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# Diamantina Shire Council

## POSITION DESCRIPTION

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SUSTAINABLY DEVELOPING THE OUTBACK

<b>1.0 TITLE:</b>	Roadworks Ganger (Construction)
<b>2.0 AWARD:</b>	Queensland Local Government Industry (Stream B) Award - State 2017
<b>3.0 SECTION:</b>	Operational Services
<b>4.0 CLASSIFICATION:</b>	Level 6
<b>5.0 DEPARTMENT:</b>	Infrastructure
<b>6.0 BRANCH:</b>	Works
<b>7.0 LOCATION:</b>	Birdsville

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### 8.0 POSITION OBJECTIVE

To supervise a road construction and/or maintenance team ensuring that all allocated work is completed safely, in a timely manner, within budget and to the required quality.

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### 9.0 REQUIREMENTS OF THE POSITION

#### a) Skills/Capabilities

- Demonstrated skills in DTMR road construction and maintenance techniques.
- Demonstrated ability to analyse and diagnose road maintenance issues and solve in a timely and efficient manner.
- Demonstrated ability to read and interpret engineering and road plans and use levelling equipment
- Proven time management and organisational skills
- Sound written and interpersonal communication skills, including negotiation, conflict resolution and consultation.
- Demonstrated ability to complete all necessary paperwork including time sheets and plant running sheets.
- Demonstrated ability to lead, manage and supervise a work team, motivate staff and monitor processes and outcomes in a road construction environment.
- Demonstrated Final Trim Grader Operator skills
- Ability to complete manual tasks.
- Ability to be flexible, reliable, honest and committed.

#### b) Knowledge

- Sound knowledge of Department of Transport and Main Roads requirements for road maintenance and construction standards.
- Sound knowledge of the operation of road construction plant and work methods
- Sound knowledge of Local Government Policies and Procedures
- Quality Assurance and Workplace Health and Safety processes
- Council's policies and procedures or a demonstrated ability to learn

#### c) Experience and/or qualifications

- Significant experience in a similar role in Local Government, Department of Main Roads or a road construction organisation is essential.
- Current Queensland Occupational Health & Safety Licence – or Current RII Certificate of Competency in various plant such as Grader, Loader, Scraper, Roller etc.
- Significant Final Trim Grader Operator Experience
- Current Construction Safety Induction Card (White Card).
- Current 'Class C' Drivers licence.

- Desirable: Certificate III in Civil Construction.
- Current Traffic Control Ticket.
- Level II Traffic Management certificate

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## 10.0 KEY RESPONSIBILITIES OF THE POSITION

- 1) Effectively lead and manage the performance of a road construction and/or maintenance team as required from time to time.
- 2) Operate a motor grader on the job to a final trim standard.
- 3) Undertake a variety of road maintenance and construction activities on worksites in accordance with approved designs, industry and DTMR standards and procedures and safety regulations.
- 4) Ensure all plant, camp facilities and equipment are clean and maintained in accordance with Council requirements.
- 5) Monitor construction and maintenance methods of work teams under your control to ensure they meet the guidelines provided by the Council.
- 6) Complete site inductions, team meetings, toolbox talks as required.
- 7) Set the priorities of council staff and contractors and monitor the workflows to ensure the continuity of work is maintained so that tasks are completed to the appropriate standard in a safe, efficient, and effective manner.
- 8) Ensure accurate timesheets and plant running sheets are completed and authorised daily for all staff under your supervision.
- 9) Operate various plant within operating parameters as advised by manufacturer, including but not limited to:
  - Conducting pre-start checks;
  - Minor maintenance including greasing, oiling and minor repairs.
- 10) Operate and maintain any vehicle/plant in a safe and efficient manner in accordance with traffic regulations, operators' handbook, and DSC workshop guidelines.
- 11) Requisition camp supplies and complete fuel dips are required and forward details to Supervisor.
- 12) Ensure all work is carried out in accordance with Councils Quality Assurance System.
- 13) Ensure correct signage is used in accordance with current regulations.
- 14) Comply with all Councils policies including but not limited to the Code of Conduct, Drug and Alcohol policy, Smoking policy and Workplace Bullying and Harassment Policy.
- 15) Perform other Council work as directed by the Works Coordinator.

### Workplace Health and Safety Responsibilities

- 16) Ensuring a safe work environment and safe system of work are provided for all employees, contractors, visitors and volunteers.
- 17) Work is to be carried out to meet WHS obligations and responsibility as detailed in relevant legislative requirements and standards including Councils Work Health and Safety Management Plan.
- 18) Implementing, maintaining and monitoring the WH&S Management Plan and MAPs within your area of responsibility.
- 19) Conducting hazard inspections at all relevant workplaces in accordance with the 'Hazard inspection Matrix'.
- 20) Ensuring risk assessments are conducted and recorded for all identified hazards, or prior to the implementation of new work practices, hazardous substances, or plant. Also, as required, assisting or participating in the carrying out of risk assessments on identified hazards.
- 21) Ensuring all incidents, serious bodily injuries, work-related illnesses or dangerous occurrences are reported to the WH&SA within the required timeframes.

**Note:** An employee may be directed to carry out such duties as are within the limits of the employee's skill, competence and training. All employees have a legal obligation and are required to observe Council policies and procedures in relation to Code of Conduct, Confidentiality, Anti-Discrimination, Equal Employment Opportunity; Workplace Health & Safety; Employee Welfare; the Environment and Service Delivery Standards. Employees must also fulfil all recordkeeping responsibilities in accordance with relevant Information Standards and associated guidelines.

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## 11.0 KEY SELECTION CRITERIA

- 1) Demonstrated skills and significant experience in road construction and maintenance techniques.
- 2) Proven experience in the operation of a grader to final trim standard
- 3) Leadership and coordination skills, with the ability to stimulate a high level of performance and foster teamwork.
- 4) Sound oral and written communication skills with the ability to prepare succinct reports.

- 5) Proven time management, organisational, conflict resolution and negotiation skills to ensure timely delivery of outcomes.
- 6) Basic level of computer skills, including working knowledge of the MS Office Suite.
- 7) Demonstrated commitment to Workplace Health and Safety policies and procedures.
- 8) Current Queensland 'C' Class Drivers License, Current Queensland Occupational Health & Safety Licence – or Current RII Certificate of Competency in Motor Grader.

**Note:** As part of any recruitment for this position, Council may require the applicant to undertake a Criminal Records Check, Working with Children Check, Physical fitness/medical test, drug or alcohol test, relevant skill test, personality profile and/or psychometric testing prior to appointment. It is a condition of employment with DSC that all applicants agree to this requirement before appointment. Some positions require incumbent to undergo mandatory immunisation or provide medical documentary evidence of suitable immunisation as the work environment may involve exposure to areas identified as "at risk" work areas.

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## 12.0 ORGANISATIONAL RELATIONSHIPS / ACCOUNTABILITY

Reports to: Works Coordinator

Supervises: Allocated Council employees and contractors

Internal Liaisons: All Council Departments

External Liaisons: State and Local Government authorities as appropriate, contractors, members of the general public.

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## 13.0 EXTENT OF AUTHORITY

As per Council's Delegation Register

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## 14.0 APPROVALS

**Reviewed By:** Trevor Stewart  
Infrastructure Manager

**Approved by:** Leon Love  
Chief Executive Officer

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

**Date:** \_\_\_\_/\_\_\_\_/\_\_\_\_

I, Rodney McKellar have read and understood this Position Description Roadworks Ganger (Construction) and accept the objectives, requirements and responsibilities of this position.

**Employee signature:** \_\_\_\_\_

**Date:**            \_\_\_/\_\_\_/\_\_\_