



# Position Description

## Leading Hand (Civil Works)

**Award:** West Wimmera Shire Council Enterprise Agreement 2021

**Classification:** Band 4

**Name of Occupant:**

**Employment Status:** Full-time

**Location:** Edenhope or Kaniva

|                      |                     |
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| <b>Records Only:</b> | Document ID Number: |
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## Accountability Statement

Reporting to the Superintendent of Works, the Leading Hand (Civil Works) will conduct road, drainage and associated infrastructure inspections and scoping as well as providing effective leadership to operations crews undertaking civil maintenance, ensuring quality and timely delivery of works.

## Position Objective

- a) Assist with the implementation of the civil works program and provide on-site supervision of the civil works maintenance crews.
- b) Undertake planning and scoping of works for local roads, drainage and associated infrastructure maintenance programs.
- c) Assist with response to Customer Requests and Emergency/After Hours call out and coordinate maintenance works/corrective actions as required.
- d) Conduct job site safety and quality inductions and inspections and ensure required documentation is submitted electronically and/or in hard copy as required.
- e) Ensure works are undertaken in accordance with Council's policies, procedures, processes and specifications.
- f) Assist with the safe, efficient, and effective use of Council plant and materials while providing a high level of customer service.
- g) Ensure staff are performing tasks and duties in a safe and efficient manner.

## Key Responsibility Areas

### General

Under the general direction and supervision of the Superintendent of Works, duties shall include, but not limited to:

- a) Assist in developing civil maintenance work programs and prioritisation, coordination, and scheduling of resources necessary to deliver these programs.
- b) Onsite supervision of staff, which includes the completion of all required work project documentation, including itemised Work Order records for staff, plant and materials, Safe Work Method Statements, site specific risk analysis, Inspection and Test Plans and traffic management implementation.
- c) Ensure timesheets for supervised works crews are entered accurately and review and approve timesheets and leave applications.
- d) Ensure daily pre-starts and routine plant and equipment maintenance are completed and any defects or safety issues are promptly reported.
- e) Conduct hazard and defect inspections on local roads, drainage and associated infrastructure and provide condition reports.
- f) Assist with response to Customer Requests and scope maintenance works/corrective actions that may be required.
- g) Participate in roster for emergency call outs and community event assistance requests.
- h) Participate in Occupational Health and Safety, employee induction, and training.
- i) Develop a team working environment and assist in maintaining productivity and efficiency.
- j) Assist to ensure duties and services remain of a high standard to the community and to develop and promote the skills and knowledge of the Operations staff.

## Occupational Health and Safety and Risk Management

Leading Hands have delegated authority from the Manager to ensure that the Health & Safety systems are developed, implemented and maintained for that business unit, and to:

- a) Demonstrate a commitment to Health & Safety management and support management of the business unit.
- b) Lead staff in their areas to ensure health and safety targets are met.
- c) Consult with affected members of staff when contemplating changes or reviewing practices in the workplace.
- d) Immediately notify the OHS Coordinator in the event of an injury, incident or near miss with a potential to cause serious injury and enter the incident into Elumina.
- e) Report all incidents in accordance with Policy.
- f) Review Health & Safety reports.
- g) Ensure their staff are trained in a manner to allow them to carry out their work in a safe manner.
- h) Review the business unit's Health & Safety System Audit Reports.
- i) Ensure compliance with procedures.
- j) Ensure risk assessments are completed as appropriate for all tasks and equipment.
- k) Actively participate in the rehabilitation and Return To Work programs for injured staff.

## Accountability and Extent of Authority

- a) Carry out all tasks to ensure the required standards, in accordance with the best practice principles and in a manner that ensures the safety of both the public, contractors and Council employees. Complete Inspection and Test Plans (ITP's).
- b) Exercise discretion within standard practices and processes, undertaking and implementing quality control measures.
- c) Provide direction, leadership and on the job training to supervised employees, contractors or groups of employees and contractors.
- d) Ensure that all employees under direct supervision are trained in safe working practices and in the safe operation of equipment and made aware of all occupational, health and safety policies and procedures.

## Judgment and Decision Making

- a) The objectives of the work are well defined but the particular method, process of equipment to be used must be selected from a range of available alternatives.
- b) The process often requires the quantification of the amount of resources needed to meet those objectives.
- c) Effective judgment is required regarding risk and priorities of works.

## Specialist Skills and Knowledge

- a) Must have the ability and skills to provide training in specialist disciplines through on the job training.
- b) Require a thorough understanding of the relevant technology, procedures and processes used within the Contracted environment.
- c) Safe and competent operation of heavy mechanical plant.

## Management Skills

- a) Sufficient freedom to plan their work at least a week in advance.
- b) It is expected the supervisor will assist other employees in their tasks where required.

- c) Supervisors are expected to have knowledge of personnel policies and practices applicable to the work performed and supervised employees.

## Interpersonal Skills

- a) Require the ability to gain co-operation and assistance from members of the public and other employees in the performance of well-defined activities.
- b) Complete Safe Work Method Statements and Job Risk Assessments in conjunction with works crew to foster safe systems of works.
- c) Effective communication with internal and external stakeholders.

## Conditions of Employment

- a) As part of West Wimmera Shire Council's recruitment and selection process, a satisfactory Police Check and Working with Childrens Check (Vic) is required for this position.
- b) Medium Rigid (MR) Victorian driver licence is an inherent requirement for this position.
- c) Victorian White Card is an inherent requirement for this position.

## Qualifications and Experience

- a) Relevant qualifications and/or extensive experience (minimum 2 years) with civil construction activities and the operation of associated plant and equipment such as excavator, backhoe, loader, skid steer/bobcat and attachments.
- b) Relevant qualifications and/or extensive experience (minimum 2 years) in the supervision of work crews in civil construction and/or local government contexts.
- c) Current Victorian Traffic Management Implementation (TMI) qualification or ability to obtain within 6 months.
- d) Have satisfactorily completed basic course for safe operation and maintenance of chainsaws or ability to obtain within 3 months. (Intermediate or Advanced qualifications would be highly regarded).

## Key Selection Criteria

The following key selection criteria will be used as a tool to assist in the selection of the most suitable applicant.

- a) Demonstrated ability to work with limited supervision and manage own time.
- b) Demonstrated ability to work effectively across and within Teams.
- c) Demonstrated ability to lead work crews and coordinate resources to successfully deliver program objectives.
- d) Demonstrated experience in a civil construction environment and the operation of associated heavy plant and equipment.
- e) Intermediate level administrative and Information Technology skills.
- f) Demonstrated experience communicating effectively with customers, members of the public, external stakeholders and team members.

## Organisational Relationships

|                           |  |
|---------------------------|--|
| <b>Reports to:</b>        | Superintendent of Works                      |
| <b>Supervises:</b>        | Operations Works Crews                       |
| <b>Internal Liaisons:</b> | Infrastructure, Development and Works team   |
| <b>External Liaisons:</b> | Ratepayers and general public<br>Contractors |

## Equal Opportunity

West Wimmera Shire Council offers a work environment free from discrimination, sexual or other harassment, victimization, and vilification and bullying. Employees are expected to contribute to the maintenance of such a work environment.

## Child Safe Standards

West Wimmera Shire Council is committed to creating a child safe and child-friendly environment where children and young people are respected, valued and encouraged to reach their full potential.

All staff must adhere to Council's Child Safe Policy and procedures and ensure that any reasonable suspicion of abuse to children or young people is reported.

## Privacy and Confidentiality

Employees must respect and protect the privacy and confidentiality of information gained or accessed during the course of their employment. Employees are required to comply with the Information Privacy Act, the Health Records Act and Council's Confidentiality policies.

Both during and after employment with Council, employees must not:

- Communicate confidential or private information to third parties.
- Make use of any information gained through employment at the Shire for any purpose other than the discharge of official duties.

## Personal Health Information

Personal and Health Information collected by Council is used for recruitment and if the applicant is successful will be used for Human Resources. The Personal and Health Information will be used solely by Council for this purpose and/or directly related purposes. Council may disclose this information to other organisations if required by legislation. The applicant understands that the Personal and Health Information provided is for the above purpose and that he or she may apply to Council for access to and/or amendment of the information after finalisation of the appeals process. Information relating to unsuccessful applicants may be destroyed by Council after 12 months from this time. Requests for access and/or correction should be made to Council's Privacy Officer.

### Employee Approved

| Date | Name | Signature |
|------|------|-----------|
|      |      |           |

### Approved By

| PD Review Date | Position               | Name          |
|----------------|------------------------|---------------|
| April 2026     | Operations Manager     | Thea Griffin  |
| April 2026     | Human Resource Manager | Julie Braisby |