



# MOUNT ISA CITY COUNCIL POSITION DESCRIPTION

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| <b>POSITION:</b>             | Leading Hand   |
| <b>EMPLOYMENT STATUS:</b>    | Full Time  |
| <b>AWARD CLASSIFICATION:</b> | Level 5 Yard<br>Queensland Local Government Industry (Stream B) Award –<br>State 2017 in conjunction with Mount Isa City Councils Certified<br>Agreement |
| <b>DEPARTMENT:</b>           | Infrastructure Services  |
| <b>SECTION:</b>              | Urban Construction and Maintenance   |

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## POSITION OBJECTIVE

To provide effective supervision and organisation of the signage, painting, line marking and general maintenance services and other Urban Construction and Maintenance services.

## ORGANISATIONAL RELATIONSHIPS

Reports to: Team Leader Urban Construction and Maintenance

Supervises: Daily operations of the Workgroup

## REQUIREMENTS OF THE POSITION

### Skills, Knowledge and Experience

- Effective time management skills and ability to prioritise workload;
- Demonstrated experience providing instruction to small work teams.
- Demonstrated proficiency in ability to undertake line marking, painting and signage;
- Demonstrated ability to interpret technical drawings and work accurately to detailed instructions and procedures;
- Effective supervisory skills;
- Ability to work well autonomously and as part of a team to meet departmental goals;
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### Qualifications

- Current QLD Manual Car 'C' Class Open Driver's Licence is essential.
- General Construction Induction "White Card";
- Current Traffic Management qualifications (e.g. stop/go,TMI) is essential;
- Current Medium Rigid Queensland Driver's Licence is essential;
- Heavy Rigid Queensland Driver's Licence is preferred;
- Work Safely at Heights;

### Training

- Training deemed essential for the position in accordance with Councils Training Matrix.

## KEY RESPONSIBILITIES

This position is responsible for the following areas and includes but is not limited to:

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- Effectively communicate and report to Team Leader Urban Maintenance on the status of projects/works;
- Provide ongoing training and assistance to the workgroup;
- Ensure all equipment and plant is effectively maintained;
- Effectively manage maintenance programs as required;
- To carry out all line-marking in a neat and workable manner, to comply with all current standards relative to the job and to ensure that adequate stocks of traffic paint, and other materials are maintained;
- Interpret technical drawings related to Council services to ensure accurate line marking and signage;
- Installation and removal of Signage;
- Supervise, lead and motivate employees to achieve goals within set timeframes;
- Provide effective procurement services in line with Council's Procurement Policy;
- Provide and maintain confidentiality;
- Out of ordinary hours work may be required;
- You are required to follow any other lawful and reasonable directives provided by your Team Leader or more senior officer; and
- Council reserves the right to change these duties at any time.

### **Physical Requirements**

- It is an inherent requirement of the position to be able to frequently lift and carry weights up to 20kg;
- Occasional climbing of ladders/scaffolding and working at heights;
- Occasional stooping, crouching and kneeling;
- Work outdoors in all weather conditions;
- Walk on uneven terrain.

This position requires the incumbent to maintain a level of fitness to be capable of carrying out the physical requirements of the position.

### **KEY PERFORMANCE INDICATORS**

- All line marking and signage tasks completed accurately and within strict timeframes;
- All plant and machinery effectively operated and maintained;
- All work carried out in line with work, health and safety policies and procedures;
- Effective staff management and development following human resources policies and procedures;
- Promotes and complies with Council policies and procedures.

### **DELEGATION AUTHORITY AND ACCOUNTABILITY**

- As per Council's Delegations of Authority;
- Authorise expenditure in accordance with Council's Procurement Policy;
- Other delegations as determined by the CEO or Council.

### **ORGANISATIONAL COMMITMENTS**

To comply with the requirements of all Mount Isa City Council policies and procedures as amended from time to time, including but not limited to:

- Comply with customer service standards;
- Comply with Council's Code of Conduct;
- Comply with and actively promote and ensure compliance with Council's EEO Policy;
- Comply with Human Resources policies and procedures;
- Comply with Work Health & Safety legislation, policies and procedures;
- Comply with Records Management policies and procedures.

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**GENERAL**

All employees must comply with all reasonable and lawful directives given in the workplace and must undertake other duties associated with the role, as reasonably directed and within the scope of the requirements of the role.

Position Descriptions do not provide a definitive list of duties and responsibilities and as such Council reserves the right to alter this position description from time to time. Council expects employees to accept variations to their work within the classification level therefore Council may initiate changes through consultation with the position holder. On an annual basis the employee and appropriate Supervisor/Department Manager should review the position description for currency.

**SELECTION CRITERIA – Leading Hand**

| SELECTION CRITERIA |  | WEIGHTING (%)    |
|--------------------|--|------------------|
| SC1                | Demonstrated experience in similar position of construction and maintenance, preferably in Local Government. | MANDATORY<br>30% |
| SC2                | Demonstrated leadership and supervisory skills of employees.   | 20%              |
| SC3                | Self-motivated with strong time management and problem solving skills.                                       | 20%              |
| SC4                | Knowledge of work, health and safety legislation and its application.  | 20%              |
| SC5                | Well-developed communication skills.   | 10%              |

**AUTHORISATION**

Director: Renee Wallace

Signature: \_\_\_\_\_

Date: \_\_\_\_ / \_\_\_\_ / \_\_\_\_

Date originated: 25 May 2010

Date reviewed: 19 March 2021