

Leading Hand, Camooweal

Position Outline

Position	Leading Hand
Work Location	Camooweal
Directorate	Infrastructure Services
Section	Parks and Gardens (Residential Camooweal)
Reports to	Supervisor, Parks and Gardens
Annual Salary Band	\$77,177.88 + Leading Hand Allowance + Super
Classification	Level 5, Mount Isa City Council Certified Agreement 2024
Engagement Type	Full-Time, Ongoing

POSITION OBJECTIVE

This position is located in Camooweal and is responsible for organisation of construction and maintenance works that fall within the jurisdiction of the two sections, including but not limited to roads, easements, bridges, pavements and associated road furniture, working under remote supervision.

POSITION REQUIREMENTS

- Extensive experience in an equivalent position preferably in a similar sized organisation.
- Ability to work autonomously.
- Well-developed communication skills both written and verbal with a high level of customer service aptitude.
- Self-motivated with strong time management, problem solving and decision-making abilities.
- Knowledge of work health and safety act, regulations and requirements.
- Certificate IV in Civil Works or equivalent is desirable, or extensive experience in an equivalent position preferably in a similar sized organisation operating a diverse range of businesses.
- Aerodrome Reporting Officer is essential or willing to obtain.
- Current "C" class manual Driver's Licence is essential.
- Possession of a MR (Medium Rigid) Licence is essential.
- Possession of a current WH&S Construction White Card essential or willing to obtain.
- Possession of Plant Operator tickets is desirable.
- Confined Space certificate desirable.

KEY RESPONSIBILITIES

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

- Supervise the Council's works program for town maintenance works including maintenance of Council infrastructure e.g. signage, pothole repairs and other road works, kerb and channel, easements and other associated road furniture.
- Liaise with other sections of the Council to program, obtain and utilise plant, materials and equipment as required.

- Reading and understanding road works design plans and setting out both construction and road works.
- Report condition of town streets, draining systems, kerb and channel, etc to the Team Leader.
- Camooweal aerodrome management, ensuring operational and safety requirements are met (including CASA).
- Operation of plant and equipment as required.
- Live in camp environment for out-of-town work when required.
- Carry out line marking works as required.
- Perform prestart checks on council plant/vehicles and filling out paperwork correctly at the beginning of each day.
- Ensure all assigned plant machinery is operated in a sole and competent manner.
- Ensure all vehicles are maintained in a clean and tidy slate.
- Undertake basic servicing and preventative maintenance of all plant equipment and machinery.
- Ensure written records and relevant documentation is properly maintained to relevant standards.
- Attend to signage plans for job sites including safety plan, correct signage, setting out and erection.
- Provide and maintain high level of confidentiality.
- Actively contribute to the team and promote best practice.
- You are required to follow any other lawful and reasonable directives provided by your supervisor or more senior officer.

Caretaker Responsibilities

The following caretaker responsibilities shall be carried out by the Leading Hand each day following completion of work:

- Check, turn off all electrical appliances and lights not required and close all security doors, gates etc for the Camooweal Works Compound.
- Check, turn off all electrical appliances and lights not required and close all security doors, gates etc for the Camooweal Town Hall.
- Inspect Camooweal Aerodrome lighting for function and report and replace any nonworking lights. Check aerodrome secured area for breaches in fence and clear area of stock and animals. Make good breaches if possible and notify aerodrome manager. Close and lock gates.
- Check Camooweal sewer pump station and water supply bores and tanks and report any issues to the relevant Team Leader.
- Inspect public areas and turn off any water taps.

Out-of-ordinary hours work may be required. Council reserves the right to change these duties at any time.

KEY PERFORMANCE INDICATORS

- All assigned tasks completed professionally and on time.
- Operational and safety requirements are met (including CASA) at Camooweal Aerodrome.
- Assist in the attainment of budget targets both in terms of outputs and financial constraints.
- High level of participation and commitment to team outcomes.
- All liaisons carried out in a professional manner being a positive ambassador for Mount Isa City Council.
- Promotes and complies with Council policies and procedures.
- Effectively process customer complaints ensuring compliance with Councils Policy and Procedure.

WORK HEALTH AND SAFETY

All employees of Council have an obligation to comply with Work Health and Safety legislation including Council's Work Health policies, procedures, and work instructions.

WHAT'S IN IT FOR YOU?

When joining Mount Isa City Council, you are provided with pathways and opportunities to grow and achieve your potential. Eligible employees can access our Employee Assistance Program, elect to join our free Immunisation Program, and enjoy sporting reimbursement opportunities. Full-time employees receive 5 weeks annual leave (pro-rata to part-time employees, *not applicable to casual employment*) to enjoy time outside the workplace!

MOUNT ISA CITY COUNCIL VALUES

We consider our values vital in how we serve our community. Mount Isa City Council's values are Integrity, Service and Accountability.

INTEGRITY

SERVICE

ACCOUNTABILITY

HOW TO APPLY

What to include in your application:

To assess your suitability, please provide the following information:

- Write a maximum of 2 pages on how your experience, abilities, knowledge and personal qualities meet the position requirements of the role.
- Your current CV or resume, including two referees who have a thorough knowledge of your capabilities, work performance and conduct within the previous two years.

Submitting your application:

- Submit online at: <https://www.mountisa.qld.gov.au/City-Council/Careers/Current-Opportunities>;
or
- Email Human Resources on hr@mountisa.qld.gov.au
- *Both word and PDF are accepted file formats.*

Please note that:

- Council undertakes a range of checks and assessment methods to assist in selection, including criminal history checks, pre-employment medical etc.
- Mount Isa City Council is an Equal Employment Opportunity employer. Council strongly encourages all suitable applicants to apply for this role.
- ***Applicants must be eligible to live and work within Australia.***

Creation Date	13 July 2017
Review Date	10 July 2024
Contact	Human Resources 07 4747 3200
Closing date	08 April 2026