
Diamantina Shire Council

POSITION DESCRIPTION



SUSTAINABLY DEVELOPING THE OUTBACK

1.0 TITLE:	Road Construction Foreman
2.0 AWARD:	Queensland Local Government Industry (Stream B) Award - State 2017
3.0 SECTION:	Operational Services
4.0 CLASSIFICATION:	Level 8
5.0 DEPARTMENT:	Infrastructure
6.0 BRANCH:	Works
7.0 LOCATION:	Bedourie or Birdsville

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.

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 use discretion in selection and organisation of appropriate work processes and resources when under remote supervision.
- 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.
- 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 Construction Safety Induction Card (White Card).
- Current Queensland C Class Drivers Licence or ability to obtain
- Current Traffic Control Ticket.
- Level II Traffic Management certificate

- Desirable: Certificate III in Civil Construction.

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) 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.
- 3) Ensure all plant, camp facilities and equipment are clean and maintained in accordance with Council requirements.
- 4) Monitor construction and maintenance methods of work teams under your control to ensure they meet the guidelines provided by the Council.
- 5) Complete site inductions, team meetings, toolbox talks as required.
- 6) 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.
- 7) Ensure accurate timesheets and plant running sheets are completed and authorised daily for all staff under your supervision.
- 8) 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.
- 9) Operate and maintain any vehicle/plant in a safe and efficient manner in accordance with traffic regulations, operators' handbook, and DSC workshop guidelines.
- 10) Requisition camp supplies and complete fuel dips are required and forward details to Supervisor.
- 11) Ensure all work is carried out in accordance with Councils Quality Assurance System.
- 12) Ensure correct signage is used in accordance with current regulations.
- 13) 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.
- 14) Perform other Council work as directed by the Works Coordinator.

Workplace Health and Safety Responsibilities

- 1) Undertake the responsibilities relevant to the position as specified in Schedule 1 – WH&S Obligation and Responsibility Statement as amended from time to time.

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.

11.0 KEY SELECTION CRITERIA

- 1) Demonstrated skills and significant experience in road construction and maintenance techniques.
- 2) Demonstrated ability to use discretion in selection and organisation of appropriate work processes and resources when under remote supervision.
- 3) Proven experience in the high standard of operation and maintenance of various plant.
- 4) Leadership and coordination skills, with the ability to stimulate a high level of performance and foster teamwork.
- 5) Sound oral and written communication skills with the ability to prepare succinct reports.
- 6) Proven time management, organisational, conflict resolution and negotiation skills to ensure timely delivery of outcomes.
- 7) Basic level of computer skills, including working knowledge of the MS Office Suite.
- 8) Demonstrated commitment to Workplace Health and Safety policies and procedures.
- 9) Current Queensland 'C' Class Drivers License, Current Queensland Occupational Health & Safety Licence – or Current RII Certificate of Competency in at least one type of plant.

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.

12. PHYSICAL DEMAND CATEGORY

SEDENTARY WORK									
Light Duty	Frequent lifting / carrying of objects weighing up to 5kgs.					<input type="checkbox"/>			
Work	Frequent lifting / carrying of objects weighing up to 10kgs.					<input type="checkbox"/>			
Heavy Work	Frequent lifting / carrying of objects not exceeding 25kgs					<input checked="" type="checkbox"/>			
WORK ENVIRONMENT									
ATTRIBUTE			MANOEUVRE	FREQUENT	OCCASIONAL	NONE			
Chemicals	<input type="checkbox"/> YES	<input type="checkbox"/> NO	Bending	<input type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>			
Cold	<input checked="" type="checkbox"/> YES	<input type="checkbox"/> NO	Squatting	<input type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>			
Dampness	<input type="checkbox"/> YES	<input checked="" type="checkbox"/> NO	Climbing	<input type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>			
Fumes/gases	<input type="checkbox"/> YES	<input type="checkbox"/> NO	Twisting	<input type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>			
Heat / Humidity	<input checked="" type="checkbox"/> YES	<input type="checkbox"/> NO	Reaching	<input type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>			
Heights	<input type="checkbox"/> YES	<input checked="" type="checkbox"/> NO	PLANT OPERATION						
Noises	<input checked="" type="checkbox"/> YES	<input type="checkbox"/> NO	Maximum seat rating of 120kgs						
SPECIFIC ACTIONS REQUIRED				AUDIO – VISUAL DEMANDS		REPETITIVE MOTIONS			
This job may include:									
Standing/Walking		Sitting		Driving		Hearing	<input type="checkbox"/>	Foot Movement	<input type="checkbox"/>
<input type="checkbox"/>	None	<input type="checkbox"/>	None	<input type="checkbox"/>	None	Depth Perception	<input type="checkbox"/>	Fine Manipulation	<input type="checkbox"/>
<input type="checkbox"/>	Occasional	<input type="checkbox"/>	Occasional	<input type="checkbox"/>	Occasional	Colour Discrimination	<input type="checkbox"/>	Pushing/Pulling	<input type="checkbox"/>
<input type="checkbox"/>	1-4 hrs	<input type="checkbox"/>	1-4 hrs	<input type="checkbox"/>	1-4 hrs	Peripheral Vision	<input type="checkbox"/>	Finger Dexterity	<input type="checkbox"/>
<input checked="" type="checkbox"/>	4-6 hrs	<input checked="" type="checkbox"/>	4-6 hrs	<input type="checkbox"/>	4-6 hrs			Simple Grasping	<input checked="" type="checkbox"/>
<input type="checkbox"/>	6-8 hrs	<input type="checkbox"/>	6-8 hrs	<input checked="" type="checkbox"/>	6-8 hrs				

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.

13.0 EXTENT OF AUTHORITY

As per Council's Delegation Register

14.0 APPROVALS

Reviewed By: Trevor Stewart
Infrastructure Manager

Approved by: Leon Love
Chief Executive Officer

Signed: _____

Date: ____/____/____

I, [Name] have read and understood this Position Description Road Construction Foreman and accept the objectives, requirements and responsibilities of this position.

Employee signature: _____

Date: ___/___/___