



POSITION DESCRIPTION

CIVIL WORKS FOREMAN

POSITION	Civil Works Foreman
AWARD CLASSIFICATION	Tech Level 7.1
EMPLOYMENT CONDITIONS	<i>Queensland Local Government Industry (Stream A) – State 2017</i> <i>Richmond Shire Council Certified Agreement 2018</i>
SECTION	Works
LOCATION	Council Works Office, Richmond
REPORTS TO	Director of Works

POSITION OBJECTIVE

Council is seeking a suitable person with minimum three years' experience to:

- Responsible for capital works on Council roads and recoverable works;
- Undertake Main Roads works other than RMPC.
- Special projects

KEY DUTIES AND RESPONSIBILITIES

To ensure the efficient co-ordination and operation of Council's construction activities within the Works & Services division including but not limited to:

- Overseeing Council's road construction
- Overseeing special projects
- Overseeing Main Roads flood damage and Main Road contracts other than RMPC

To direct Council's outside workforce including prioritisation of works in accordance with Council Policy, Resolutions, Directives, Budget, Corporate and Operational Plans.

To engage, liaise and assist Contractors working with Council to achieve the desired outcome and at all times ensuring that any contract variations are pre-approved and progress monitored, as directed by the Director of Engineering.

To ensure the safe, effective and economical use of plant, labour and materials to achieve required quality standards.

To maintain job records as required by Council's financial and quality systems.

To develop improved methods to innovate and to seek excellence for the division.

To act fairly and impartially in meeting objectives, duties and responsibilities.

To foster goodwill and cooperation between Council and residents, suppliers, contractors, employees, Department and Agencies.

The position is responsible for promoting a strong customer focus and culture throughout Council's operations.

The person should command the respect of his/her fellows, be trustworthy and of high integrity and display good sense, a balanced judgement and give due consideration to opinions of others. Personal presentation should be of a high standard also.

The position of Civil Works Foreman will work closely with the Director of Engineering to ensure the overall works programs of the Council are run effectively and efficiently whilst promoting a strong customer focus and an ethos of team spirit and high morale amongst employees.

The Civil Works Foreman is responsible for the efficient and effective use of Council's resources as allocated to them.

Without limiting the above key responsibilities, the duties shall include:

- Personnel management, set duties and instruct staff on work procedures and expected outcomes.
- Time management, program labour and machine hours, to maximise efficiency.
- Ensure work is constructed as designed.
- Ensure quality standards are met.
- Ensure requirements under the Workplace Health and Safety Act are met.
- Maintenance of job records for reports and financial interpretation.
- Report as required on job progress to Director of Engineering.
- To actively foster a strong sense of positive employee relations between the incumbent and all areas of the workforce with a particularly close working relationship with the managers, subordinate supervisors and foremen.
- To perform other duties as directed by the Director of Engineering or CEO.

PERFORMANCE STANDARDS

- Provide project management and technical direction to Council works and Infrastructure operations where requested by the Director Of Engineering:
 - Providing budget estimates and expenditure control and reporting.
 - Ensure that capital works programs are executed in accordance with prepared specifications and in line with Council guidelines, policies and procedures.
 - Implementing environmental quality control.

- Direct supervision of staff and contractors where requested.
- Purchase of materials within limits set by Council policy.
- Provision of assistance to Supervisors and Gangers.
- Management of Contractors in line with Council policy and procedure.
- Liaison with clients or any other regulatory bodies.

DELEGATED AUTHORITY

- Authorise expenditure in accordance with financial delegations and Council's Procurement Manual

QUALIFICATIONS

Essential:

- Current Class C Manual Drivers Licence.
- National White or Queensland Blue Work Health and Safety Construction Industry Certification Card, or willingness to obtain.
- Experience in construction and design relating to Council's infrastructure.

OTHER REQUIREMENTS

Essential:

- Experience in managing a diverse organisation/division.
- Excellent public relations and communications skills.
- High level of leadership and motivational skills.
- People management, morale and team building.
- Time management.
- Coordination and prioritisation of work schedules.
- Report and plan development techniques.
- Ability to read and interpret plans
- Quality control of capital and operational works.
- Sound understanding of the functions and structure of Councils.
- Knowledge of Workplace Health and Safety Act.
- Environment requirements and related legislation.

KEY SELECTION CRITERIA

- Demonstrate an understanding of NDRRA activities.
- Demonstrate effective communication with State Government Departments.
- Demonstrate an understanding in road construction and design, road contracts and specifications. Any knowledge of sewerage and water supply would be an advantage.

- Sound oral and written communications skills, as well as liaison, consulting and influencing skills and proven ability to produce timely and effective reports.

WORKPLACE HEALTH AND SAFETY

Supervisors are responsible and accountable to their Coordinator/Manager/Director for the health and safety of all workers, contractors, visitors and other persons at workplaces that are under their control.

The person with management or control of a workplace must ensure, so far as is reasonably practicable, that the workplace, the means of entering and exiting the workplace and anything arising from the workplace are without risks to the health and safety of any person.

In fulfilling this duty Supervisors are to ensure:

- The provision of leadership, support, active promotion and facilitation of the Richmond Shire Council's WHS Management System throughout their areas of responsibility;
- A safe work environment, safe systems of work, safe plant/equipment and processes within their areas of responsibility;
- That personnel training needs are identified and addressed and the personnel under their control are competent to conduct the tasks required of them;
- That all personnel under their control comply with the organisations policies, procedures, supervisor instructions and applicable legislation;
- The ongoing monitoring of WHS performance indicators within their areas and facilitate the notification and investigation of incidents;
- The facilitation of the consultation and communication processes within their areas as prescribed in the *Consultation, Coordination and Cooperation Code of Practice 2011*; and
- The control of hazards and assessing risks in their relevant areas of control.

INTELLECTUAL PROPERTY

Any literary work, computer program, invention, design, patent, copyright, trademark, photograph, diagrams, image, improvement or idea discovered, developed or produced by the employee in the course of employment is the sole property of Council and Council shall unless otherwise agreed have the exclusive right to use, adapt, patent and otherwise register it.

The employee following discovery, development or production of any literary work, computer program, invention, design, patent, copyright, trademark, photography, diagram, image, improvement or idea, shall immediately report it to Council to enable Council to ascertain whether it was discovered, developed or produced wholly outside and wholly unconnected with the course of employment.

The employee hereby assigns to Council by way of future assignment all copyright, design, design right and other property rights (if any) in respect to any literary work, computer program, invention, design, patent, copyright, trademark, photograph, diagram, image, improvement or idea developed by the employee in the course of employment.

The employee agrees that he/she will at the request and expense of Council complete all necessary deeds and documents and take all action necessary to vest any literary work, computer program, invention, design, patent, copyright, trademark, photograph, diagram, image, improvement or idea developed by the employee in the course of employment and obtain for Council the full benefit of all patent, trademark, copyright and other forms of protection throughout the world.

INFORMATION MANAGEMENT

The employee will comply with and effectively implement all legislative requirements and relevant Council Policies and Procedures pertaining to the collection, storage, use, disclosure, distribution and transfer of information, documentation and records that the employee produces, collects or is otherwise exposed to or becomes aware of through their employment with Council. With regard to personal information, the employee will collect only that information which is needed for a lawful purpose related to Council's functions; issue verbal and/or written Collection Notices for the collection of personal information; and maintain current and accurate records. In addition, the employee will not intrude unreasonably on an individual's private life or use illegal or unfair means to collect personal information, and will otherwise comply with the *Information Privacy Act 2009* and Council Policies and Procedures.

The employee will not divulge any confidential information about Council either during or after the term of their employment with Council.

"Confidential information" shall include any and all confidential information, data, reports, operations, dealings, records, materials, plans, statistics, finances, or other agreements and things (other than that which is already in the public domain), whether written or oral and of whatever type or nature relating to property, assets, liabilities, finances, dealings or functions of Council or any undertaking from time to time carried out by Council.

AUTHORISATION

Director: Peter Bennett

Signature: _____

Date Originated: 17 February 2017

Date Reviewed: 3 April 2019

Employee: _____

Signature: _____

Date Originated: _____