

## POSITION DESCRIPTION



**Position Title:** Team Leader, Construction & Maintenance  
**Department:** Infrastructure Works  
**Division:** Technical Services & Operations  
**Grade:** 7  
**Approved Status:** Permanent Full Time  
**Last Reviewed:** September 2017  
**Reviewed By:** Operations Manager, Civil Infrastructure

### 1. Objectives of Position

- 1.1. To manage a team of operational staff to ensure all Council infrastructure works are maintained in accordance with service and agreements and to schedule, with the efficient and effective allocation of resources
- 1.2. To assist the Coordinator, Infrastructure Works to ensure the team is adequately resourced to meet assigned targets, provide feedback to clients and residents and resolve minor maintenance issues
- 1.3. To plan works allocated by Coordinator, Infrastructure Works including all safety requirements for work sites

### 2. Key Accountabilities

#### 2.1. Technical / Operational

- 2.1.1. Assist in the implementation of Council's capital works program and maintenance duties such as repairs of road pavements, kerb and gutter, footpaths, drainage, traffic facilities, paving and streetscape enhancement, sea walls, minor landscaping as allocated by the Coordinator, Infrastructure Works .
- 2.1.2. Carry out works as per supplied plans and specifications to ensure the project management brief is undertaken and maintained for the duration of the project.
- 2.1.3. Assist in the development of works programs, including the allocation of resources to ensure that projects and maintenance work are managed in accordance with budgets and commitments, and comply with relevant Acts and standards.
- 2.1.4. Ensure the completion of relevant documentation such risk assessments, timesheets, and project paperwork as issued.
- 2.1.5. Responsible for the operation of minor plant, and in accordance with Standard Operating Procedures (SOP's) or SWMS's
- 2.1.6. Implement all activities and tasks in relation to Civil Infrastructure which shall include setting out, excavation, form-work and construction in accordance with industry Codes of Practice, relevant Australian Standards, and Legislation.
- 2.1.7. Responsibility for the proper operation, and reporting of equipment faults as they arise.
- 2.1.8. Implement and manage traffic and pedestrian control plans to ensure a high degree of site safety for both staff and the general public.
- 2.1.9. Ensure work sites are correctly and securely controlled, both during and after hours, to minimise the risk to the general public.
- 2.1.10. Identify and report infrastructure defects to ensure a pro-active approach is implemented.

## **2.2. Financial**

- 2.2.1. Assist with the preparation of quotes and estimates.
- 2.2.2. Requisition stores and supplies as required and prepare and authorise purchase order requisitions within budget delegations and Council procurement policy.

## **2.3. Management & Leadership**

- 2.3.1. Coordinate and lead Team Members in the delivery of allocated work to ensure the efficient and effective use of time and resources.
- 2.3.2. Act in the position of Coordinator, Infrastructure Works as required.
- 2.3.3. Manager and monitor staff performance, and encourage and mentor team member development.
- 2.3.4. Conduct toolbox talks with team and undertake minute taking to record discussions.
- 2.3.5. Provide on the job training and development of staff.

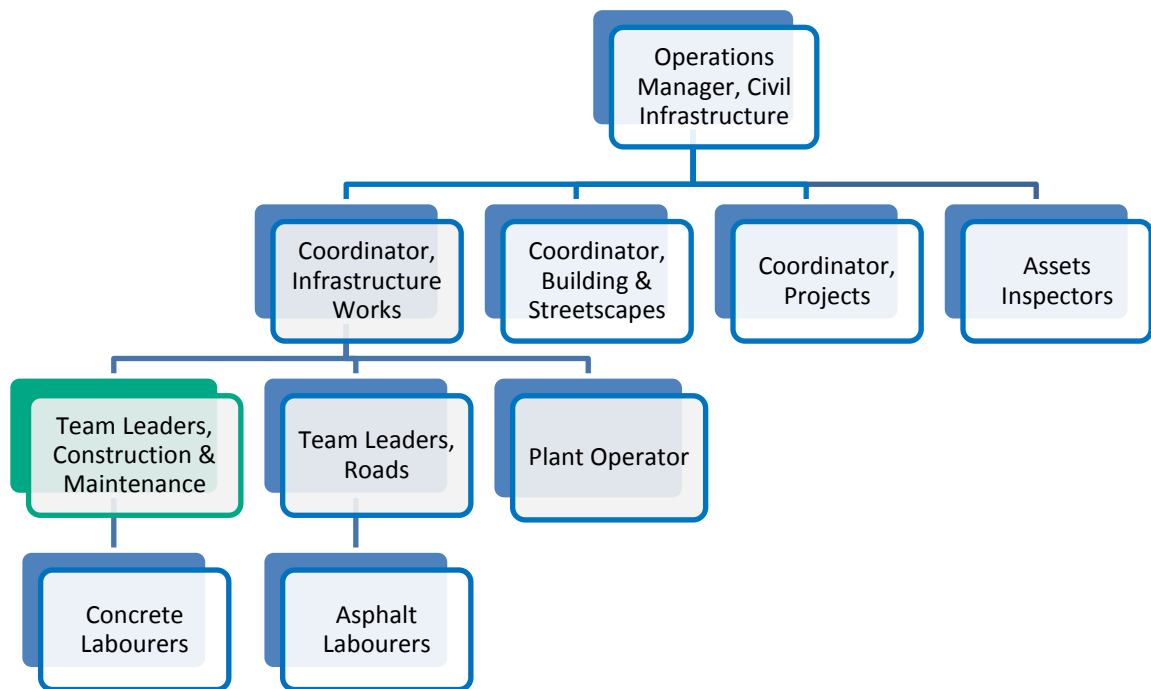
## **2.4. Communication, Consultation & Engagement**

- 2.4.1. Provide courteous, efficient and timely customer service to internal and external customers.
- 2.4.2. Maintain effective communication with all staff.
- 2.4.3. Support and promote team work through cooperation, communication, sharing information.
- 2.4.4. Ensure that all Council policies, initiatives and practices relating to customer service are adhered to in the work environment.
- 2.4.5. Understand and communicate instructions, complete basic work records and be able to clearly and positively communicate with supervisors, team members and members of the public.

## **2.5. General**

- 2.5.1. To comply with the operational responsibilities unique to the position as outlined in the attached schedule.
- 2.5.2. Carry out additional duties that are within the limits of skill, competence and training, to assist Council in meeting its overall objectives.

### 3. Position / Department Structure



### 4. Essential Knowledge, Skills and Experience (Essential Criteria)

- 4.1. Current MR Drivers licence
- 4.2. Current OH&S Induction Training for Construction Industry Workers
- 4.3. Traffic Control Certificate - Blue & Red
- 4.4. Minimum 3 years' experience working in a civil construction / maintenance environment with demonstrated experience on large scale civil construction projects combined with experience leading multiple projects in a private or Council capacity
- 4.5. Basic computer and estimation skills with the ability to read plans and specifications as well as work and communicate with professional engineering staff (including architects and engineers)
- 4.6. Demonstrated experience acting in a leadership role, motivating, leading, mentoring and managing the workload of others
- 4.7. Demonstrated commitment to maintaining and improving knowledge, with the ability to solve problems and recommend and implement improvements

### 5. Desirable Knowledge, Skills and Experience (Desirable Criteria)

- 5.1. Backhoe / Front-end Loader Ticket
- 5.2. Forklift Ticket
- 5.3. Sound experience with computer systems such as Asset Management, Procurement, Stores Management software,

**6. Agreement**

We the undersigned agree that the position description and competencies contained herein are accepted as appropriate for the performance of this position.

Signed: \_\_\_\_\_ Date: \_\_\_\_\_  
Appointed employee

Signed: \_\_\_\_\_ Date: \_\_\_\_\_  
Supervisor / Manager

Signed: \_\_\_\_\_ Date: \_\_\_\_\_  
Director / General Manager

## SCHEDULE OF OPERATIONAL RESPONSIBILITIES

### 1. Work, Health & Safety Responsibilities

#### 1.1. Worker

A worker's responsibilities include, but are not limited to:

- 1.1.1. Taking reasonable care for his/her own health and safety.
- 1.1.2. Taking reasonable care that his or her acts or omissions do not adversely affect the health and safety of others.
- 1.1.3. Compliance, so far as the worker is reasonably able with any reasonable instructions that are given by Council or a Person Conducting a Business or Undertaking (PCBUs) for City of Canada Bay where applicable.
- 1.1.4. Cooperating with any reasonable policy or procedure of the City of Canada Bay or PCBUs working at or for City of Canada Bay or where applicable at the workplace that has been notified to workers.
- 1.1.5. Reporting all incidents, hazards and near misses to their direct supervisor.
- 1.1.6. Actively participating in injury management and rehabilitation programs.
- 1.1.7. Using Personal Protective Equipment (PPE) where required and in accordance with the manufacturer's instructions.
- 1.1.8. Maintaining all tickets, licences, operative training etc, required for the job either by legislation or through Council's or a PCBU's policies and procedures and advise Team Leaders of any change to these.
- 1.1.9. Attending all specified training and induction courses.
- 1.1.10. Contributing to workplace practice and procedure reviews.
- 1.1.11. Advising Team Leaders/Coordinators of any WHS issue that they believe should be addressed in the workplace.
- 1.1.12. Ensuring all hazards identified are reported to their immediate supervisor and appropriate forms completed.
- 1.1.13. Participating in workplace inspections.
- 1.1.14. Ensuring appropriate supervisory staff are advised of any person who is not engaging or complying with safe work practices or Council policies and procedures.

#### 1.2. Supervisor

In addition to the responsibilities of a worker, this position is also responsible, as a supervisor, for:

- 1.2.1. Providing advice to the Manager on WHS issues.
- 1.2.2. Undertaking investigations of all incidents and hazards.
- 1.2.3. Consulting with workers and other stakeholders to ensure the Injury Management Program and Rehabilitation Program operate effectively.
- 1.2.4. Including safety training and equipment in budgets.
- 1.2.5. Ensuring staff you are responsible for hold and maintain all tickets, licences, operative training etc required for their job by legislation or through the organisation's policy/procedures, and ensure a record of certification is maintained.
- 1.2.6. Ensuring all workers have attended relevant induction and essential safety courses.
- 1.2.7. Monitoring the use of Personal Protective Equipment (PPE) in accordance with the City of Canada Bay's policies.
- 1.2.8. Undertaking workplace inspections in accordance with the City of Canada Bay's policies and corrective action taken if required.
- 1.2.9. Ensuring purchases comply with the City of Canada Bay's requisition procedures and purchasing policy.
- 1.2.10. Maintaining awareness of legislation which regulates activities you are responsible for.
- 1.2.11. Advising managers of any person who is not engaging or complying with safe work practices or the organisation's policies and procedures.

- 1.2.12. Ensuring hazards identified are investigated, assessed and remedial actions adopted to eliminate or control risks.
- 1.2.13. Ensuring all measures (including procedures and equipment) that are adopted to eliminate or control risks to health and safety are properly used and maintained.
- 1.2.14. Ensuring workers are supervised by a competent person.
- 1.2.15. Ensuring amenities are maintained in a safe and healthy condition at all times.

## **2. Equal Employment Opportunity Responsibilities**

Comply with Equal Employment Opportunity (EEO) legislation as well as Council's EEO policies & procedures.

## **3. Sustainability Responsibilities**

Contribute to Council's environmental sustainability objectives and targets through active participation and compliance with Council's policies & procedures.

## **4. Record Keeping Responsibilities**

Comply with Council's Records Management Policy and the State Records Act 1998.

## **5. Designated Person Classification**

This position is not classified as a "designated position" under section 449 of the Local Government Act 1993 and is therefore not required to complete a 'Disclosures by Councillors and Designated Persons Return'.

## **6. Code of Conduct Obligations**

Comply with the requirements of Council's Code of Conduct.

## **7. Delegations**

Delegations for the position are listed in the Register of Delegations for Technical Services & Operations – City Maintenance and are to be exercised in accordance with the requirements of the register and the "Delegations Practice Guide".

## **8. Organisation Values**

### **8.1. Creativity**

All staff are encouraged to explore opportunities and new ideas.

### **8.2. Fun**

We choose to create a great place to work.

### **8.3. Leadership**

We inspire and enable staff to bring out the best in themselves and each other.

### **8.4. Teamwork**

We treat each other the way we would like to be treated.

### **8.5. Respect**

We work together collaboratively, and in support of each other.

**9. Acknowledgement**

I have read and understood, and agree to comply with, the Operational Responsibilities as outlined above:

Initialled: \_\_\_\_\_

Appointed employee

Date: \_\_\_\_\_

Initialled: \_\_\_\_\_

Supervisor / Manager

Date: \_\_\_\_\_