

POSITION DESCRIPTION

POSITION DETAILS			
Position Title:	Team Leader Bridges		
Position Number:	313	Standard Position Hours:	38 Hours
Directorate:	Works and Infrastructure	Unit:	Works and Operations
Salary Grade:	6	Award Band and Level:	Band 2 Level 1
Position Reports to:	Maintenance Coordinator		
Staff Management:	2		
Budget Responsibility:	Nil		
Date Created:	10 December 2014	Date Last Reviewed:	25 July 2019
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ORGANISATIONAL ENVIRONMENT

Cessnock City Council employs approximately 280 employees and is responsible for a local government area of approximately 1,950 square kilometres within the Hunter Valley of New South Wales, approximately 120 kilometres north of Sydney and 40 kilometres west of Newcastle.

Cessnock City Council provides a diverse range of services and facilities for the residents and visitors of the local government area. Cessnock City Council comprises of 3 Directorates;

- Works and Infrastructure
- Planning and Environment
- Corporate and Community Services

ORGANISATIONAL CONTEXT OF POSITION

The Works and Infrastructure Services directorate manages services associated with the following functions within Cessnock City Council;

- Works and Operations
- Infrastructure Management
- Open Space and Community Facilities
- Environment and Waste Services

The Works and Operations unit is responsible for provision of the Construction and Maintenance activities relating to Council's civil infrastructure including roads, stormwater drainage, bridges and the airport operations.

WORKPLACE HEALTH & SAFETY

The Responsibilities, Authorities and Accountabilities (RAA's) applicable to this position is Level 5.

For specific WHS Responsibilities, Authorities and Accountabilities applicable to this position, refer to the WSH RAA Handbook.

The person accepting this position is required to read and comply with the RAA's applicable to this position.

PRIMARY OBJECTIVE

The primary purpose of this position is to;

- Deliver programmed bridge maintenance and minor construction works within predetermined time, quality and cost targets; and
- Provide sound leadership of a multi-skilled team, implementing best practice work methods whilst satisfying all statutory requirements.

KEY ACCOUNTABILITIES

1. Ensure that program works are completed within established time, quality and cost target, including;
 - Coordinating and undertaking scheduled works.
 - Adopting best practice work methods on programmed works tasks.
 - Forecasting and co-ordinating the provision of labour, plant and materials.
 - Ensuring compliance with all statutory requirements.
 - Interpreting work requirements and undertaking quantity and survey calculations necessary to complete the works.
 - Ensuring appropriate plant type and capacities which are required to undertake the work are utilised on all projects.
 - Liaising with residents, members of the public, service utilities, contractors and other stakeholders during the course of the works.
2. Provide advice and assist in the development of maintenance works for bridges and culverts, including;
 - Project costing estimates.
 - Providing professional advice and technical input into bridge maintenance and replacement works programs.
 - Undertake bridge maintenance inspections as required.
 - Assisting in the development of Council's bridge works program.
3. Lead and manage the Bridge Maintenance team, including;
 - Coordinating the operational activities of all team members.
 - Assist in undertaking workplace assessments of team members in accordance with Council's policies.
 - Assisting with the development and training of team members.
 - Monitoring performance of team members and provide feedback as required.
 - Providing on-going feedback to the Maintenance Coordinator on the performance of team members.
 - Actively encouraging team harmony and cooperation and ensuring that a positive example is set for the team.
 - Undertake Performance Development Plan appraisal of team members.
 - Developing and maintaining a team culture which displays excellent work ethics and strives to continually improve to produce the best possible outcomes for Council.
4. Ensure that all works undertaken are in accordance with all relevant quality, environmental and WHS requirements.
5. Maintain the health and safety of the general public and Council staff during the execution of works by ensuring safe work practices are adopted and adhered to in accordance with Council's WHS policy and procedures.

6. Ensure a positive image of Council is promoted throughout the community through courteous, responsive and efficient service.
7. Any other accountabilities or duties as directed by Supervisor/Manager which are within the employee's skill, competence and training.

POSITION SELECTION CRITERIA**Essential**

1. Civil Engineering, Construction Carpentry trade certificate or other equivalent qualifications, or demonstrated extensive experience in a similar role.
2. Demonstrated thorough knowledge of bridge, civil construction and maintenance techniques and engineering work methods employed on bridge and civil projects.
3. Demonstrated ability to read and interpret plans for bridge, civil maintenance and civil construction works.
4. Demonstrated ability to accurately calculate and measure material quantities and dimensions.
5. Demonstrated extensive experience in a civil maintenance and civil construction role, particularly in regard to timber bridges and civil works and the proven ability to undertake the 'hands on' duties.
6. Demonstrated solid written and verbal communication skills.
7. Demonstrated knowledge and understanding of Workplace Health and Safety requirements.
8. Demonstrated sound computer skills, including experience in the use of MS Office applications.

Essential Certificates, Licences and Tickets

9. Holder of all the following;
 - Current Class MR Drivers Licence.
 - Current RMS Traffic Controller card).
 - Current RMS Implement card.
 - Crane Chasers Certificate
 - Scaffolders/Rigger Certificate.
 - Hyab ticket
10. Holder of, or willingness and ability to obtain within 3 months of commencement, all of the following;
 - Safe Work Near Power Lines Certificate

Highly Desirable

1. Level 1 and Level 2 Bridge Inspection qualifications.
2. Demonstrated knowledge of erosion and sedimentation control techniques.
3. Class HR Licence.
4. Crane Operators Certificate

SIGNATURE**Employee****Full Name:****Signature:****Date:**