



Council of the Shire of Esk

Position Description

Title: Foreman (Construction)

Reports to: Overseer

Award: Queensland Local Government Officer's Award 1998

Classification: Level 3

Incumbent:

Position Objectives:

Direct supervision of Council's Workforce to ensure that all maintenance works are carried out to meet the required level of service and Constructions works are carried out to meet time, budget and quality requirements.

Within Section

- Liaise with Foreman-in-Charge regarding job progress and resources.
- Liaise with members of the public and other stakeholders regarding maintenance and construction activities.
- Preparation of maintenance/construction programmes and project quality and safety plans.

Within the Organisation

- Achieve Council's Corporate Plan objectives by accurate planning and active supervision of Council's Maintenance Works and Construction projects

Requirements:

(a) Skills

- Ability to work with a minimum of supervision.
- Basic surveying skills including levelling and setting out roadworks.
- Well-developed skills in oral and written communication with members of the public, office staff, and other stakeholders.
- Ability to organise other employees and machinery and to provide leadership and motivation to employees under his/her control.
- Ability to prepare and monitor project quality plans.
- Ability to read plans, specifications and estimates.
- Ability to prepare risk assessments and site-specific inductions.
- Ability to prepare and implement procedures
- Basic level computer skills in MS Project, Word, Excel, Outlook

(b) Knowledge

- Sound knowledge of maintenance and construction practices in the Works area.
- Working knowledge of statutory requirements relevant to the work area, in particular the *Workplace Health and Safety Act* and *Environmental Protection Act* and the *M.U.T.C.D. signing guide*.

(c) Experience and/or Qualifications

- Minimum of five (5) years experience in the road building industry at a supervisory level.
- Experience with construction and maintenance practices of both Queensland Main Roads Department and Local Authorities.

(d) Training

- Must be prepared to undergo on-going training in the various aspects of construction, safety etc

Key Responsibilities:

- Supervision of Maintenance/Construction activities including planning, organising, controlling, monitoring and reporting on the daily activities.
- Check and authorise weekly time sheets of all subordinates for accuracy in relation to times, job numbers etc.
- Be conversant with safe work practices and conduct site-specific safety inductions for on-site employees to make them aware of their responsibilities and risks
- Investigate and report on maintenance and construction issues as directed by senior officers or in response to requests through the Customer Service Request System
- Preparation of plans, basic cost estimates and private works quotations
- Compilation of project quality plans
- Ensure signage used on all works is in accordance with current standards
- Reinforce Council's Safe Plan system to ensure a safe workplace and meet obligations of a person in control of a workplace as per Section 30 of the WH&S Act.

PERFORMANCE / SKILL STANDARDS

Accountability

Accountable to the Overseer.

Extent of Authority

- Free to act within established guidelines and budget constraints.
- Initiate maintenance repairs to value as indicated in Purchasing Policy.

Performance Standards

Tasks allocated to the position shall be performed to agreed standards and in accordance with established procedural guidelines. Performance indicators shall be those as agreed with the Overseer recognising those standards as outlined in Council's Corporate Plan and supporting Operational Plan.

- Work shall be performed in accordance with accepted industry standards, quality assurance standards and in compliance with Workplace Health and Safety Act and other legislative requirements or standards, which may be appropriate, and including Council policies, procedures and local laws.
- Allocated tasks shall be completed consistently within agreed time frames.
- Active participation in planning and recommending possible ways in which allocated tasks can be carried out more effectively and efficiently.
- Demonstration of a spirit of co-operation towards other employees and the achievement of Council's aims and objectives.

Selection Criteria

Applicants will be evaluated on the following:

- Minimum 5 years experience in road building industry at supervisory level
- Sound knowledge of maintenance and construction practices
- Able to prepare, read and monitor project quality plans
- Able to demonstrate previous experience in organising personnel, plant and equipment to achieve project outcomes
- Sound knowledge of statutory requirements relevant to the work area
- Basic level computer skills in MS Project, Word, Excel, Outlook
- Posses current drivers licence
- Good interpersonal and communication skills, particularly in relation to leadership and delegation.

As incumbent of this position, I acknowledge this position description statement.

Signature

Date

Name