| Position Information | |
|---|---|
| Position title Leading Hand - Coolgardie | ClassificationIndicative LGIA Level 5* |
| Section Infrastructure and Assets - Works | Location Coolgardie |
| Status Permanent Full-time | Contract Hours As per letter of offer / Award |
| Reports to Works Supervisor / Executive Manager of Infrastructure and Assets | Award Local Government Industry Award 2020 |

| Key Focus of Section | Key Focus of this Position |
|---|---|
| Delivers road, drainage, streetscape, reserve and public infrastructure construction and maintenance using Shire crews, plant and contractors. | Provides hands-on day-to-day leadership of the Coolgardie works crew. Allocates work, coordinates plant and people, maintains safe worksites and supports delivery of the approved works program. |

| Shire Vision |
|---|
| A connected, progressive and welcoming community. |

| Shire Values |
|---|
| Honesty – fair and ethical conduct; Accountability – quality in everything we do; Respect – treating colleagues and customers with respect; Professionalism – pride and commitment to high-quality service delivery. |

| Shire Purpose Statement |
|---|
| To serve the communities of the Shire of Coolgardie through accountable governance, responsible resource management and quality local services |

| Position Outcomes | |
|---|---|
| **Accountability Area** | **Outcome** |
| Service delivery / operations | Daily works are allocated and completed efficiently to required quality, construction and service standards. |
| Customer and community service | Worksites and interactions with residents and road users are managed professionally and issues escalated appropriately. |
| Compliance, governance and records | Pre-starts, timesheets, plant checks, work records and required WHS/traffic documentation are complete and accurate. |
| People, contractors and volunteers | The crew receives clear task allocation, practical guidance and constructive day-to-day leadership. |
| Budget, assets and procurement | Plant, materials, fuel and Shire resources are used efficiently and faults or wastage are reported. |
| Projects, events and improvement | The works program is supported through practical planning, site preparation, construction and continuous improvement. |
| Risk, WHS and incident response | Unsafe work is stopped or controlled; traffic, plant and worksite risks are actively managed and escalated. |

| Position Requirements | | |
|---|---|---|
| **Skills** | **Essential** | **Desirable** |
| • Lead a small outdoor works crew and organise daily tasks. Practical road, drainage, civil construction, road maintenance and town maintenance skills | ☒ | ☐ |
| • Read basic plans, levels, work instructions and specifications | ☐ | ☒ |
| **Knowledge** | | |
| • WHS, pre-start, traffic and mobile-plant interaction controls | ☒ | ☐ |
| • Road construction and maintenance methods | ☐ | ☒ |
| **Experience** | | |
| • Hands-on civil/road works and relevant plant operation | ☐ | ☒ |
| • Leading or coordinating an outdoor works crew including road crew and town maintenance crew. | ☒ | ☐ |
| • Hands-on town maintenance works | ☒ | ☐ |
| **Qualifications** | | |

| Position Requirements | | |
|---|---|---|
| • Certificate III Civil Construction / Road Construction and Maintenance or equivalent experience | ☐ | ☒ |
| **Licenses and checks** | | |
| • Current WA HR Class Driver's Licence; Construction Induction (White Card) | ☒ | ☐ |
| • Traffic management accreditation (desirable); First Aid certificate (desirable) | ☐ | ☒ |

## General Physical Requirements

An occupational health provider assesses the applicant/employee fitness to successfully perform the essential functions of the position and considers the following:

| | Frequency (☒ as required) | | | | | Frequency (☒ as required) | | | |
|---|---|---|---|---|---|---|---|---|---|
| | Mainly | Frequently | Occasionally | N/A | | Mainly | Frequently | Occasionally | N/A |
| Stand | ☐ | ☒ | ☐ | ☐ | Climb/Balance | ☐ | ☐ | ☒ | ☐ |
| Walk | ☐ | ☒ | ☐ | ☐ | Crouch/Kneel | ☐ | ☒ | ☐ | ☐ |
| Sit | ☐ | ☒ | ☐ | ☐ | Talk/Hear | ☒ | ☐ | ☐ | ☐ |
| Handle | ☐ | ☒ | ☐ | ☐ | Taste/Smell | ☐ | ☒ | ☐ | ☐ |
| Reach | ☐ | ☒ | ☐ | ☐ | | | | | |

While performing the duties of this job, the incumbent may reasonably be expected to occasionally manually handle loads of a varying nature. Notwithstanding, the incumbent is still required under their general Duty of Care to adopt safe work practices by taking appropriate precautionary measures to identify, assess and control risks in accordance with statutory requirements and the Shire's Risk Management Framework.

## Organisational Relationship

Works Supervisor
↓
LEADING HAND - COOLGARDIE
↓
General Hands / Labourers and assigned crew members

Works with: Plant operators, contractors, suppliers and other Shire teams.

| Extent of Authority and Accountability |
|---|
| Working under general direction of the Works Supervisor / Manager Works, the incumbent coordinates daily crew activities, allocates routine tasks and adjusts sequencing for safe and efficient delivery. The role may direct work to stop where an immediate safety risk exists. Formal disciplinary, recruitment, budget and statutory decisions remain with the responsible manager unless separately delegated.<br><br>*Classification is indicative only and must be confirmed through formal classification assessment against the applicable industrial instrument before appointment. |

| General Corporate Accountabilities | |
|---|---|
| **Accountability** | **Required Standard** |
| Work Health and Safety | Take reasonable care for own health and safety and ensure acts or omissions do not adversely affect others. Follow reasonable WHS instructions, use required PPE, report hazards/incidents, participate in risk controls and meet supervisory/officer/contractor responsibilities where applicable. |
| Code of Conduct and ethical behaviour | Comply with the Shire Code of Conduct, values, conflicts of interest, gifts, secondary employment, confidentiality and professional conduct requirements. |
| Customer service and community focus | Provide respectful, timely and helpful service to residents, visitors, businesses, community groups, contractors, elected members and stakeholders within the scope of the role. |
| Records and information management | Create, capture and maintain complete and accurate records in approved Shire systems in accordance with the Shire Recordkeeping Plan and lawful retention requirements. |
| Equal opportunity and respectful workplace | Contribute to a workplace and service environment that is inclusive, lawful and free from discrimination, harassment, bullying and victimisation. |
| Child safety and vulnerable people | Where the role involves children, young people or vulnerable community members, comply with relevant screening, reporting, supervision, privacy and safeguarding requirements. |
| Financial stewardship and procurement | Use Shire resources responsibly and comply with procurement, purchasing, asset, fleet, receipting and financial controls relevant to the role. |
| Emergency management and business continuity | Support emergency management, service continuity, public information and facility response activities when allocated and trained to do so. |

| Employment Conditions and Roster Notes | |
|---|---|
| **Condition** | **Details** |
| Ordinary hours and roster | Permanent full-time. Ordinary hours and roster as specified in the letter of offer and applicable industrial instrument. |
| Overtime / penalties / on-call / call-back | May be required where operationally necessary; authorisation and payment/TOIL arrangements are in accordance with the applicable industrial instrument and Shire procedure. |
| Part-time agreed additional hours | Not applicable to this full-time position. |
| Leave restrictions / peak periods | Operational requirements may affect leave timing during programmed works, emergencies or critical service periods, subject to lawful leave arrangements. |
| Uniform / PPE / equipment | Shire-provided PPE and equipment must be worn/used and maintained as directed. |
| Travel / accommodation / vehicle | Travel between Coolgardie, Kambalda and Shire worksites may be required. Shire vehicle use is subject to authorisation and policy. |
| Remote work / flexibility | This is primarily an on-site/field-based role; remote work is generally not applicable. |

| Position Description Certification | |
|---|---|
| Prepared by: People, Culture & Safety | Effective Date: [insert] |
| I acknowledge that I have read and understood the key objectives, duties, responsibilities and other requirements as outlined in this position description.<br><br>I understand that this position description provides general guidance regarding the purpose of the position and my responsibilities.<br><br>Furthermore, I acknowledge that this position description may be amended from time to time to reflect changes to the position or Shire requirements. | |
| Staff Signature: | Date: |

| Approval | |
|---|---|
| Approved by | Chief Executive Officer / delegated approver |
| Position | [insert position] |
| Signature | |
| Date | |

## Attachment A - Task List / Activity Schedule

This attachment converts the Service-to-Role Responsibility Matrix into practical PD duties. A = Accountable, R = Responsible, S = Support, C = Consulted, I = Informed. Kambalda-only service lines are excluded unless cross-town support is assigned by the CEO or Executive Manager.

| Matrix ID | Function | Service / Activity | Frequency / timing | Responsibility | Output / evidence | System / record | Risk / compliance note | Review notes |
|---|---|---|---|---|---|---|---|---|
| 1 | Crew leadership | Lead pre-starts; allocate tasks/plant by competency; monitor quality and productivity. | Daily | R | Pre-start; daily allocation | Works / WHS records | Supervision and competency | Daily |
| 2 | Road works | Lead and undertake road maintenance/construction, patching, gravel, shoulders and drainage works. | Daily / program | R | Completed works; daily records | Works system | Traffic, plant, excavation risks | Daily |
| 3 | Plant and materials | Verify plant pre-starts; coordinate materials/tools; report faults and minimise waste. | Daily | R | Pre-starts; fault reports | Fleet / works records | Plant isolation and competency | Daily |
| 4 | Traffic management | Implement approved worksite and traffic controls within accreditation and authority. | As required | R | Traffic / site records | WHS / works records | Traffic management requirements | Each site |
| 5 | Quality control | Check work against instructions, levels and specifications; arrange | Daily | R | Quality checks | Works records | Construction quality | Daily |

| Matrix ID | Function | Service / Activity | Frequency / timing | Responsibility | Output / evidence | System / record | Risk / compliance note | Review notes |
|---|---|---|---|---|---|---|---|---|
| | | rework/escalation where needed. | | | | | | |
| 6 | Crew records | Ensure timesheets, job records, material usage and operational records are completed. | Daily / weekly | R | Accurate records | Payroll / works system | Records and payroll accuracy | Weekly |
| 7 | Community interface | Maintain safe public interfaces and refer service requests/complaints appropriately. | As required | R | Request / referral record | CRM / records | Public safety and conduct | As required |
| 8 | Emergency works | Support storm damage, incidents and urgent infrastructure works when authorised. | As required | R/S | Response records | Incident / works records | Emergency, fatigue and traffic risks | Post-event |

## Attachment B - Key Duties, Accountabilities and Expected Outputs

| Key Duties, Accountabilities and Expected Outputs | | |
|---|---|---|
| **Accountability Area** | **Key Duties / Responsibilities** | **Expected Outputs / Evidence** |
| Service delivery / operations | Lead and participate in roads, drainage and civil maintenance; allocate daily tasks; check completed work against instructions and standards. | Completed works program; daily work and quality records. |
| Customer and community service | Manage safe public interfaces; communicate respectfully with residents and road users; refer complaints appropriately. | Professional public interaction; recorded referrals. |
| Compliance, governance and records | Complete/verify pre-starts, timesheets, work records and traffic/WHS documentation. | Accurate and timely operational records. |
| People, contractors and volunteers | Lead daily crew activities; provide on-the-job guidance; coordinate assigned contractors and raise performance concerns. | Clear allocations; competent tasking; supervisor feedback. |
| Budget, assets and procurement | Use plant, materials and fuel efficiently; report defects and avoid unnecessary waste. | Plant checks; fault reports; material usage records. |
| Projects, events and improvement | Support annual works, minor projects, event preparation and practical service improvements. | Program delivery; project/task completion evidence. |
| Risk, WHS and incident response | Lead pre-starts; implement traffic/worksite controls; stop unsafe work; report hazards and incidents. | Pre-starts; compliant controls; hazard/incident records. |