type: none"> • Full Time Permanent Position • Salary: \$60,858 - \$65,118 PA <p>This position offers an opportunity to a person with strong people and organising skills and is willing to take responsibility for both people supervised and work undertaken.</p> <p>A Certificate III in Civil Construction or recognised relevant experience is required along with competence in the principles of OSH from a pre-assessment, on-site and reporting/follow up perspective.</p> <p>HR Driver's Licence essential, with HC desirable.</p>
Position Title 2	Specialist Plant Operator
Reference Number	
Body Text	<ul style="list-style-type: none"> • Full Time Permanent Position • Salary: \$52,600 - \$54,337 PA <p>This position offers an opportunity to a person with experience in the operation of a variety of specialised road and drainage construction plant and equipment and is willing to take responsibility for work undertaken.</p> <p>A Certificate III in Civil Construction or recognised relevant experience is required along with an understanding in the principles of OSH from a pre-assessment, on-site and reporting/follow up perspective.</p> <p>HR Driver's Licence essential, with HC desirable.</p>