

Information Package

Team Leader Utilities Construction



APPLICATIONS CLOSE: Friday 3 May 2024

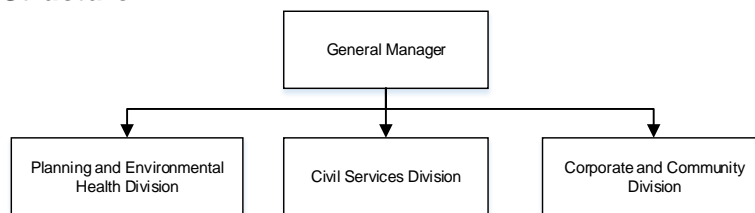
Position Overview

Reporting to Council's Works Engineer, this position is responsible for the supervision and coordination of Council's utilities construction team to ensure efficient completion of construction programs specifically in the areas of water, wastewater, stormwater and revetment walls. The position will also provide assistance in monitoring and reviewing construction programs to ensure they are consistent with Council's vision and meet the objectives of Council's Delivery and Operational plan.

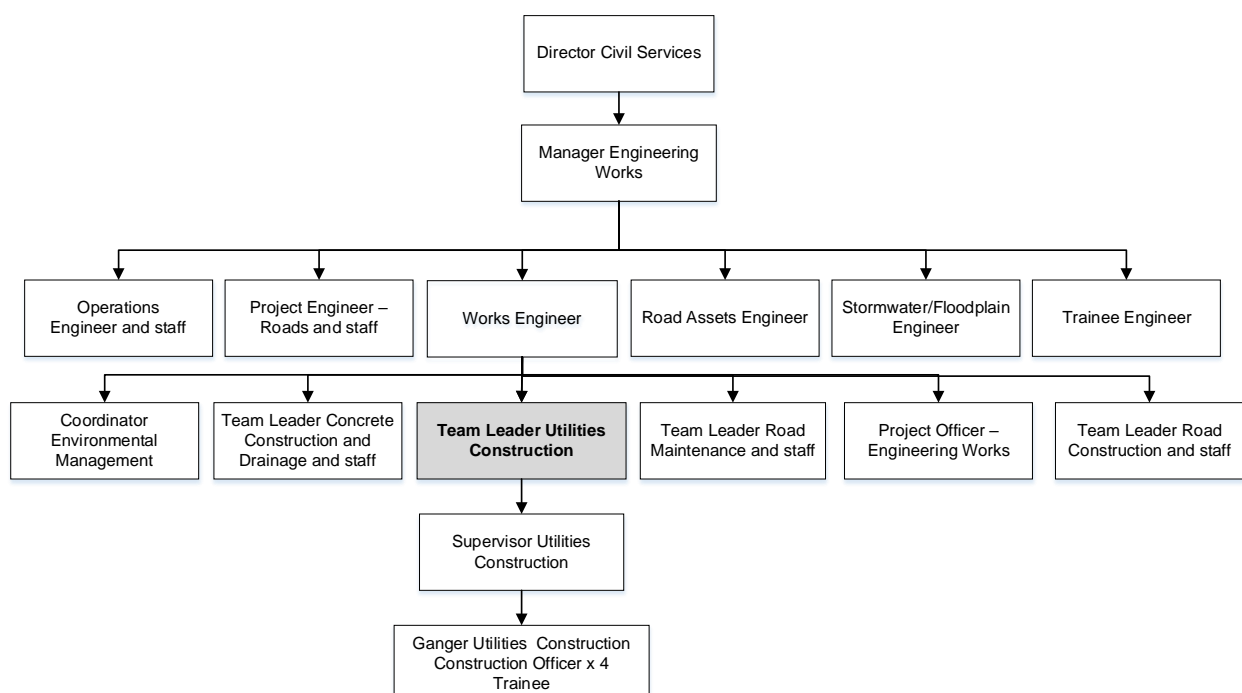
The successful candidate will bring experience in a similar role with proven knowledge of civil construction principles. You will play a key role on modelling and promoting Council's and the Engineering Works Section values.

Structure

Corporate Structure



Section Structure



Corporate Vision and Values

It is considered highly important that the vision and values of Council's employees align with that of Council. It is therefore paramount that the successful candidate for this position demonstrates qualities that will assist Council in achieving the following:

Vision: The Ballina Shire is safe, with a connected community, a healthy environment and a thriving economy.

Community Values: Creative | Accessible | Respect | Energetic | Safe

Pre-employment Assessments

Prior to being appointed to the position of Team Leader Utilities Construction, short-listed candidates will need to successfully complete the following pre-employment assessments:

- Pre-Employment Functional and Medical – undertaken with Council's exercise physiologist to assess strength, fitness and physical capabilities to determine suitability to the duties of the position.
- Pre-Employment Audio Examination – undertaken with Council's hearing specialist to test for pre-existing conditions and to ascertain whether hearing levels are sufficient to safely perform the duties of the position.
- Blood Test – to determine immunity to Hepatitis A and Hepatitis B.
- Urine Test – to test for the presence of drugs and/or alcohol.

Remuneration Package

Conditions of employment will be in accordance with the terms and conditions of the Local Government (State) Award. The position of Team Leader Utilities Construction is assessed at Grade 13 under Council's salary structure, and provides an annual salary range of \$79,000 to \$90,700 (plus superannuation), dependent upon experience, skills and qualifications.

In addition, this position currently works under a 19 day four week working arrangement, is provided with a full Council uniform and has access to a range of other benefits including, educational assistance initiatives, health and wellbeing support (including Fitness Passport member options) and a very attractive training support program.

Application Requirements

Applicants must complete an application online via the following link: **ballina.nsw.gov.au/careers**, which involves addressing some key selection criteria for the position. Applications that do not address these criteria will not be considered. In addition, a resume will need to be provided with the following details included:

- Relevant education and qualifications (interviewed candidates will need to produce original qualifications at time of interview)
- Relevant work experience
- Contact details of at least two professional referees, including your current employer.

Recruitment Process

Council's recruitment process is conducted according to strict confidentiality and equal employment opportunity standards. It is Council's aim to complete the recruitment process and notify candidates of an outcome within four weeks of the closing date, however this timeframe can be extended due to unforeseen circumstances. As a guide, the expected timeframe for the recruitment process for Team Leader Utilities Construction is as follows:

Closing date:	Friday 3 May 2024
Interview date:	Week commencing 20 May 2024
Pre-employment process:	Week commencing 27 May 2024
Candidates notified of outcome:	Week commencing 27 May 2024

For further information on this recruitment process, please contact Council's People and Culture section on 02 6686 1443.

Position Description

Position Summary

Position Title:	Team Leader Utilities Construction
Position Status:	Permanent, full time
Reports to:	Works Engineer
Location:	Depot Southern Cross Drive, Ballina
Applicable Grade:	Grade 13
Additional:	Requirement to participate in on-call and work outside of normal working hours

Position Objective

- To liaise, plan, organise, lead, and motivate work teams to complete construction programs according to time and budget in accordance with Council requirements and relevant standards for WHS, risk management, environmental and quality systems.
- To ensure proper supervision and execution of sub-contracted/contracted works
- To ensure the execution of Engineering Works projects remain competitive within the context of a contracting environment.
- To ensure delivery of a broad range of civil construction outcomes including, but not limited to, construction.
- To work effectively as part of a team to provide a high level of service to the community.

Organisational Relationships

Within Division:	Director Civil Services Manager Engineering Works Works Engineer Team Leaders Utilities Construction staff Engineering Works staff
Within Council:	General Manager All Council employees
External to Council:	Members of the public Contractors Local businesses

Our Vision

Ballina Shire is safe, with a connected community, a healthy environment and a thriving economy.

Our Community Values (CARES)

Creative * Accessible * Respect * Energetic * Safe *

Key Duties and Responsibilities

Key duties of the position include, but are not limited to, the following:

Customer Service

- Provide a high level of customer service when dealing with general enquires and complaints from both internal and external customers.
- Present a positive image of Council to the public.

Technical Knowledge and Skills

- Plan, implement, supervise and monitor construction activities.
- Ensure the efficient planning and allocation of plant, labourers and material resources for the successful completion of projects.
- Implement, supervise and monitor all works undertaken by construction staff.
- Regularly carry out inspections of projects and provide reports to the Works Engineer.
- Provide hands on assistance as required.
- Safely operate and maintain relevant small plant and equipment.
- All other duties as requested.

Written Communication

- Compile, review and disseminate job packs for projects.
- Prepares reports to supervisor as required.
- Respond to correspondence in accordance with Council's customer service and communication guidelines.
- Contribute to the development of Council policies and working procedures that reflect the culture, values and objectives of the organisation.
- Ensure staff accurately complete standard forms and paper work, such as timesheets, work orders, TfNSW records and WHS related documents.

Financial Management

- Contribute to the development of financial budgets and schedules for the program of works.
- Ensure works are undertaken and finances are managed within specified budgets.
- Ensure works are undertaken in compliance with designated resource allocation.
- Financial progress reports are provided to management comprising daily cost reporting systems.
- Ensure procurement of goods and sub-contract services follows Council requirements and protocols.

Staff Supervision

- Oversee the construction team and its operations, including customer service, construction and maintenance activities.
- Supervise and mentor Trainees and Apprentices to develop their wholistic understanding of planning, organising and implementing operational activities safely.
- Carry out planning, organising, supervising and monitoring of staff for the efficient and effective performance of section activities.
- Manage subcontractors to ensure compliance with plans in terms of time, WHS, environmental and quality assurance issues and organisational requirements.
- Ensure staff and contractor compliance with Council policies and procedures and work health and safety, risk, quality control, environmental protection and legislative requirements.
- Assist in the development and promotion of team harmony and resolution of team conflicts.
- Supervise and organise the safe operation and maintenance of plant and equipment.
- Monitor and identify any training and performance management requirements for section staff.
- Undertake employee performance review and provide evidence if and where necessary.

Work Health and Safety

- Monitor the practical application of Work Health and Safety in the daily work of staff.
- Ensure that all work is carried out in accordance with Council's safe work procedures and work health and safety policies.
- Ensure staff SWMS/SWP competencies and refresher reviews are carried out in accordance with the WHS system key requirements.

Teamwork

- Participate as a positive team member and contribute to the achievement of team goals and objectives.

Continual Improvement

- Contribute to process, systems and procedures improvements that deliver quality services and projects.

Key Outcomes and Performance Standards

The below key outcomes and performance standards are required by all staff. They are to be demonstrated each and every year to enable eligibility for assessment of pay progression.

The performance standards must occur within the context of Council's community and work environment, including day to day operations, policies and procedures.

Key Outcome	Performance Standard
<i>Follow defined WHS procedures</i>	<ul style="list-style-type: none"> • Workplace procedures and instructions for controlling risks are followed accurately. • Hazards in the work area are recognised and reported to the immediate supervisor. • Reports on accidents and incidents are provided to the immediate supervisor in accordance with Council requirements. • Assist others in the work team with implementing risk management policies and procedures.
<i>Provide service to customers</i>	<ul style="list-style-type: none"> • Handles requests for action or information using Council's protocol and procedures. • Responds accurately to verbal enquiries from the community about specific work area and functions. • Carries out all processes within the agreed Council timeframes.
<i>Work effectively within and for Ballina Shire Council</i>	<ul style="list-style-type: none"> • Duties are performed in accordance with Council administrative and people and culture policies such as timekeeping, information management, WHS and EEO. • Own work is monitored and improved, according to requirements for job quality, customer service. • Requests for assistance from other staff or the public are responded to promptly and appropriately. • Effectively contribute to change processes and other ideas in a constructive and productive way.
<i>Work with others in Council</i>	<ul style="list-style-type: none"> • Duties are undertaken in a manner that promotes cooperation and good relationships within Council. • Work information is shared with co-workers to ensure designated work goals are met. • Communication with others is conducted in a clear and concise manner and focused on the best way to achieve work objectives. • The principles and intent of Equal Employment Opportunity (EEO) are observed and implemented.
<i>Communicate effectively in the workplace</i>	<ul style="list-style-type: none"> • Participation with work group and other teams is supportive, efficient and effective, with the primary goal of helping achieve Council's objectives. • Participation in work meetings is consistent with purpose of meeting and meeting conventions understood and observed. • Information, instructions and decisions are understood and adhered to. • Provide concise, relevant work information in response to supervisor requests within designated timeframes.
<i>Follow defined ethical guidelines from Council, including its Code of Conduct and uphold Council values</i>	<ul style="list-style-type: none"> • Understanding and day to day implementation of Council's Code of Conduct and Public Interest Disclosures Act. • Any potential conflicts of interest are reported immediately to the relevant Council officer. • Support is given to other staff who may wish to report any potential conflicts of interest. • Understand and comply with Fraud and Corruption Policy and Plan

Selection Criteria

Following are the essential and desirable criteria for the position.

Essential

Applicants must meet the following criteria:

- Behaviour that positively demonstrates Council's values of: creative, accessible, respect, energetic and safe.
- Relevant qualifications and previous experience in a relevant field.
- Proven knowledge of construction practice for a broad range of civil works including, but not limited to, water, wastewater, stormwater and revetment walls.
- Demonstrated sound knowledge of contract management and procurement.
- Demonstrated experience in and ability to manage and lead teams.
- Demonstrated commitment to providing high level customer service.
- Proven experience in budget administration and project management.
- Demonstrated excellent communication skills, both written and oral.
- Demonstrated digital literacy with experience and competence in computer and devices (e.g. tablet, iPhone) applications, including the Microsoft Office suite.
- Class C driver licence.
- Work Safely in the Construction Industry Induction ticket (white card).
- Knowledge and understanding of the principles and practices of equal employment opportunity and work health and safety and an ability to apply them to work practices.

Desirable

The following criteria are considered important and demonstrated capacity to satisfy them will be highly regarded:

- Leadership and Management training or equivalent.
- Experience in utilisation of asset management software.
- Certificate IV or equivalent in Civil Construction, Project Management or related field.
- Traffic Controller ticket.
- Implement Traffic Control Plans ticket.
- Prepare Work Zone Traffic Management Plans ticket.
- Knowledge and application of environmental management techniques.
- Knowledge and application of quality assurance programs.
- Previous experience in Local Government.
- Commitment to continuing professional development.
- Current immunisation against Hepatitis A and B or a willingness to participate in an immunisation program.