

Position Description

POSITION	Working Ganger (Concreter)
SECTION	Civil & Park Maintenance
DEPARTMENT	City Assets
BUDGET SUBJECT	601
POSITION NO.	BCC231, BCC234
POSITION TYPE	Full-time
REPORTS TO	Senior Supervisor Maintenance
DIRECT REPORTS	No
POSITION GRADE	<u>AWARD</u> Band 2 Level 4 <u>Salary System</u> Grade 5
DATE	February 2015

POSITION PURPOSE:

- To provide adequate supervision of Council's day labour employees in the Maintenance Services Section.
- To undertake the concrete works and other maintenance activities to Council's requirements and in an efficient and cost effective manner.
- Act in accordance with the NSW OHS Act 2000, OHS Regulation 2017 and the Occupational Health and Safety (OHS) Management System to ensure a safe place of work.

QUALIFICATIONS & EXPERIENCE:

Essential:

- Extensive experience in concrete works including pit construction and laying of stormwater pipes.
- Practical experience in supervising labourers, plant operators and sub-contractors.
- Sound knowledge of the functions of road and drainage maintenance activities.
- Experience in operating minor plant.
- Class MR Licence.
- Appropriate WorkCover Certificates and Licences.

AUTHORITY:

- The incumbent has the authority to take any reasonable action that is consistent with the responsibilities of the position and to ensure the safe and efficient undertaking of work activities, which are consistent with the responsibilities of the position. The incumbent's authority is subject to any limitation imposed by the Management Team, Corporate Policies, Procedures and Work Instructions.

KEY ACCOUNTABILITIES:

- Provide the highest level of service to internal and external customers.
- Adhere to Council's Code of Conduct, relevant Australian Standards, Guidelines, Codes of Practice and Statutory and Legal requirements.
- To complete programmed and responsive works in an efficient and cost effective manner without causing undue delay and inconvenience to the general public.

WHS:

- Act in accordance with the NSW WHS Act 2011, WHS Regulation 2017 and the WHS Management System.
- Implement, monitor and, or comply with councils WHS Management System, including but not limited to WHS Policies, Standard Operating Procedures, Risk Assessments/Work Instructions and associated system tools in their relevant work area.
- Adequately familiarise themselves with their WHS responsibilities and actively fulfil these as indicated in the WHS Responsibilities guideline WHS001.
- WHS001- Matrix is attached.

Corporate:

- To commit to and embrace the objectives of Blacktown City 2030 – City of Excellence, and to be accountable for participating as appropriate in the allocated program of works designed to deliver on the identified objectives as directed.

Equal Employment Opportunity (EEO):

- Demonstrate appropriate knowledge of, and commitment to, EEO principles and anti-discrimination law in the workplace.

Environmental Sustainability:

- Act in accordance with the Protection of the Environment Operations Act 1997 (NSW), the Local Government Act 1993 (NSW) and seek to conserve and enhance our local environment, in consideration of Council's environmental sustainability policy through our work practices, programs and services.

DUTIES:

- Planning of concrete works.
- Ensure that all EPA, OHS, Codes of Practice, Australian Standards and Work Cover requirements are adhered to.
- Maintain good public relations with residents.
- Pre-organisation prior to commencing work activity.
- Scheduling of the various tasks required to be completed successfully.
- Ensure relevant work instructions are followed at all times.
- Ensure:
 - Correct traffic control set out on work sites
 - There are no contradictory signs;
 - There are no distracting signs
 - Signs are suitably placed, by considering sight distance, visibility including replacement of damaged or defective signs

- Site safety is the responsibility of the ganger. The ganger must ensure that the site is safe to personnel and the public.
- Endeavour to foresee any problems in order to minimise delays or additional costs to the job including consultation with the supervisor if required.
- Ensure MSDS requirements are complied with.
- Ensure materials used meet given specifications.
- Complete the assigned works in a timely and efficient manner.
- Induct other staff when needed.
- Attend and when required conduct toolbox talks with crews.
- Assist in the review and update of work instructions.
- Perform any other duties that may be required which are within the training and capabilities of the position holder as instructed by the supervisor.

SELECTION CRITERIA:

- Relevant experience in accordance with requirements of Job Description.
- Appropriate qualifications.
- Appropriate skills, WorkCover certificates and licences needed for the position.
- Class MR Licence.
- Extensive experience in concrete works including pit construction and laying of stormwater pipes.

- Supervisory experience of labourers and plant operators.
- Sound knowledge in all aspects associated with maintenance of Council's roads and drainage assets.
- Ability to operate other plant.
- Motivated team player and able to demonstrate leadership in decision-making.
- Aware of OH&S responsibilities.
- Knowledge of applicable legislation/regulations.
- Computer Literate.
- Demonstrated commitment to customer service.
- Availability to work flexible working hours.

PERFORMANCE CRITERIA:

- As per Council's Performance Management System.
- Instructions by authorised personnel are carried out in a proficient manner.
- Works are completed within the scheduled time frame and within budget.
- Adherence with Council's OHS Management System and OHS Guidelines.

Employee Name (PRINT):

Employee Sighted and Agreed:

Date:

Supervisor Name (PRINT):

Authorised by Supervisor:

Date:
