



## Position Description

POSITION TITLE:	Pavements Foreman
REPORTS TO:	General Works Overseer
LOCATION:	Kyogle, Bonalbo or Woodenbong Works Depot
WORK AREA:	Infrastructure Works
SALARY LEVEL:	Grade 6
REMUNERATION PACKAGE:	Superannuation On Call Allowance (subject to roster) Access to a range of salary packaging benefits
HOURS OF WORK:	38 hours per week

### *Our Mission*

To meet the challenges of our unique and diverse region

### *Purpose of Position (purpose / objective of the position)*

To act as a primary link between the General Works Overseer and the construction staff and to coordinate the construction and maintenance grading operations and function of general works.

### *Award Provisions*

Award:	Local Government (State) Award
Award Grade:	Band 2 level 2

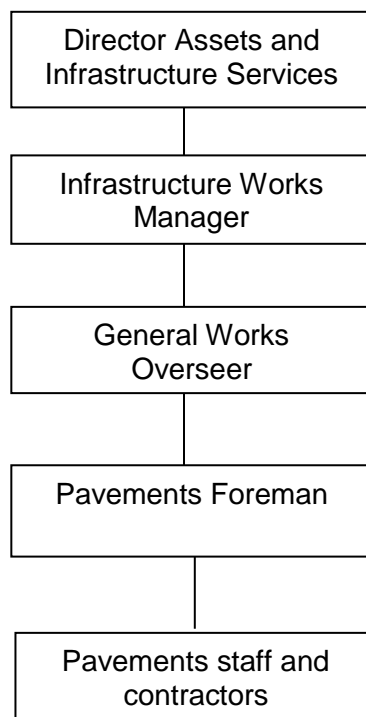
**Organisational Relationships:**  
*(the type of client/customer/community relationships that are critical to the effective functioning of the job)*

WITHIN DEPARTMENT: Director Assets and Infrastructure Services  
 Technical and Professional Staff

WITHIN COUNCIL Operational and Salary Staff

EXTERNAL TO COUNCIL Government Departments  
*(e.g. community, business & other government)* Local Businesses and Suppliers  
 Contractors and Consultants

**Organisational Chart:** *(Direct reporting relationships)*



## *Schedule of Duties*

- Coordinate construction and maintenance grading activities; allocate resources both labour and plant on a day to day basis so that objectives of works programs are met.
- Supervise staff and works activities related to roads, drainage, and other assets.
- Schedule construction work and maintenance grading in accordance with Council's asset management systems.
- Undertake periodic surveillance of activities to confirm correct procedures are followed.
- Ensure Environmental Protection measures required on the job are effectively implemented and maintained.
- Participate in after hours call out roster and willing to work overtime when directed.
- Ensure timesheets are correctly completed and authorised weekly within given timeframe.
- Ensure daily cost sheets are completed and remain within budget.
- Ensure risk assessments are carried out in consultation with staff and agreed control measures are implemented and complied with.
- Ensure appropriate licences and permits to operate plant items and perform specific tasks are held by staff and contractors.
- Ensure Work Health and Safety is practiced in the workplace in accordance with relevant safety standards and Council Policy.
- Maintain close liaison with relevant staff to ensure works are organised in accordance with adopted works programs.
- Ensure communication, co-operation and motivation are maintained within the works team.

## Capabilities for the role

The Local Government Capability Framework describes the core knowledge, skills and abilities expressed as behaviours, which set out clear expectations about performance in local government: “how we do things around here”. It builds on organisational values and creates a common sense of purpose for elected members and all levels of the workforce. The Local Government Capability Framework is available at <https://www.lgnsw.org.au/capability>

Below is the full list of capabilities and the level required for this position. The capabilities in bold are the focus capabilities for this position. Refer to the next section for further information about the focus capabilities

Local Government Capability Framework		
Capability Group	Capability Name	Level
 <b>Personal attributes</b>	<b>Manage Self</b>	<b>Adept</b>
	Display Resilience and Adaptability	Intermediate
	Act with Integrity	Adept
	Demonstrate Accountability	Adept
 <b>Relationships</b>	Communicate and Engage	Intermediate
	<b>Community and Customer Focus</b>	<b>Intermediate</b>
	Work Collaboratively	Intermediate
	Influence and Negotiate	Intermediate
 <b>Results</b>	Plan and Prioritise	Intermediate
	Think and Solve Problems	Intermediate
	Create and Innovate	Adept
	<b>Deliver Results</b>	<b>Adept</b>
 <b>Resources</b>	Finance	Intermediate
	<b>Assets and Tools</b>	<b>Adept</b>
	Technology and Information	Intermediate
	Procurement and Contracts	Intermediate
 <b>Workforce Leadership</b>	<b>Manage and Develop People</b>	<b>Intermediate</b>
	Inspire Direction and Purpose	Intermediate
	Optimise Workforce Contribution	Foundational
	Lead and Manage Change	Intermediate

**Focus capabilities**

The focus capabilities for the position are those judged to be most important at the time of recruiting to the position. That is, the ones that must be met at least at satisfactory level for a candidate to be suitable for appointment.

### Local Government Capability Framework

Group and Capability	Level	Behavioural Indicators
<b>Personal Attributes</b> Manage Self	Adept	<ul style="list-style-type: none"> <li>• Initiates action on team/unit projects, issues and opportunities</li> <li>• Accepts and tackles demanding goals with drive and commitment</li> <li>• Seeks opportunities to apply and develop strengths and skills</li> <li>• Examines and reflects on own performance</li> <li>• Seeks and responds well to feedback and guidance</li> </ul>
<b>Relationships</b> Community and Customer Focus	Intermediate	<ul style="list-style-type: none"> <li>• Identifies and responds quickly to customer needs</li> <li>• Demonstrates a thorough knowledge of services provided</li> <li>• Puts the customer and community at the heart of work activities</li> <li>• Takes responsibility for resolving customer issues and needs</li> </ul>
<b>Results</b> Deliver Results	Adept	<ul style="list-style-type: none"> <li>• Takes responsibility for the quality and timeliness of the team's work products</li> <li>• Ensures team understands goals and expectations</li> <li>• Shares the broader context for projects and tasks with the team</li> <li>• Identifies resource needs, including team, budget, information and tools</li> <li>• Allocates responsibilities and resources appropriately</li> <li>• Gives team members appropriate flexibility to decide how to get the job done</li> </ul>

## Local Government Capability Framework

Group and Capability	Level	Behavioural Indicators
<b>Resources</b> Assets and Tools	Adept	<ul style="list-style-type: none"> <li>• Contributes quality information about council and community assets to asset registers</li> <li>• Prepares accurate asset maintenance and replacement costings in line with council plans and policies</li> <li>• Is aware of asset management risks and actions to manage and mitigate these</li> </ul>

## ***Essential and Desirable Criteria***

### Essential:

- Certificate III in Civil Construction (Road Construction and Maintenance) or equivalent demonstrated working experience and knowledge of road construction and maintenance activities.
- Demonstrated ability to schedule inspections, maintenance and construction works in accordance with asset management systems.
- Ability to coordinate plant and labour resources to ensure efficient running of works.
- Demonstrated ability to prepare documentation, determine materials, equipment and other resources, design drawings, quantity schedules, specifications and cost estimates for minor works.
- Demonstrated ability to source materials and verify that they comply with quality requirements, and arrange for additional resources when needed and the delivery of pre-ordered materials.
- Working knowledge of operational activities in the involved in road maintenance and construction and associated activities.
- Experience in the supervision of staff and sub-contractors.
- High level of oral and written communication skills
- Working knowledge of Work Health and Safety Act and Environmental Protection Act, Risk, Quality and associated statutory requirements.
- Work Health and Safety WorkCover General Induction Ticket (White Card)
- Drivers Licence Class C

### Desirable:

- Experience in Local Government
- Certificate IV in Frontline Management
- Traffic Control Ticket

## ***Verification of Qualifications***

### Guidelines:

- All original certificates and / or tickets must be sighted by Council. Cost of providing documentation is to be borne by applicant.
- Falsely claiming qualifications/tickets will lead to dismissal.
- Applicants are to sign a declaration that states qualifications are genuine and acknowledges that false claims can lead to dismissal.

## ***Working with Children Check***

The position is subject to the requirements of the Child and Young Person Protection legislation and all applicants will be required to complete a Prohibited Employment Declaration at the time of their application.

## *Job Specific Skills and Performance Standards Required*

NB: This section of the position description will be used to assess staff in the job specific skills. Staff are expected to have achieved the performance standard required of all skills within each step before progression to the next step.

<b>Skills</b>	<b>Performance Standard Required</b>
<b>Entry Level</b>	
Answer and process enquiries/requests from Council staff and managers on all aspects on works.	<ul style="list-style-type: none"> <li>• Answers/requests for action or information are handled assertively and diplomatically using correct protocols, and confidentiality is maintained where appropriate.</li> <li>• Accurate information is recorded or relayed to provide the service requested.</li> <li>• All processes involved are carried out within the agreed Council timeframes.</li> </ul>
Oversee the construction and maintenance grading operations.	<ul style="list-style-type: none"> <li>• All work carried out by the works team is performed in an efficient and effective manner.</li> <li>• Council policies and procedures are followed.</li> <li>• Work carried out complies with Council's WHS, risk and environmental and quality management system and relevant legislation.</li> <li>• Staff are wearing appropriate safety wear when undertaking work.</li> <li>• Staff are operating plant and equipment in a safe manner.</li> <li>• Staff have appropriate training and experience in using equipment and environmental management techniques.</li> <li>• Other staff, contractors and the public are kept safe in the work area.</li> </ul>
Undertake and observe employment conditions and Council Human Resources Policy and procedures (such as rules regarding alcohol consumption during work, using plant items for work use only, wearing issued uniform)	<ul style="list-style-type: none"> <li>• Able to interpret regularly used employment conditions, policies and procedures</li> <li>• Adheres to Employment Conditions and Council Policies and Procedures.</li> <li>• Conducts all areas of work practices and procedures in a manner that conforms to Council principles and practice of Equal Employment Opportunity, Environmental protection and Ethical Conduct.</li> </ul>
Undertake labouring duties	<ul style="list-style-type: none"> <li>• Work is undertaken according to council specifications</li> <li>• Equipment is used according to Council's WHS procedures</li> <li>• Work is carried out with regard to stated timeframes.</li> <li>• Work is undertaken according to design specification and instructions concerning quality and quantity.</li> </ul>



<b>Skills</b>	<b>Performance Standard Required</b>
Operate plant and equipment	<ul style="list-style-type: none"> <li>• Understands the use of and is able to use relevant small plant and equipment regularly used in work.</li> <li>• Understands the basic maintenance of small plant regularly used.</li> <li>• Uses equipment according to manufacturer's specification and/or Council policies and procedures.</li> <li>• Stores all equipment, tools and machinery safely, properly and securely in compliance with manufacturer's and/or Council guidelines.</li> <li>• Reports any faults or problems to the Mechanic.</li> </ul>
Carry out basic maintenance of plant and equipment.	<ul style="list-style-type: none"> <li>• The performance of plant and equipment is monitored and deficiencies are reported.</li> <li>• Routine preventative maintenance is carried out in accordance with requirements.</li> <li>• Basic repairs and adjustments to plant and equipment are made in accordance with manufacturer's specifications.</li> <li>• Records of repairs and maintenance are maintained as required.</li> <li>• Recurring problems are reported to Head Mechanic.</li> </ul>
Operate a motor vehicle	<ul style="list-style-type: none"> <li>• Possesses a relevant motor vehicle licence</li> <li>• Able to demonstrate a safe track record in driving.</li> <li>• Maintains vehicle to promote professional image.</li> <li>• Maintains record of use on timesheet.</li> </ul>
WHS, environmental and quality management	<ul style="list-style-type: none"> <li>• Roadwork carried out complies with council WHS risk, quality and environmental management policies and relevant legislation,</li> <li>• Ensure staff are wearing appropriate safety wear when undertaking work</li> <li>• Ensure staff are operating plant and equipment in a safe manner</li> <li>• Ensure staff have appropriate training and experience in using equipment</li> </ul>
<b>Step 1</b>	
Manage Staff	<ul style="list-style-type: none"> <li>• Feedback to staff is immediate and appropriate.</li> <li>• Staff are motivated to repeat exceptional performance and to improve poor performance.</li> </ul>
Problem solving	<ul style="list-style-type: none"> <li>• Develops practical solutions to daily work issues</li> <li>• Applies a range of problem solving strategies</li> <li>• Shows independence and initiative in identifying problems and solving them</li> </ul>

<b>Skills</b>	<b>Performance Standard Required</b>
Manages sub-contractors	<ul style="list-style-type: none"> <li>• Tasks/Jobs are monitored to ensure compliance with plans in terms of time, quality assurance issues and organisational requirements.</li> <li>• Guidance is provided to contractors in a timely manner and accordance with plans.</li> <li>• Construction activities are monitored to ensure compliance with WHS and environmental regulations.</li> <li>• Construction progress is monitored and records maintained in accordance with organisational standards.</li> <li>• Changes to meet unforeseen requirements, resources reallocation/rescheduling and the extent of the change are communicated promptly for approval according to organisational procedures.</li> <li>• Unsatisfactory performance is identified and prompt action to rectify the situation is taken.</li> <li>• Completion of construction/ contract is confirmed and certified in accordance with Council's policies and procedures.</li> </ul>
Read and Interpret Maps, Plans and Drawings	<ul style="list-style-type: none"> <li>• Ensures that work is undertaken according to plans provided.</li> <li>• Is able to use sound judgment to interpret situations and find acceptable solutions to basic problems when instructions are not clear.</li> <li>• Is able suggest more appropriate ways of undertaking work.</li> </ul>
Assist with section financial management	<ul style="list-style-type: none"> <li>• Finances are managed within set budgets.</li> <li>• Significant budget deviations are identified and rectified within Council timeframes.</li> <li>• Staff are advised of budget and expenditure allocations.</li> </ul>
Internal Control and Purchasing	<ul style="list-style-type: none"> <li>• Is aware of Council's internal control policies and procedures.</li> <li>• Work carried out adheres to council's internal control policies and procedures.</li> <li>• Purchasing is carried out in accordance with Council's policies and procedures and within delegated authority.</li> <li>• Breaches of internal control are investigated and reported to the appropriate manager.</li> </ul>
Control and Direct Traffic	<ul style="list-style-type: none"> <li>• Ensures traffic is directed in a courteous and professional manner in accordance with Council policies.</li> <li>• Ensures work area conditions are constantly monitored to ensure safe and secure operations.</li> <li>• Ensures safety signs and barriers are in place at the worksite.</li> <li>• Ensures staff have appropriate training and equipment to control and direct traffic.</li> <li>• Identifies discrepancies / risks in traffic control plans and recommends amendments to Infrastructure Works Engineer.</li> </ul>

<b>Skills</b>	<b>Performance Standard Required</b>
Investigate and resolve customer complaints and requests	<ul style="list-style-type: none"> <li>• Establishes details of the complaint/request.</li> <li>• Resolves routine issues; refers issue to the relevant officer if resolution not possible.</li> <li>• Identifies and implements appropriate options for resolving the complaint or dealing with the request.</li> <li>• Records an accurate summary of any complaint.</li> </ul>
Coordinate Resource Allocation and Usage	<ul style="list-style-type: none"> <li>• Resources are allocated based on the assessment of current workloads and staff needs against circumstances, skills, experience and resources available.</li> <li>• Effective allocation and acquisition of resources is supported and endorsed with team and colleagues.</li> <li>• Resource allocations enable the achievement of work objectives.</li> <li>• Resource allocation complies with Council policies and procedures and legislation.</li> <li>• Resource allocation issues are identified and addressed</li> </ul>
<b>Step 2</b>	
Report Writing	<ul style="list-style-type: none"> <li>• Reports are prepared for Council on general works matters when required.</li> <li>• Reports are clear and concise.</li> <li>• Reports are prepared within agreed timeframes and to the required format.</li> </ul>
Undertake Estimation and Costing.	<ul style="list-style-type: none"> <li>• Details of the project requirement are obtained and agreed.</li> <li>• Details are recorded in accordance with Council procedures.</li> <li>• Types and quantities of materials required for the project are estimated.</li> <li>• Labour requirements to achieve the project are estimated.</li> <li>• Time requirements to undertake the work are estimated.</li> <li>• Total materials, labour and overhead cost allowances are calculated in accordance with Council procedures.</li> <li>• Final cost is calculated and reported to Infrastructure Works Engineer.</li> <li>• Details of costs and charges are documented in accordance with Council procedures.</li> <li>• Job cost approval is obtained from Infrastructure Works Engineer prior to commencement of project.</li> </ul>
Implement Change	<ul style="list-style-type: none"> <li>• Change is communicated to stakeholders</li> <li>• Training requirements are identified to support change</li> <li>• Change is implemented in accordance with appropriate guidelines, procedures and policies.</li> </ul>

<b>Skills</b>	<b>Performance Standard Required</b>
Inspections and Reporting	<ul style="list-style-type: none"> <li>• Inspection of Council assets is undertaken during patrol maintenance activities.</li> <li>• Assets are inspected and maintenance requirements are identified and assessed and reported to Infrastructure Works Engineer for prioritisation.</li> <li>• Problems and faults are recorded in accordance with Council requirements.</li> <li>• Requirements for maintenance are prioritised to ensure public safety and preservation of the assets.</li> <li>• Reports are prepared that outline rectification details.</li> <li>• Reports are clear and concise and are written to the format required and in the timeframe agreed.</li> </ul>
Purchasing of Plant and Equipment	<ul style="list-style-type: none"> <li>• Contributes to the development of specifications required for the purchase of new plant items</li> <li>• Ability to provide input and assessment of ergonomic functions and capabilities of plant as required</li> </ul>
Development of safe work method statements.	<ul style="list-style-type: none"> <li>• Documentation is prepared to formalise processes for achieving objectives.</li> <li>• Feedback is sought on the content and presentation of the SWMS.</li> <li>• Consideration is given to the user and the environment in which the SWMS will be used.</li> <li>• Feedback is sought on the content and presentation of the SWMS.</li> <li>• SWMS are updated and modified as required to match current operations.</li> <li>• Draft of SWMS is forwarded to Risk &amp; Safety Officer.</li> </ul>
<b>Step 3</b>	
Investigate and resolve community complaints, requests and incidents	<ul style="list-style-type: none"> <li>• Establishes details of complaint/requests</li> <li>• Resolves complex issues. Refer to Infrastructure Works Engineer if resolution is not possible.</li> <li>• Complete appropriate forms/paperwork in accordance with Council procedure within an appropriate timeframe.</li> </ul>
Assist with Budgeting and Forecasting	<ul style="list-style-type: none"> <li>• Assist with the preparation of budgets and financial forecasts for engineering works programmes.</li> <li>• Information is collected and analysed in the required timeframe.</li> <li>• Feasible optional strategies are identified which accord with team goals.</li> <li>• Budget expenditure requirements are established in accordance with organisational goals and policies.</li> <li>• Budget forecasts are prepared in time to be included in organisational planning timeframe.</li> </ul>
Leads a team	<ul style="list-style-type: none"> <li>• Develops and actively maintains team harmony.</li> <li>• Resolves conflict in the team.</li> <li>• Gives credit or recognition to encourage and empower the team.</li> <li>• Ensures that working hour arrangements and award conditions are strictly adhered to by all subordinate staff.</li> </ul>

<b>Skills</b>	<b>Performance Standard Required</b>
Risk Management and Problem Solving	<ul style="list-style-type: none"> <li>• Identifies and classifies possible sources of risk.</li> <li>• Identifies problems proactively and puts in place appropriate strategies to mitigate them.</li> <li>• Negotiates with multiple stakeholders where appropriate to solve issues.</li> <li>• Applies a range of problem solving skills to enable issues to be resolved without contravening any statutes, regulations or council policies.</li> </ul>
Undertake Process Improvement	<ul style="list-style-type: none"> <li>• Processes are monitored and inconsistencies are identified by comparing processes for similar tasks.</li> <li>• Ideas for improvement are given prompt consideration and discussed with Infrastructure Works Engineer prior to proceeding with proposed changes.</li> <li>• Ideas are discussed and evaluated with staff to determine viability.</li> <li>• Ideas are assessed against existing practice, precedent and any legislative or Council restrictions.</li> <li>• Judgment is used on the assessment of ideas.</li> <li>• Relevant staff are involved so that all aspects can be considered.</li> <li>• Regular opportunities are provided to consider alternative approaches to process improvement.</li> <li>• Change is monitored to see that anticipated benefits are realised.</li> <li>• All areas affected by change are advised promptly to minimise disruption and encourage commitment.</li> </ul>
Use of Technology	<ul style="list-style-type: none"> <li>• Able to use organisational software packages (eg. Word, Excel, Outlook) to facilitate work.</li> </ul>
Analysis of work practices (specific to work team operations)	<ul style="list-style-type: none"> <li>• Undertakes reviews of risk management practices such as effectiveness of tool box meetings, worksite signage, incident notification, plant performance, work health and safety general matters, risk, quality and environmental objective.</li> <li>• Identifies and implements improvements in existing procedures in consultation with Infrastructure Works Engineer.</li> <li>• Identifies and reports on non-compliance by staff members</li> </ul>
<b>Step 4</b>	
Project Planning and Management	<ul style="list-style-type: none"> <li>• Gives advice on appropriate ways to undertake a project including costings, time, equipment and materials.</li> <li>• Prepares project plans.</li> <li>• Manages projects in a manner that minimises disruption to the Council.</li> <li>• Ensures that the project comes in on time and to the budget.</li> </ul>

<b>Skills</b>	<b>Performance Standard Required</b>
Quality Customer Service & Communication Skills	<ul style="list-style-type: none"> <li>• The needs of the customers are researched, understood and assessed and included in the planning process.</li> <li>• Staff are mentored to enable them to meet customer service standards.</li> <li>• Customer feedback is sought and used to improve the provision of services.</li> <li>• Resources are used effectively and efficiently to provide quality products and services to customers.</li> <li>• Maintains a close liaison with relevant supervisors to ensure works are organised in accordance with adopted works program.</li> <li>• Effectively communicates to achieve cooperation and motivation within the team.</li> </ul>
Monitor and report on financial progress/ achievement (specific to work projects)	<ul style="list-style-type: none"> <li>• Finances are managed within set budgets</li> <li>• Significant budget deviations are identified and reported to General Works Overseer.</li> </ul>
Develop and Apply Knowledge	<ul style="list-style-type: none"> <li>• Keeps up to date with advances in the area of expertise and what is happening in related industries.</li> <li>• Distributes information to other staff regarding developments in the work area.</li> <li>• Has a wide and practical understanding of general works, plant operation capabilities and risk and environmental requirements.</li> <li>• Apply knowledge successfully in the maintenance of Council's assets.</li> <li>• Uses knowledge to keep general works up to date with legislative changes and new standards.</li> </ul>
Development of work Procedures Guides.	<ul style="list-style-type: none"> <li>• Manuals and user guides are accurate and user friendly.</li> <li>• Consideration is given to the user and the environment in which the manual/guide will be used.</li> <li>• Feedback is sought on the content and presentation of the manual/guide.</li> <li>• Manuals and guides are updated and modified as required to match current operations.</li> </ul>
Role model effective leadership	<ul style="list-style-type: none"> <li>• Facilitates the development of team goals and priorities</li> <li>• Facilitates team meetings</li> <li>• Develops and actively maintains team harmony</li> <li>• Conducts employee performance reviews and makes recommendations regarding progress through salary steps.</li> </ul>
Assists with preparation for legal proceedings/actions (eg public liability claims)	<ul style="list-style-type: none"> <li>• Writes reports and retains records to a standard that they can be used as evidence in legal proceedings.</li> <li>• Participates in legal proceedings in line with delegated authority, Council policies and procedures.</li> <li>• Acts as a witness in the Court.</li> </ul>

<b>Skills</b>	<b>Performance Standard Required</b>
Assists in project planning and management	<ul style="list-style-type: none"> <li>• Gives advice on appropriate ways to undertake a project including costings, time equipment and materials</li> <li>• Assist in the preparation of project plans</li> <li>• Ensures the project comes in on time and to the budget</li> <li>• Reports any barriers identified with achievement of project.</li> </ul>

*Acceptance of Position Description*

I, ....., have read and understood this position description and agree to the conditions and responsibilities contained in it. I intend to commence duties as Pavements Foreman on \_\_\_\_\_ (date).

Signed: \_\_\_\_\_

Date: \_\_\_\_\_