

Role Description

Crew Leader Sealing



Title	Crew Leader Sealing
Classification/Grade/Band	Band 2 Level 2
Directorate/Unit/Section	Roads, Transport, Drainage & Waste / Roads Construction & Project Management / Construction Delivery
Reports to	Team Leader Sealing

Vision and Purpose

Vision

A vibrant and sustainable Central Coast.

Purpose

To provide valuable services that strengthen and support the Central Coast Community.

Values

Decisions, actions and behaviours are governed by our Corporate Values; Serve, Collaborate, Improve, Be Your Best and Be Positive. All employees have a responsibility to uphold and champion these values.

Primary Role Statement

In contributing to the overarching vision and purpose, the role of Crew Leader Sealing is responsible for the delivery of spray sealing projects, utilising both in-house construction staff and contractors.

The position of Crew Leader Sealing is required to engage with employees and provide quality customer service and create value for the community.

Key Duties and Responsibilities

- Carry out spray sealing works and the delivery of the Spray Sealing Program, maintaining best practice in spray sealing and construction works;



- Program spray sealing works so as to deliver quality projects efficiently and cost effectively through maximising the utilisation of materials, plant and staff;
- Lead, manage and supervise an integrated team of day labour staff, contractors and external service providers for the construction and spray sealing of roads and associated works;
- Carry out duties and responsibilities in a manner that complies with all legislation and Council policies relating to the WHS, environmental and relevant construction standards and codes;
- Complete and maintain all necessary documentation to ensure compliance with Quality Assurance, Work Health and Safety and environmental requirements such as Inductions, Risk Assessments and Inspection Test Plans;
- Organise procurement of materials and services as required to progress projects cost effectively to a pre-determined budget;
- Display written and verbal communication skills;
- Develop staff in your immediate team by displaying strong team management skills including motivation, engagement, coaching, performance management and performance recognition;
- Perform any other duties, tasks or projects the employer may assign, having regard to the incumbent's skills, training and experience.

Authority and Accountability

- Take care of your own health and safety and that of others. Comply with any reasonable instructions and apply Council's Safe Systems of Work consistent with the Responsibilities, Authorities and Accountabilities of your role.
- The Crew Leader Sealing may work away from Council premises and is required to make autonomous decisions usually influenced only by Council policy, the situation and relevant legislative framework. Independent action is required ;



- Decisions affect the work and activities of others within the section or from a specific project team;
- The work of the Crew Leader Sealing influences the community within a specified service line through the application of technical skill or application of regulatory requirements;
- The Crew Leader Sealing is responsible for ensuring that operational safety standards or other requirements are met at an operational level;
- Identifies requirements as an input to budget development, predominantly on a project by project basis.
- Look for ways to save costs. Be conscious of budget constraints and be aware of cost implications of own actions within own work area.

Personal Attributes

- Be adaptable, flexible and focused when dealing with change;
- Represent Council honestly, ethically, professionally and lead by example;
- Be committed to achieving work goals and maintains motivation when tasks are challenging and actively seek feedback from colleagues and stakeholders;
- Be responsive to the input of others and works to understand their perspectives;
- Be open to new ideas, situations and challenges, adapts well and is calm under pressure;
- Be solution focused, committed to resolving differences and contributes to positive outcomes.

Interpersonal Skills

- Listen to others and ask appropriate, respectful questions, monitor non-verbal cues and adapt behaviour accordingly;
- Support and promote a culture of quality customer service. Identify and respond quickly and provide solutions to meet customers' needs;
- Build a supportive and cooperative team environment, share information and learning across teams and solve issues and challenges in collaboration with others;



- Respond to conflict without inflaming the situation and know when to refer to a supervisor for assistance and/or withdraw from a conflict situation;
- Respond to colleagues who need clarification or guidance and help when workloads are high;
- Recognise performance issues that need addressing and seek relevant advice.

Business Enablers and Technical Skills

- Complete tasks to agreed budgets, timeframes and standards without guidance and contribute to the allocation of responsibilities and resources to ensure achievement of team goals;
- Understand the team/unit objectives and respond proactively to changing circumstances and adjust plans and schedules when necessary;
- Identify issues that may impact on task completion and provide appropriate solutions;
- Understand delegations and act within authority levels;
- Exercise fiscally responsible behaviour and remain up-to-date with financial delegation processes;
- Support system improvement initiatives and embrace new technologies;
- Purchase under delegation and comply with procedures;
- Understand project goals, action tasks and expected outcomes and identify and escalate project variances;
- Assist the team to understand the organisation's direction, policies and services.



Team Work

- Recognise and acknowledge individual/ team performance;
- Monitor and use resources responsibly to achieve team objectives;
- Accommodate changing priorities and respond flexibly to uncertainty and ambiguity;
- Work collaboratively with colleagues, direct reports and supervisor to positively influence team development and harmony;
- Understand team objectives and how their work relates to the team's success and contribute to the development and achievement of team goals and work;
- Share information with team members to assist them to understand and manage uncertainty and change.

QUALIFICATIONS

Essential

- Certificate IV in Civil Engineering, Construction Works or related field OR demonstrated solid contemporary experience in the operation and running of a hot bitumen spray sealing crew;
- General Induction Card (White) for Construction Works;
- Class C Drivers Licence;
- RMS Traffic Controller Licence - Blue, Yellow and Red/Orange, or willingness to obtain;
- Current First Aid Certificate or willingness to obtain;
- Confined Space awareness, or willingness to obtain.

Desirable

- HR Truck Licence;
- WorkCover Certificates of Competency, eg. Dogman.



EXPERIENCE

- Demonstrated experience in the operation and running of a spray sealing crew;
- Demonstrated supervisory experience of day labour employees and the delivery of a spray sealing program ;
- Demonstrated ability to set and achieve work targets in a competitive work environment;
- Demonstrated ability to communicate effectively both verbally and in writing with staff and the Public;
- Demonstrated understanding of Quality Assurance principles;
- Demonstrated ability to work and lead in a team situation;
- Demonstrated knowledge of and commitment to Work, Health & Safety and Environmental practices;

Key Relationships

Council Meeting	Members of the Public/residents/ratepayers
Section Managers/Team Leaders	Commercial/industrial/development representatives (eg Vendors, builders, clients)
Other Council employees (not including direct reports)	Community Organisations – service clubs etc.
	Professional/Industry associations including Unions
	Consultants, solicitors and other professionals
	State and Federal Government Agencies
	Local Business

