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| **REPORTS TO:** | **DIRECT REPORTS AND TEAM SIZE:** | |
| * Supervisor | Crews | |
| **THIS ROLE EXISTS TO: (PURPOSE)** | | |
| The Leading Hand role is a key member of the delivery teams based in a Regional location with responsibilities for the implementation of construction and/or routine maintenance work. | | |
| **Key accountabilities:** | | |
| * To directly oversee crews and/or a number of disciplines and provide direct support to other Leading Hands. * The role requires a strong commitment to safety systems, meeting agreed timelines, budget allocations, development & delivery of cyclic maintenance programs and minor project works. * Assisting team members to ensure compliance requirements are maintained. * Taking care of own and colleagues Health and Safety through identification and reporting of hazards and active involvement in improvement initiatives. | | |
| **KEY RESPONSIBILITIES** | | **KPIs** |
| Assist in the management of the onsite and day to day running of works for internal and external bodies | | Works completed in timely manner |
| Assist in the inspecting and auditing of the quality and quantity of works within the civil/open space construction and maintenance delivery sector | | Regular stakeholder liaison to ensure contractual obligations and relationships are maintained |
| Timely reporting to supervisors of issues and incidents which occur on site | | Site discussions & inspections  Stakeholder feedback |
| Assist in the training and mentoring of staff | | Highly skilled workforce  Identify training needs for crew members (internal personnel) |
| Daily collection of paperwork | | Prompt & timely document management control |
| Assisting with the management of vehicles, plant and tools as required | | All vehicle & plant machinery are fuelled at end of day’s work shift, fully maintained & serviceable. |
| Assist in the delivery & implementation of the Safety Management Plan. | | Zero harm to team members and stakeholders is maintained |
| Assist to ensure adherence to all Health and Safety requirements by team members & sub-contractors | | Up-to-date procedures and SWMS are evident in their use and acceptance Timely reporting of incidents and hazards |
| Demonstrate leadership living business values and behaviours | | Adherence to Company policies and procedures as outlined in the Company induction policy and procedures |
| Responding to call outs as per Incidents and/or Emergency Response Procedures | | Adherence to GEMS (Melbourne Water’s General Emergency Management System) |
| Other duties as directed | |  |

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| **SKILLS, KNOWLEDGE AND EXPERIENCE REQUIRED:** |
| * Demonstrated capabilities in working in a Civil, NRM &/or Land Management- Grass, construction/maintenance environment, particularly in assisting the delivery/managing of resources, i.e. labour, plant, materials and subcontractors * Certificate/ Diploma in Civil/Environmental disciplines or relevant related work experience * Other qualifications such as Industry White Card, Chainsaw Ticket, Confined Space Entry, Fall Prevention, Plant Machinery competency, etc. * Motor vehicle and/or truck driver’s licence   Please Note: All employees must possess a license to perform any duty which is required to be held under Australian legislation. |
| **KEY RELATIONSHIPS:** |
| All Melbourne Water employees are responsible for managing aspects of our customer/stakeholder relationships and service interactions, and will work proactively to deliver a consistent customer experience.  **INTERNAL**   * Supervisors * Project staff and crews   **EXTERNAL**   * Retail Suppliers * Consultants * Sub-contractors |
| **OTHER COMMENTS:** |
| This role requires the following:   * Criminal Records Check * Medical Assessment * Ability to swim at a competent level due to any work near, on or in water   Location: Brooklyn |