



Position Description

POSITION TITLE:	General Works Ganger
REPORTS TO:	Maintenance Foreman
LOCATION:	Kyogle, Bonalbo or Woodenbong Works Depot
WORK AREA:	Various locations within Kyogle Council Area
SALARY LEVEL:	Grade 4
REMUNERATION PACKAGE:	Superannuation Access to a range of salary packaging benefits
HOURS OF WORK:	38 hours per week, 9 day fortnight

Our Mission

To meet the challenges of our unique and diverse region

Purpose of Position (purpose / objective of the position)

To provide support to Overseer in co-ordination and supervision of worksite activities to comply with WHS, Risk, and Environmental issues and other functions of construction work.

Award Provisions

Award:	Local Government (State) Award 2020
Award Grade:	Band 1 Level 4

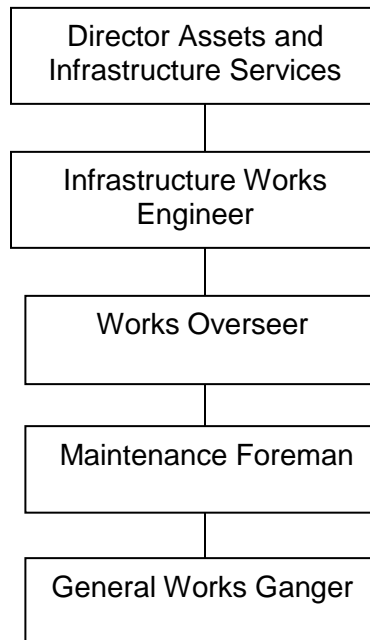
Organisational Relationships:
(the type of client/customer/community relationships that are critical to the effective functioning of the job)

WITHIN DEPARTMENT: Overseer General Works

WITHIN COUNCIL Operational Staff and Professional Staff

EXTERNAL TO COUNCIL Members of the Community
(e.g. community, business & other government) Contractors

Organisational Chart: *(Direct reporting relationships)*








Schedule of Duties

- Provide support to Overseer in the coordination of construction activities; allocate resources on a day to day basis so that the objectives of the construction activities and works program are met.
- Ensure compliance with Work Health and Safety, Risk, and Environmental issues.
- Supervise construction staff and contractors on works activities in a safe and operational condition
- To operate plant and equipment in an efficient and safe manner as required in compliance with relevant laws, standards, Council policy and having regard for the safety of the public, road users and other employees.
- Ensure costing sheets are completed in given timeframe and in accordance with council procedures.
- Assist with the implementation and monitoring of roadwork environmental controls.
- Traffic control devices are erected prior to machinery moving onto sites and ensure that they are maintained appropriately during all construction and maintenance operations.
- All work health and safety requirements are met including completion of risk assessments and working within safe work procedures. Use of necessary safety gear for the performance of various duties (eg hard hat, ear plugs, safety glasses etc).
- Report any occurrence of accident or injury on the job immediately when it occurs, and complete the required paper work and submit to immediate supervisor.
- Perform other work duties within capabilities as allocated from time to time by Overseer including manual tasks.
- To perform labouring and traffic control duties as required.
- Maintain a diary of works carried out and works necessary to be carried out as part of the general construction and maintenance program and submit a copy of diary to Overseer weekly
- Any difficulties in carrying out assigned or cyclical works are reported to Overseer the same day they occur to ensure prompt action.
- All items of plant must be maintained in a roadworthy condition through adherence to cyclical and daily maintenance checks.
- Problems with the operation of plant are reported to the Plant Manager when they occur to enable plant to be repaired before major failures occur.
- Time sheets are recorded accurately with appropriate forms attached (eg leave form) and are submitted to overseer on time.
- Perform all task/duties in manner which promotes effective team work and good public and co-worker relations.
- Maintain close liaison with Overseer to ensure works are organised in accordance with adopted works programs.
- Operate as a member of a work team and practice sharing of work duties and multi-skilling and on call and after hours duties.

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

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
Personal Attributes Act with Integrity	Intermediate	<ul style="list-style-type: none"> • Maintains confidentiality of customer and organisational information • Is open, honest and consistent in words and behaviour • Takes steps to clarify ethical issues and seeks advice when unsure what to do • Helps others to understand their obligations to follow the code of conduct, legislation and policies • Recognises and reports inappropriate behaviour, misconduct and perceived conflicts of interest
Relationships Work Collaboratively	Intermediate	<ul style="list-style-type: none"> • Encourages an inclusive, supportive and co-operative team environment • Shares information and learning within and across teams • Works well with other teams on shared problems and initiatives • Looks out for the wellbeing of team members and other colleagues • Encourages input from people with different experiences, perspectives and beliefs • Shows sensitivity to others' workloads and challenges when asking for input and contributions
Results Deliver Results	Adept	<ul style="list-style-type: none"> • Takes responsibility for the quality and timeliness of the team's work products • Ensures team understands goals and expectations • Shares the broader context for projects and tasks with the team • Identifies resource needs, including team, budget, information and tools • Allocates responsibilities and resources appropriately • Gives team members appropriate flexibility to decide how to get the job done
Resources Assets and Tools	Intermediate	<ul style="list-style-type: none"> • Uses a variety of work tools and resources to enhance work products and expand own skill set • Ensures others understand their obligations to use and maintain work tools and equipment appropriately • Contributes to the allocation of work tools and resources to optimise team outcomes
Workforce Leadership Optimise Workforce Contribution	Foundational	<ul style="list-style-type: none"> • Allocates work tasks appropriately to make the best use of the skills and strengths of people in the team • Identifies current and potential resource/capability gaps in the team and seeks advice on how to manage them • Ensures that team members make effective use of time and resources

Essential and Desirable Criteria

Essential

- Successful completion of Year 10 or equivalent.
- Traffic Control Ticket – Select / Modify (Red)
- Working knowledge of organisational and job procedures relating to efficient running of construction works.
- Ability to coordinate items of plant in conjunction with other plant and traffic on job sites.
- Working knowledge of unsealed road construction and maintenance procedures, sealed road and drain construction and maintenance procedures, pavement construction procedures and earthworks operations.
- Ability to consistently prepare a construction site, road etc for sealing ie final trim grader operator
- Levelling and setout skills, plan reading skills, particularly as relates to road works.
- Ability to undertake manual labouring tasks
- Good oral and written communication skills
- Work Health and Safety WorkCover General Induction Ticket (White Card)
- Current Class C Drivers Licence
- Demonstrated knowledge and understanding of the principles and practices of Equal Employment Opportunity and Work Health and Safety and an ability to apply them to the work practices.

Desirable:

- Certificate III in Road Construction and Maintenance.
- Chainsaw Ticket (Level 1 – cross cutting)
- Experience in supervising worksites
- Experience in supervising contractors
- Loader Ticket
- Possession of a MR or HR truck licence
- Understanding of sediment control and environmental compliance requirements.

Verification of Qualifications

Guidelines:

- All original tickets / certificates must be sighted by Council.
- Falsely claiming qualifications will lead to dismissal and/or prosecution for any relevant offence.
- 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.

Skills	Performance Standard Required
Entry Level	
Answer and process general enquiries/requests on engineering works	<ul style="list-style-type: none"> • Answers enquiries from the public in a friendly and polite manner. • Accurate information is recorded or relayed to provide the service requested. • All processes involved are carried out within the agreed Council timeframes.
Complete standard forms and reports (such as leave forms, accident reports, timesheets)	<ul style="list-style-type: none"> • Able to print and write information legibly and clearly. • Understands Council procedures relating to regularly used standard forms and reports. • Completes forms to agreed timeframes.
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"> • Able to interpret regularly used employment conditions, policies and procedures • Adheres to Employment Conditions and Council Policies and Procedures. • 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.
Implement WHS, environmental, quality and risk in the workplace	<ul style="list-style-type: none"> • Understands WHS as it applies to their immediate work area. • Understands environmental and quality systems as they apply to their immediate work area. • Understands risk management issues as they apply to their immediate work area • Able to practically apply basic WHS in their daily work • Uses protective clothing and equipment as appropriate for their work. • Complies with Council policies and procedures on a safe workplace (eg., no smoking, alcohol in the workplace) • Uses safety signage and safe working practices while working on or near roads or main thoroughfares. • Ability to safely work around power lines.
Undertake basic labouring duties	<ul style="list-style-type: none"> • Work is undertaken according to council specifications • Equipment is used according to Council's WHS procedures • Work is carried out with regard to stated timeframes. • Work is undertaken according to design specification and instructions concerning quality.
Operate a motor	<ul style="list-style-type: none"> • Possesses a relevant motor vehicle licence

Skills	Performance Standard Required
vehicle	<ul style="list-style-type: none"> • Able to demonstrate a safe track record in driving.
Control and Direct Traffic	<ul style="list-style-type: none"> • Ensures traffic is directed in a courteous and professional manner in accordance with Traffic Control training and Council policies. • Ensures work area conditions are constantly monitored to ensure safe and secure operations. • Traffic control devices (signs, barriers) are erected prior to machinery moving onto site. • Traffic control devices are maintained during all construction and maintenance operations. • Identifies and reports to Overseer any discrepancies with traffic control plan, signs or devices.
Record Keeping	<ul style="list-style-type: none"> • Complete plant sheets and other forms as required. • Forms are completed and returned within agreed timeframes. • Records and reports daily activities.
Step 1	
Lay Pipes	<ul style="list-style-type: none"> • Assisting with the checking of excavation depths and grades for conformity to job requirements. • Foundation base is compacted and prepared. • Bedding materials are laid and compacted to specified depths and grades in accordance with job specifications. • Lifting apparatus is selected, checked and attached to the pipe in preparation for lifting. • Pipe ends are prepared as specified. • Pipe ends are aligned and pushed home. • Pipe is checked for line and level. • Backfilling requirements and pipe is backfilled and compacted to the required finish level. • Inlets and outlets are finished in accordance with pipe/ culvert design specifications.
Handles Chemicals and other hazardous materials safely	<ul style="list-style-type: none"> • Understands and is able to identify chemicals regularly used in the workplace. • Uses and stores chemicals, flammable liquids and other hazardous materials in the appropriate manner to minimise risk.
Implement WHS, risk, quality and environmental management in the workplace	<ul style="list-style-type: none"> • Contributes to the review of WHS, risk, quality and environmental practices and procedures. • Ensures works are undertaken in accordance with environmental management procedures / guidelines. • Follows procedures and correct use of personal protective equipment. • Ability to respond to emergency environmental situations to ensure environmental safeguards are implemented and action reported to Overseer.
Read and Interpret Maps, Plans and Drawings	<ul style="list-style-type: none"> • Ensures that work is undertaken according to plans provided. • Is able to use sound judgment to interpret situations and find acceptable solutions to basic problems when instructions are

Skills	Performance Standard Required
	not clear. <ul style="list-style-type: none"> • Is able suggest more appropriate ways of undertaking work.
Coordinate Worksite activities	<ul style="list-style-type: none"> • Is able to coordinate worksite activities to ensure that work is done on time and to the specified standards. • Ensures that the appropriate equipment and materials are available to undertake the work. • Undertakes estimating and costing of materials. • Is able to instruct others in the operation of equipment and tools to ensure that work is carried out safely and is in compliance with manufacturers and council guidelines and procedures.
Problem Solving	<ul style="list-style-type: none"> • Develops practical solutions to daily work issues. • Applies a range of problem solving strategies to a given problem.
Cost Monitoring	<ul style="list-style-type: none"> • Monitors costs against predetermined budget requirements. • Liaise with supervisor on progress, re costing. • Costing sheets are accurately completed on time and in accordance with Council requirements. • Details of costs and charges are documented in accordance with Council procedures.
Step 2	
Operate general road construction and maintenance plant and equipment (eg grid/tractor, pumps)	<ul style="list-style-type: none"> • Understands the use of and is able to use small plant and equipment regularly used in work. • Understands the basic maintenance of all plant and equipment regularly used. • Uses plant and equipment according to manufacturer's specification and/or Council policies and procedures. • Stores all equipment, tools and machinery safely, properly and securely in compliance with manufacturer's and/or Council guidelines. • Reports any faults or problems to the Overseer.
Carry out basic maintenance of plant and equipment.	<ul style="list-style-type: none"> • The performance of plant and equipment is monitored and deficiencies are reported. • Routine preventative maintenance is carried out in accordance with requirements. • Basic repairs and adjustments to plant and equipment are made in accordance with manufacturer's specifications. • Records of repairs and maintenance are maintained as required. • Recurring problems are reported to Plant Coordinator.
Operate a Chainsaw	<ul style="list-style-type: none"> • Possesses the appropriate licence and ticket to operate a chainsaw. • Work is completed without causing damage or injury to any person or property. • Chain saw is operated correctly and safely in performing duties

Skills	Performance Standard Required
	according to operation and legislation requirements. <ul style="list-style-type: none"> • All front chain saw operations are carried out according to industry regulations and guidelines, WHS legislation and council procedures and policies.
Levelling	<ul style="list-style-type: none"> • Understand basic level principles for road construction and maintenance works. • Provides assistance in undertaking levelling. • Identifies and communicates to Overseer any discrepancies found whilst levelling.
Risk Management and Problem Solving	<ul style="list-style-type: none"> • Identifies and classifies possible sources of risk. • Identifies problems proactively and puts in place appropriate strategies to mitigate them. • Negotiates with multiple stakeholders where appropriate to solve issues. • Applies a range of problem solving skills to enable issues to be resolved without contravening any statutes, regulations or council policies.
Supervision of contractors and sub-contractors	<ul style="list-style-type: none"> • Tasks/Jobs are monitored to ensure compliance with plans in terms of time, quality assurance issues and organisational requirements. • Guidance is provided to contractors in a timely manner and accordance with plans. • Work activities are monitored to ensure compliance with WHS and environmental regulations. • Progress is monitored and records maintained in accordance with organisational standards. • Unsatisfactory performance is identified and reported to Supervisor.
Provide Input into development of Traffic Control Plans	<ul style="list-style-type: none"> • Assist the Overseer in the development of Traffic Control Plans in accordance with Australian Standards and RMS requirements. • Conditions which may impact on a traffic control plan are assessed and included as part of the plan. • Necessary signage and safety equipment is identified. • WHS requirements are in accordance with legislation and council's WHS policies and procedures. • Liaise with Store person regarding the purchasing of new signs. • Monitor the booking in and out of signs to ensure correct job number allocation is being used.
Step 3	
Operate a front end loader	<ul style="list-style-type: none"> • Loading, moving and unloading is completed without causing damage to any workplace property or vehicle sections, systems or components. • Front end loader is operated correctly and safely in performing loading/moving and unloading duties according to licensing and legislation requirements.

Skills	Performance Standard Required
	<ul style="list-style-type: none"> • All front end loader operations are carried out according to industry regulations and guidelines, WHS legislation and council procedures and policies.
Supervision of Operational Staff	<ul style="list-style-type: none"> • Allocates specific staff to specific tasks. • Communicates with subordinate staff to negotiate and resolve minor disputes. • Gives immediate and appropriate feedback to staff. • Staff are motivated to repeat exceptional performance and to improve poor performance.
Development of safe work method statements.	<ul style="list-style-type: none"> • Documentation is prepared to formalise processes for achieving objectives. • Feedback is sought on the content and presentation of the SWMS. • Consideration is given to the user and the environment in which the SWMS will be used. • Feedback is sought on the content and presentation of the SWMS. • SWMS are updated and modified as required to match current operations. • Draft of SWMS is forwarded to Risk and Safety Officer.
Develop and Apply Knowledge	<ul style="list-style-type: none"> • Keeps up to date with changes to road construction and maintenance and plant operation and administration functions. • Distributes information to other staff regarding developments in the work area. • Has a wide and practical understanding of construction works, risk, WHS, environmental and costing requirements. • Uses knowledge to assist the overseer in keeping construction works up to date with legislative changes and new standards.(e.g RMS requirement, signage etc)
Implement and Monitor roadwork Environmental Controls	<ul style="list-style-type: none"> • Provide input into roadwork environmental management plan. • Monitor effectiveness of environmental controls. • Able to use and apply a range of problem solving skills to ensure achievement/compliance with environmental requirements.
Levelling (Complex)	<ul style="list-style-type: none"> • Understands level principles for road construction and maintenance works. • Uses the knowledge to set out and take levels on worksites. • Able to identify any discrepancies found whilst levelling. • Understands fault finding and maintenance of machine to ensure accuracy of results.
Implement Change	<ul style="list-style-type: none"> • Change is communicated to stakeholders. • Training requirements are identified to support change. • Change is implemented in accordance with appropriate guidelines, procedures and policies.
Step 4	
Report Writing	<ul style="list-style-type: none"> • Basic standard reports are prepared on construction and maintenance matters when required. • Reports are clear and concise and to a standard which could be

Skills	Performance Standard Required
	used in legal proceedings. <ul style="list-style-type: none"> • Reports are prepared within agreed timeframes and to required format.
Responds to complex Customer Service enquiries	<ul style="list-style-type: none"> • Responds promptly to more complex enquiries and gives correct advice and information using appropriate communication methods. • Uses advanced communication skills to deal with difficult situations.
Undertake Process Improvement	<ul style="list-style-type: none"> • Processes are monitored and inconsistencies are identified by comparing processes for similar tasks. • Ideas for improvement are given prompt consideration and discussed with Coordinator prior to proceeding with proposed changes. • Ideas are discussed and evaluated with staff to determine viability. • Ideas are assessed against existing practice, precedent and any legislative or Council restrictions. • Judgment is used on the assessment of ideas. • Relevant staff are involved so that all aspects can be considered. • Regular opportunities are provided to consider alternative approaches to process improvement. • Change is monitored to see that anticipated benefits are realised. • All areas affected by change are advised promptly to minimise disruption and encourage commitment.

Acceptance of Position Description

I, Peter Jones, have read and understood this position description and agree to the conditions and responsibilities contained in it. I intend to commence duties as General Works Ganger on _____ (date)

Signed: _____

Date: _____