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| **Title** | Crew Leader Catchment Maintenance |
| **Classification/Grade/Band** | Band 2 Level 2 |
| **Group/Unit/Section** | Environment and Planning / Environmental Management / Environmental Infrastructure |
| **Reports to** | Team Leader Environmental Infrastructure Catchments |

**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, Be Positive and Be Safe. 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 Catchment Maintenance is responsible for overseeing a small specialist team in protection and enhancement of the natural environment of the Central Coast, with the emphasis on restoring and maintaining riparian, aquatic ecosystems and Stormwater Quality Improvement Devices (SQIDs) for the purpose of improving waterway stability and water quality.

The position of Catchment Maintenance Crew Leader is required to provide quality customer service and create value for the community.

**Key Duties and Responsibilities**

* Provide specialist advice to the Team Leader and Section Manager in relation to land management for natural and built assets and input into catchment infrastructure design and planning to ensure effective and efficient ongoing maintenance outcomes;
* Identify, review, monitor and adjust operational practices to identify efficiency gains;
* Efficiently apply thorough environmental principles and practices and sound knowledge of industry standards and legislative requirements whilst undertaking strategic and operational activities aimed at improving waterway stability and water quality in accordance with required standards, budget and agreed timeframes;
* Lead and support a small specialist team within Catchment Operations and assist the team leader to plan, coordinate, implement work plans and resources required to carry out the rehabilitation, maintenance and protection of the natural/built environment and assets including but not limited to SQIDs, constructed wetlands, bio retention systems, GPTs, vegetated swales streambanks and saltmarsh.
* Assist in co-ordinating aquatic operations such as wrack collection and dredging as required;
* Responsible for completing administrative tasks associated with the position, including but not limited to WH&S, procedural reviews, timesheets, diary entries and asset maintenance and condition assessments in a timely and accurate manner.
* Ensure that the prescribed standards of quality are achieved to allow for natural processes to occur and optimum functioning of various devices in accordance with Water Sensitive Urban Design Objectives;
* 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;
* Policy and procedures are readily available but the Crew Leader Catchment Maintenance is required to choose the appropriate processes. Unusual problems may be referred for clarity of policy or direction;
* Decisions affect the work and activities of others within the work group or team;
* The work of the Crew Leader Catchment Maintenance influences the community within a specified service line through the application of technical skill or application of regulatory requirements;
* The Catchment Operations Crew Leader is responsible for ensuring that operational safety standards or other requirements are met at an operational level;
* Has little or no responsibility for budget development;
* 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.

**Interpersonal Skills**

* Listen to others and asks appropriate, respectful questions and monitors non-verbal cues and adapts behaviour accordingly;
* Support and promote a culture of quality customer service identify and respond quickly and provides 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 knows when to refer to a supervisor for assistance and/ or withdraw from a conflict situation.

**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 responds proactively to changing circumstances and adjust plans and schedules when necessary;
* Identify issues that may impact on task completion and provides 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;

**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.

**QUALIFICATIONS**

**Essential**

* Certificate IV (or above) in an Applied Science, Conservation Land Management, Bush Regeneration or previous experience in a similar position;
* Current Class C Drivers Licence;
* WHS Construction Induction Certificate (White Card);
* Current Senior First Aid Certificate

**Desirable**

* Traffic Controller and Implement Traffic Control Plans qualification;

* Other relevant training and/or licenses to operate minor plant;
* Chemical application certificate (AQF3);
* Relevant formal qualifications to operate a chainsaw e.g. cross cut and trim;
* LR or MR license;
* Accredited 4x4 vehicle training;
* Project Management Fundamentals

**EXPERIENCE**

* Thorough demonstrated experience in operations of natural areas management and restoration e.g. SQIDs, wetland ecology, river and stream processes and riparian rehabilitation;
* Previous demonstrated experience in leading a small team of specialists carrying out natural area restoration and/or catchment management operations;
* Previous demonstrated experience in minor constructions works;
* Demonstrated experience in the implementation of operational work programs and plans of management and selecting and ordering of heavy plant for associated works;
* Thorough understanding of the principles and practices associated with managing native vegetation and natural systems including practical bush regeneration techniques;
* Proven ability to read and interpret work plans, drawings, designs, manuals and specifications related to the field operations with proven experience in administration, scheduling and delivery of operational work programs.

Key Relationships

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