



Performance Profile Leading Hand Construction Maintenance

Our Vision	Our Objectives	Our Values
A vibrant coastal community, connected to the environment, living the village lifestyle.	<ul style="list-style-type: none"> Enhance community connection and well-being. Operate as environmental custodians for the future. Support local jobs, industry, and small business and facilitate sustainable development. 	Consistency Sustainability Honesty Integrity Teamwork Transparency Respect
Our Commitment		
Protect what makes us special, improve our quality of life, and plan for future generations.		

Position:	Leading Hand Construction Maintenance	Direct Reports:	Construction and maintenance staff
Level:	Level 5		
Department:	Civil Infrastructure		
Reports to:	Manager Civil Infrastructure & Waste Operations		
Status:	Full-time		

Performance Summary

The Leading Hand Construction Maintenance is expected to:

- Maintain and improve the Shire's roads and infrastructure.
- Have a strong focus on occupational health and safety in the workplace.
- Support the completion and timely submission of daily health and safety documentation.
- Be self-motivated and able to work and maintain reliability in completing assigned tasks.
- Deliver customer service with confidence and have excellent interpersonal and communication skills.
- Lead and inspire their team.
- Have initiative and flexibility.
- Accept responsibility with a 'can do attitude'.
- Champion the Shire's vision, values and mission statement.
- Look for opportunities to innovate.

- Be a part of a strong team culture and demonstrate the ability to be flexible and multitask within the team.
- Embrace change in the workplace.

Key Responsibilities

- Lead and inspire a team in their day to day operations.
- Work autonomously with minimum supervision.
- Operate plant and equipment responsibly and safely.
- Maintain Shire owned vehicles and machines in a good condition.
- Undertake vehicle/machinery safety inspections on a daily basis.
- Undertake manual tasks as instructed in a responsible and safe manner.
- Practice safe working conditions while performing all tasks, whilst maintaining the safety of the team and the public.
- Undertake duties on a rotational schedule that allows for the training of staff with the aim of building a multi-skilled work force.
- Provide to residents a courteous avenue of communication and advice in the course of undertaking daily duties.
- Promotion of Council's image whilst undertaking duties.
- Any other duties as required by the Manager Civil Infrastructure & Waste Operations.

Position Requirements

- Relevant Maintenance and construction experience.
- Previous experience in a similar role.
- Sound oral and written literacy skills.
- Current HR/HC Driver's Licence.
- Good interpersonal skills.
- Experience with small and heavy plant equipment.
- Ability to work with and as part of a diverse team.
- Have a sound knowledge of occupational safety and health and how it applies to the workplace and job at hand.
- Be physically fit and capable of undertaking manual labour.
- Possession of relevant certificates, including plant certificates, traffic control, operating and maintaining chainsaws.
- Possession of White or Blue card.
- Have a current First Aid Certificate.

General Accountability, Attitude, Behaviour and Conduct

Every person carrying out work for the Shire has a personal accountability, obligation and responsibilities, attitudes, behaviour and conduct, as detailed in the Shire's Code of Conduct, including:

- Adhering to management directives and approved policies and procedures.
- Taking reasonable care to ensure personal safety and health at work of themselves and other persons.

- Adhering to lawful and reasonable directions from the employer and particularly those relating to employee integrity, confidentiality, Shire reputation, efficiency, fraud and corruption prevention.
- Respecting and maintaining Shire values and culture.

Certification

As the occupant of this position, I have noted and agreed to the Values, statement of duties, responsibilities and other requirements as detailed in this document.

NAME _____

SIGNATURE _____

DATE _____

MANAGER _____

SIGNATURE _____

DATE _____

PERFORMANCE PROFILE REVIEWED

DATE November 2025 _____