REGIONAL COUNCIL OF GOYDER

GOYDER South Australia's Heartland	***Position Description***	**Record No:**	18.86.3.1
		Version No:	V2.0
		Adopted:	21/9/21
		Revised:	5/5/22
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		Responsibility:	HR

ROLE:	**Construction Ganger**
STATUS:	**1.0 FTE Permanent**
CLASSIFICATION:	**AWU Level 9**
DEPARTMENT:	**Technical Services**
REPORTING TO:	**Director of Infrastructure & Technical Services**
DIRECT REPORTS:	**Construction Team**

1. ROLE OBJECTIVES

As a member of the Infrastructure & Technical Services team, this position is accountable to the Construction Supervisor and responsible for assisting the Construction Supervisor with the timely, efficient and safe delivery of quality road infrastructure services, public facilities and amenities for the ratepayers and the community of the Regional Council of Goyder.

2. ROLE RESPONSIBILITIES

2.1 Operational key tasks:

- To support the Construction Supervisor to plan, schedule, and allocate the required plant and equipment resources, for the day-to-day operations of the Construction Team, in conjunction with the planned program to include:
  - Road construction and sealing operations
  - Quarry operations and rehabilitation
  - Unsealed road sheeting operations
  - Patrol grading and unsealed road maintenance
  - Reseal operations
  - Capital projects:
    - Floodways
    - Public space redevelopment
    - Stormwater infrastructure
- To provide support to the Construction Supervisor to direct, supervise and coordinate activities to ensure that works are completed within target timeframes.
- To ensure that all works undertaken fully comply with design specifications, Council policies and procedures, applicable Codes of Practice and legislation etc, and to apply corrective strategies as required.
- To support the Construction Supervisor or when delegated to coordinate the day-to-day 'hands-on' operational works activities to achieve Works Program objectives.
- To support the Construction Supervisor with the contractor induction process, the supervision of contractors, and the resolution of contractor enquiries.

- To keep the Construction Supervisor updated on the status of works in progress and any emerging issues.
- When required, to take on additional responsibility overseeing other work areas and teams to ensure Departmental operations objectives are met during periods of absence of supervisory staff.

2.2 Supervisory key tasks:

To support the Construction Supervisor in providing leadership, supervision and direction to staff under the Construction Supervisor's control to include;

- To foster a team culture to promote an effective and flexible approach to achieving Council's objectives.
- Leading by example, to develop a communication culture within the Team based on openness, consultation and active participation in staff meetings.
- To ensure that Team members receive appropriate and timely instructions, information and advice.
- To facilitate a positive workplace environment culture that contributes effectively towards ongoing organisation change.
- To be familiar, and comply at all times, with Council's WH&S policies, procedures and guidelines and to take responsibility for ensuring that all staff under the control and direction of the Supervisor understand their collective and individual responsibility, and act at all times in such a way so as to avoid adversely affecting the health and safety of any themselves or any other person.
- To contribute to rehabilitation programs and to assist with injury management initiatives by identifying and supervising appropriate alternative duties for 'return to work' staff.

2.3 Financial key tasks:

- To support the Construction Supervisor to direct and supervise the Construction Team and coordinate activities to ensure that works are completed within budget.

2.4 Asset Management key tasks:

- To support the Construction Supervisor in ensuring the effective and efficient deployment of plant, machinery and equipment to meet the overall requirements of the Works program and the day-to-day activities.
- To contribute to maintaining the integrity of Council's assets by monitoring and ensuring that staff operate and utilise all plant, machinery and equipment in accordance with operating procedures and with all due care and attention.
- To contribute to the planning and programming of a regular maintenance schedule, and to ensure that all maintenance and repair work is cost-effective and timely, and that plant presence is at a consistently high standard.

2.5 Administration key tasks:

- To support the Construction Supervisor in ensuring timely attention by staff in completing administrative procedures accurately and fully, including processing purchase orders and invoices, timesheets, plant and machinery sheets, leave applications, and to ensure that all documentation is checked prior to submission to the Director of Infrastructure & Technical Services/Administration staff.
- To purchase goods, acquire services and commit expenditure within delegated authority.
- Assist in the development, review and implementation of management systems for the Infrastructure & Technical Services Department.
- To contribute to monthly toolbox meeting by providing reports on:
  - Findings and actions from inspections and audits (ie workplace inspections, worksite evacuations, Chemalert stocktakes, SWMS reviews)
  - Documentation reviews (ie risk assessments, safe work procedures)
- To undertake any other duties as directed by the Construction Supervisor.

3. ROLE REQUIREMENTS

3.1 Qualifications

- Certificate III in Civil Construction
- Willing to undertake a leadership qualification
- Qualifications and competencies to operate plant and machinery according to classification
- Heavy Rigid (HR) Licence essential
- Workzone Traffic Management accreditation

3.2 Experience

- Practical experience in programming and supervising civil works programs and projects
- Practical experience in the planning and allocation of resources, including labour, plant and machinery
- Practical experience on civil works including roller/backhoe/loader and grader operations, truck, plant and equipment operation, together with maintaining equipment and tools

3.3 Knowledge

- Knowledge of the day-to-day operational requirements of the program activities relating to the position
- Knowledge of civil works and construction relating to the position
- Knowledge of Council operations and service delivery programs and initiatives across the organisation
- Sound knowledge of civil works maintenance techniques and standards
- Sound knowledge of the operation of all relevant plant, machinery and equipment, and the ability to train staff in operating procedures
- Knowledge of the relevant Acts, Regulations, Codes, etc including but not limited to :
  - Local Government Act 1999 and Regulations
  - WHS Act
  - National Heavy Vehicle Regulations
  - Road Traffic Act
  - Native Vegetation Act
  - Australian Standards
- Understanding of budget forecasting and expenditure control processes
- Understanding of best practice and continuous improvement principles
- Understanding of record management requirements and responsibilities

3.4 Skills

- Computer literacy skills
- Effective organisational skills, including time management, prioritisation of work, and delegation
- Effective verbal communication skills, including conveying clear instructions, information sharing, negotiation, liaison, counselling, coaching, conflict resolution, liaising with the public
- Effective written communication skills related to correspondence and report writing
- Ability to foster and maintain a participative team-oriented environment
- Ability to exercise initiative and flexibility in problem solving and decision making
- Ability to read and interpret construction drawings and to carry out basic site survey
- Numeracy skills, including estimating and budgeting skills

3.5 Core Competencies

1. *Interaction with Others/Communication* - Uses effective listening, verbal, and written skills to provide necessary information clearly and in a timely fashion. Is flexible and willing to listen to ideas that are different from their

own in order to promote understanding

2. *Customer Service* - Participates in creating and maintaining an environment of service excellence, continually improving customer satisfaction and quality results.
3. *Expertise/Continuous Learning* - Demonstrates knowledge and skills related to the functional area and exhibits commitment to developing personal and professional abilities.
4. *Resourcefulness/Results* - Uses available resources to assist in day to-day operations to produce quality products/services.
5. *Personal Accountability* - Takes responsibility for own work in completing tasks. Assists others so that resources, assistance or support are provided to achieve success in their daily work.

4. ADDITIONAL REQUIREMENTS

- To effectively carry out the duties and responsibilities of the position, and for operational efficiency, it will be necessary to operate, as directed, from various Council depots and work sites throughout the Council area.
- Flexible working hours in accordance with the Enterprise Agreement provisions and organisational requirements.
- The responsibilities this position may require out-of-hours work/emergency duties.
- A current valid South Australian driver's licence is a requirement of the position together with a Heavy Vehicle licence relevant to the operation of plant to the Award classification is a requirement of the position.
- A mobile phone will be supplied for work use.
- Some intra-state travel may be required to carry out the functions of this position.
- It is a requirement of the position to undertake external and on-the-job (OTJ) training as necessary, to include :
  - Training (initial and refresher) for the attainment of skills applicable to the position.
  - Work Health & Safety Training.
  - Council's policies and procedures.
  - Customer Service Training
- It is a requirement of this position to provide on-the-job instruction and training for staff.
- This position may be required to undertake higher duties as Acting Director of Infrastructure & Technical Services.
- Work Health and Safety
  - Complying with the requirements of the WHS Act 2012, especially Part 2, Division 4, 28 Duties of Workers.
  - Actively contributing to consultative and participative arrangements for the management of WH&S and Injury Management.
  - Complying with directions given by management relating to WH&S issues.
  - Contributing to maintaining a safe working environment for contractors, the public and users of Council facilities.
- Workers are accountable for:
  - Complying with the requirements of Council's One System WHS procedures that apply to this role.
  - Participating in training and consultative processes when required;
  - Following reasonable instructions and SWP's;
  - Using and maintaining any aids, personal protective equipment and safety equipment provided;
  - Reporting incidents and hazards to their manager or supervisor as soon as reasonably practicable
  - Complying with corrective or preventative actions implemented by the organisation
  - Assisting in assessing risk, implementing control measures and evaluating them for effectiveness, as required.

Performance Review

- Performance will be reviewed on an ongoing basis, including an annual appraisal, with the expectation of achievement of high standards, and will generally be based on the responsibilities and requirements outlined in the Position Description.

Employees are to:

- Promote and support our organisational values listed below by promoting and delivery of a consistently high standard of customer service in dealing with the public and members of Council. By actively fostering and contributing to a culture of teamwork between all members of staff and across the organisation and by being responsible and accountable for adhering to Council's policies, procedures and legislation

EMPLOYEE:	**APPROVED BY: David J. Stevenson**
SIGN: _____	**SIGN: _____**
DATE: _____	**DATE: _____**