

TOOWOOMBA REGIONAL COUNCIL, TOOWOOMBA REGIONAL COUNCIL, TOOWOOMBA REGIONAL COUNCIL, TOOWOOMBA REGIONAL COUNCIL  
TOOWOOMBA REGIONAL COUNCIL, TOOWOOMBA REGIONAL COUNCIL, TOOWOOMBA REGIONAL COUNCIL, TOOWOOMBA REGIONAL COUNCIL  
TOOWOOMBA REGIONAL COUNCIL, TOOWOOMBA REGIONAL COUNCIL, TOOWOOMBA REGIONAL COUNCIL, TOOWOOMBA REGIONAL COUNCIL

## Assistant Foreman

## Construction and Maintenance Central

## Position Number MC211

### Organisational Background

The Toowoomba region is about balance – balance between work and play, between urban and rural lifestyles, between recreation and education and between affordability and investment potential. Toowoomba is the economic and commercial hub of the Darling Downs. It services a diversity of primary and secondary industries and plays a significant role in the economic development of a large area of southern and south western Queensland.

Toowoomba Regional Council (TRC) services a regional population of 159,000 with a staff of 1,600. The rapidly growing region offers a wealth of opportunities for people looking for a rewarding career based in one of South-East Queensland's most sought-after areas. It offers all the benefits of urban and country living including some of Australia's finest education facilities, highly regarded health services and a growing reputation for restaurants, coffee shops and wineries.

At TRC we understand that the continued success of our organisation depends on the quality of our people. To ensure we attract and retain the best possible employees to meet our future needs, we provide a comprehensive package of employee benefits.

### Role Purpose

The Assistant Foreman reports to the Foreman Construction, Central Branch. The role provides Foreman support and expertise in relation to Construction and Maintenance activities relating to Council's Civil Infrastructure.

### Technical Requirements

#### Qualifications

- Year 12 Education or a Certificate III in Civil Construction is desirable, or a combination of experience, qualifications and competence which enable the applicant to perform the duties of the position.
- Current "C" Class Drivers Licence is essential.
- Possession of a WH&S Competency Card for CPCCOHS1001A – Work Safely in the Construction Industry or 30215QLD – Course in General Safety Induction (Construction Industry).

## Skills and Competence

- Demonstrated organisational skills with the ability to plan and coordinate work activities and apply knowledge appropriate to the work.
- Demonstrated ability to develop good working relations, communication and trust with managers and employees at all levels of the organisation as well as external stakeholders.
- Demonstrated time management and problem solving skills.
- Knowledge of policies and regulations relating to the work area including the ability to complete Quality Assurance and other documentation.
- Developing knowledge and experience in a variety of computer applications relevant to the position, particularly Microsoft Word, Excel and Outlook as well as financial management systems, customer request systems and other applications used by Toowoomba Regional Council.

## Behavioural Requirements

### Successful candidates should display the following traits:

- Good customer service skills with the ability to resolve issues with guidance and provide advice in a pleasant and helpful manner consistent with organisational goals, policy and procedures.
- Demonstrated ability to work cooperatively within a multi skilled team environment.
- Display personal attributes of trust, respect, integrity, fairness, empathy and understanding and lead by example.
- Commitment to continuous improvement and quality and engage in ongoing learning.
- Commitment to workplace health and safety within the workplace and a commitment to the principles of anti-discrimination and equal opportunity within the workplace.

## Organisational Cultural Fit

The successful candidate will contribute towards building a culture of pride in the seamless delivery of quality services to the community. They will want to be part of a team that helps build organisational capability and deliver outcomes consistent with the organisational vision. They will embrace a culture that respects, recognises and values all team members for their experience, knowledge and contributions. They will be approachable and actively seek to pass on their own knowledge, encourage formal and informal learning and knowledge sharing with Branch and Group colleagues.

## Motivational Fit

The successful candidate will have a willingness to accept the challenge of delivering positive outcomes relating to transport and drainage planning activities and asset management principles and enjoy the challenge of working with people from a range of

professional, technical and educational backgrounds and will be committed to helping the Branch develop and perform.

### **Career Fit**

The role will provide a Ganger/Labourer the opportunity to further develop their technical and administrative skills including developing their knowledge of Engineering and Civil Construction and/or challenge experienced Ganger wanting to further develop their skills within a different field.