

## **Position Title: LEADING HAND**

### **Main Purpose of the Role:**

The Leading Hand is responsible for supporting the Site Supervisor in setting out, managing and coordinating subcontractors so the project is constructed in accordance with the following:

- Contract Drawings and Specification;
- the Construction Program;
- Cost budgets;
- the Company's Work Place Health and Safety Requirement; and
- the projects Quality Assurance requirements.

### **Selection Criteria:**

#### ***Qualifications, Experience and Knowledge:***

1. Hold a Certificate III in Building or other relevant qualification (highly desirable but not essential)
2. A minimum of 5 years experience in the Construction industry in a similar role.
3. Thorough knowledge of commercial, industrial and residential construction processes and practices.
4. Demonstrated ability to work independently.
5. Demonstrated ability to manage sub-contractors on site.
6. Possess a basic level of computer literacy including the ability to use MS Office.
7. Knowledge of OH&S legislation and codes of practice relevant to the Construction industry.

#### ***Personal Attributes:***

1. Ability to lead and organise the daily workforce ensuring all human resources issues are handled appropriately.
2. Ability to provide assistance with daily planning including reading construction plans.
3. Strong organisational and time management skills.
4. Possess the ability to deal with people at all levels including strong client liaison skills.
5. Possess the ability to solve problems and manage conflict effectively.
6. Possess a positive, professional image and a customer focused and flexible approach.
7. Hold a current Driver's Licence and be willing to travel to different sites.