

<b>Position Title</b>	Leading Hand - Concrete
<b>Department</b>	City Assets
<b>Unit</b>	Roads Operations
<b>Team</b>	Road Maintenance
<b>Supervises</b>	Labourers
<b>Reports To</b>	Team Leader Construction
<b>Grade</b>	Grade D
<b>Date Prepared</b>	1/02/2012
<b>Date Last Updated</b>	15/04/2026

## Our Vision & Values: A leading organisation that collaborates & innovates



We are committed to **safety**



We work as one **team**



We act with **integrity**



We care about our **customers**



We **continuously improve**

## Primary purpose of position

To lead team members to under take the repairs required on Canterbury Bankstown City Roads assets.






## Accountabilities

- Work as directed within the Roads Operations unit.
- Perform day-to-day civil roads maintenance and support functions in an efficient and effective manner.
- Ensure work of the team is performed in a timely, cost effective manner to prescribed quality standards and to meet customer needs.
- Ensure that WH&S regulations are met in accordance with Council's guidelines.
- Utilise the technology and follow processes required to start and complete works as assigned.
- Prepare onsite risk assessments.
- Direct staff to complete assigned tasks.
- Provide guidance and assistance in regards to safety requirements onsite.
- Maximise productivity through current industry best practices.
- Maintain and complete accurate records of works under taken as requested by supervisor.

## Position capabilities and level

Below is the full list of capabilities and the level required for this position. The capabilities in bold are the focus capabilities for this position. Refer to the next section for further information about the focus capabilities.

### Capability Profile – Trades/ Operational

Capability Group	Capability Name	Level
 <b>Personal Character</b>	<b>Lead Self</b>	Intermediate
	Display Resilience	Foundational
	<b>Act with Integrity</b>	Intermediate
	Safety and Accountability	Intermediate
 <b>Relationships</b>	Communicate and Engage	Foundational
	Customer and Community Focus	Intermediate
	<b>Work Collaboratively</b>	Intermediate
	Influence and Negotiate	Foundational
 <b>Results</b>	Plan and Prioritise	Foundational
	Think and Solve Problems	Foundational
	Innovate and Improve	Foundational
	Deliver Results	Foundational
 <b>Resources</b>	Finance	Foundational
	Assets and Tools	Intermediate
	Technology and Information	Foundational
	Procurement and Contracts	Foundational
 <b>People Leadership</b>	Manage and Develop People	N/A
	Inspire Direction and Purpose	N/A
	Optimise Workforce Contribution	N/A
	Lead and Manage Change	N/A

## Focus Capabilities

The focus capabilities for the position are those judged to be most important at the time of recruiting to the position. That is, the ones that must be met at least satisfactory level for a candidate to be suitable for appointment.

### CBCity Capability Framework - Focus Capabilities

Group & Capability	Level	Behavioural Indicators
<b>Personal Character</b>		
Act with Integrity	Intermediate	<ul style="list-style-type: none"> <li>• Maintains confidentiality of customer and organisational information</li> <li>• Is open, honest and consistent in words and behaviour</li> <li>• Takes steps to clarify ethical issues and seeks advice when unsure what to do</li> <li>• Helps others to understand their obligations to follow the code of conduct, legislation and policies</li> <li>• Recognises and reports inappropriate behaviour, misconduct and perceived conflicts of interest</li> </ul>
<b>Personal Character</b>		
Lead Self	Intermediate	<ul style="list-style-type: none"> <li>• Understands what needs to be done and steps up to do it</li> <li>• Pursues own and team goals with drive and commitment</li> <li>• Shows awareness of own strengths and weaknesses</li> <li>• Asks for feedback from colleagues and</li> <li>• Makes the most of opportunities to learn and apply new skills</li> </ul>
<b>Relationships</b>		
Work Collaboratively	Intermediate	<ul style="list-style-type: none"> <li>• Encourages an inclusive, supportive and co-operative team environment</li> <li>• Shares information and learning within and across teams</li> <li>• Works well with other teams on shared problems and initiatives</li> <li>• Looks out for the wellbeing of team members and other colleagues</li> <li>• Encourages input from people with different experiences, perspectives and beliefs</li> <li>• Shows sensitivity to others' workloads and challenges when asking for input and</li> </ul>

\* Focus Capabilities are those judged to be the most important at the time of recruiting to the position. The mix of “focus” capabilities can change over time, reflecting changing work priorities and current team strengths.

## Delegations

Decisions associated with this position are to be made in accordance with the Delegations of Authority (Policy186) approved by the Chief Executive Officer.

## Code of Conduct

All staff are required to adhere to the Code of Conduct (CP25).

## Work Health & Safety

All staff are required to adhere to Council’s WHS&E Responsibilities and Authorities document (REF229) and associated policies and procedures.

## Records Management

All staff are required to comply with Council’s Records and Information Management policies, procedures and guidelines.

## Qualifications and Experience

### Essential Qualifications

- WH&S White Card
- C Class Drivers Licence
- Traffic Controllers Certificate
- Previous experience in a comparable field

### Essential Experience

- The ability to read engineering and civil plans for roadworks, drainage and related works
- Experience in concrete works
- Experience knowledge of general civil construction works
- Experience in the estimation of material needs for projects
- Experience leading staff to undertake civil construction tasks

### Desirable Qualifications and or Experience

- MR/HR Drivers Licences
- Certificate III Civil Construction
- WH&S Certificates in Construction plant operations
- Overhead Powerlines Certificate

<b>HUMAN RESOURCES USE (SELECT YES OR NO)</b>	<b>YES</b>	<b>NO</b>
Does this position fall under the definition of child related employment?	<input type="checkbox"/>	<input checked="" type="checkbox"/>
Does this position require incumbent to undergo criminal reference check?	<input type="checkbox"/>	<input checked="" type="checkbox"/>
Does this position require incumbent to demonstrate good driving Licence class required: C Class Drivers Licence	<input checked="" type="checkbox"/>	<input type="checkbox"/>
Will incumbent need to make disclosure of pecuniary interest?	<input type="checkbox"/>	<input checked="" type="checkbox"/>
Could there be a conflict of interest with secondary employment?	<input checked="" type="checkbox"/>	<input type="checkbox"/>