

POSITION DESCRIPTION

POSITION DETAILS			
Position Title:	Team Leader - Operational Crew		
Position Number:		Standard Position Hours:	38 Hours
Directorate:	Works and Infrastructure	Unit:	Works and Operations
Salary Grade:	6	Award Band and Level:	Band 1 Level 4
Position Reports to:	Works Engineer		
Staff Management:	1		
Budget Responsibility:			
Date Created:	5 June 2019	Date Last Reviewed:	
Version:	1	Document Number:	DOC2019/068310

ORGANISATIONAL ENVIRONMENT

Cessnock City Council employees 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 the provision of 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 objectives of this position are to;

- Deliver programmed specialised maintenance and construction on road/drainage assets within predetermined time, quality and cost targets,
- Provide sound leadership of a multi-skilled team, implementing best practice work methods whilst satisfying all statutory requirements,
- Provided training to other team members in advanced construction and maintenance techniques.

KEY ACCOUNTABILITIES

1. Coordinate and complete programmed works, including, but not limited to, the following;
 - Concrete footpaths/cycleways
 - Drainage culverts/pipework, kerb and gutter, etc.
 - Cast insitu headwall and structures
 - General construction works (roads, drainage, etc.)
 - General maintenance works
 - Repair culverts/sumps kerb and footpaths.
2. Lead, manage and provide training to the team, including;
 - Coordinating the operational activities of all team members.
 - Providing training in advanced road construction and maintenance techniques
 - 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 Works Engineer on the performance of team members.
 - Actively encouraging team harmony and cooperation and ensuring that a positive example is set for the team.
 - Assist Manager to carry out performance 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.
3. Ensure that program works are completed within established time, quality and cost target, including;
 - Coordinating and undertaking scheduled works.
 - Maintaining quality records (ITPs, Hold/Witness points, SWMSs, etc)
 - 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.
4. Organise and accept delivery of goods and services for timely completion of programmed works including;
 - Checking of materials delivered against dockets,
 - Authorising delivery dockets; and
 - Pursuing discrepancies in quality or amounts supplied.
5. Maintain a daily diary of the work team which records the following aspects:
 - Weather conditions.
 - Labour plant and material resources engaged.
 - Description of the works undertaken on a daily basis.
 - Details of any incidents, emergencies or safety breaches.

6. Check and authorise timesheets for labour and plant hire.
7. Ensure hired plant, plant operators and labour have appropriate certification and safety equipment to undertake works required.
8. Ensure that all works undertaken are in accordance with all relevant quality, environmental and WHS requirements.
9. Ensure that all utility locations are identified prior to commencing work to ensure that damage is avoided to existing public utility services.
10. Where undertaking works which may affect residents and members of the public, ensure that all potentially affected persons are advised of the works at least 12 hours prior to commencement.
11. 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.
12. Ensure a positive image of Council is promoted throughout the community through courteous, responsive and efficient service.
13. 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. Certificate IV in Local Government Operational Works/Frontline Management or equivalent with particular emphasis in civil works.
2. Demonstrated extensive experience in a civil construction/maintenance role, including road and drainage construction, concrete construction and civil maintenance with the proven ability to deliver programmed works within time, quality and cost targets.
3. Demonstrated ability to read and interpret advanced design plans for civil works.
4. Highly developed concrete finishing skills.
5. Demonstrated ability to set out a project from established survey marks utilising a survey level and other measuring devices.
6. Demonstrated effective verbal and written communication skills and sound literacy and numeracy skills.
7. Demonstrated effective team leadership skills and the proven ability to develop and maintain a team environment which fosters teamwork, cooperation and mutual respect.
8. Demonstrated ability to manage the performance of staff and provide appropriate feedback and training.
9. Demonstrated experience in the use of minor plant and equipment.
10. Demonstrate knowledge of landscaping requirements and erosion and sedimentation control techniques.
11. Demonstrated knowledge and understanding of Workplace Health and Safety requirements.

Essential Certificates, Licences and Tickets

12. Holder of all of the following;
 - Current class LR licence
 - Work Safely in the Construction Industry Certificate (White Card)
13. Holder of, or willingness and ability to obtain within 6 months of commencement, all of the following;
 - Current RMS Traffic Controller Certificate
 - Current RMS Traffic Controllers Certificate (Implement Traffic Control Plans)
 - Current RMS Traffic Controllers Certificate (Prepare a Work Zone Traffic Management Plan)
 - First Aid Certificate including CPR
 - Confined Space
 - Safe Working at Heights
 - Safe Working Near Powerlines

Highly Desirable

1. Demonstrated basic computer skills.
2. Holder of all of the following;
 - Current class MR driver's licence
 - Trade Certificate
 - Crane Chaser's / Dogman / Rigman Certificate
 - Certificate IV Trainer Assessor
 - Elevated Work Platform (EWP)
 - Basic Scaffolding
 - ICAM Investigation

SIGNATURE			
Employee			
Full Name:			
Signature:		Date:	