

Position description

POSITION DETAILS

POSITION TITLE	Civil Construction Team Leader
GRADE	11
OCCUPANT	Vacant
DIRECTORATE	Infrastructure
REPORTS TO	Urban Services Manager
POSITION STATUS	Permanent
HOURS PER WEEK	38
NO. DIRECT REPORTS	Up to 4
NO. INDIRECT REPORTS	
OPERATING BUDGET	
CREATED	October 2023

POSITION PURPOSE

To construct, maintain and repair Council assets. Provide assistance to the Water and Sewer Team and Roads sections including highways when required.

Our

A vibrant region to
Live > Enjoy >

Grow that is inclusive,
resilient and
progressive

Our

> Integrity
Values > Leadership

> Vision

KEY ACCOUNTABILITIES / DUTIES

OPERATIONAL RESPONSIBILITIES

- > Construct, maintain and repair concrete structures
 - Kerb and Guttering
 - Footpaths - concrete
 - Footpaths - paving
 - Driveways
 - Culvert and Headwalls
 - Stormwater Pits
 - Slabs small to medium size
- > Install, maintain and repair signage structures
 - Street names
 - Advisory
 - Regulatory
- > Install and maintain pavement markings, paint or thermoplastic
 - Parking bays
 - Direction arrows
 - Intersection lines - give way and stop
 - Speed limits
- > Install, maintain and repair Parks and Gardens furniture
 - Playground equipment
 - Tables and chairs
 - Litter bins
 - Shade structures
- > Water and Sewer Team assistance
 - Water main repairs
 - Sewer main repairs
 - Installation of new water mains
 - Installation of new sewer mains, junctions and manholes

SELECTION CRITERIA

ESSENTIAL CRITERIA

- > SafeWork General Construction Induction (White) Card
- > Current Class MR Drivers Licence
- > Experience in Managing/Organising a Team
- > Experience in WH&S, workplace risk assessments and toolbox meetings
- > Ability to read and interpret plans or schematic diagrams
- > Ability to set out work from plans and construct formwork to suit
- > Ability to use a laser level
- > Experience in concrete finishing
- > Ability to use hand tools and small items of plant (e.g. concrete mixer, wacker packer, concrete vibrator, etc.)
- > Plant operator competencies
 - Loader (LL)
 - Excavator (LE)

DESIRABLE CRITERIA

- > Traffic Controller Licence (TRC) & Implement Traffic Control Plans (IMP)
- > Plant operation competency - Backhoe (LB)

- > Plant operation competency - Skidsteer (LS)
- > High Risk Licence - Vehicle Mounted Crane
- > Dogging Licence - (DG)
- > Conflict Resolution
- > Confined Space Ticket
- > Powder Actuated Nail Gun Licence
- > Chainsaw Ticket
- > Drivers Licence - Class HR

AUTHORITY AND ACCOUNTABILITY

- > Decisions are either guided by practices, procedures and precedent or made in consultation with the immediate supervisor.
- > Decisions made by the job holder affect the work and activities of others within the work group or team.
- > The work of the job holder influences the external environment by ensuring services are consistent with Council standards.
- > The jobholder is responsible for ensuring that operational safety standards or other requirements are met at an operational level.
- > The job holder 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 action within own work area.

JUDGEMENT AND PROBLEM SOLVING

- > Problems are solved by applying standards, established practices and procedures, or operating instructions.
- > The jobholder is required to make judgements and interpretations based on the analysis of information and straightforward situations and is responsible for improving and developing methods and techniques.
- > Regular planning is required to ensure activities and resources are coordinated for day to day work or that projects run to schedule.
- > Broadly understand the section's goals and how the job role contributes to them. Be familiar with Council structure, products and customers. Understand the overall organisation's vision and direction.

MANAGEMENT SKILLS

- > Direct supervision of an employee or team of employees or leading a team of professional or specialist staff on special projects or assignments

INTERPERSONAL SKILLS

- > The job requires written communication skills which enable the job holder to complete standard forms
- > The jobholder is required to provide information to customers and assist with routine service problems and should recognise when a problem is "too delicate" or "volatile " to be handled by self and refer to others.
- > Required to provide service to internal customers as a regular part of the job. Service includes answering queries, providing documentation, sourcing advice and referring queries to appropriate personnel.

- > Responsible for team building and team development.

CORPORATE WIDE ACCOUNTABILITIES

WORK HEALTH AND SAFETY

All employees are responsible for the Work Health and Safety (WHS) for Gilgandra Shire Council and their duties include:

- > Complying with Council's WHS policies and procedures
- > Working with due diligence and consideration to safeguard their own health and safety and the health and safety of others
- > Reporting an potential hazards, incidents or injuries to their Supervisor or People and Culture within 48 hours
- > Participating in any WHS consultation arrangements
- > Complying with any Return to Work Plan if injured and supporting rehabilitation in the workplace
- > Correctly using all personal protective equipment
- > Complying with emergency and evacuation procedures and site rules if applicable

SUSTAINABILITY AND TRANSFORMATIONAL CHANGE

Staff will give equal priority to improving and enhancing Council's economic, social and environmental outcomes by integrating sustainability and transformational change into all decision making processes. This includes continuously increasing efficiencies, reducing resource use, sustainable procurement, maintaining service levels and protecting our natural assets. It is expected that all staff can demonstrate awareness and participation in sustainable and transformational change work practices.

CODE OF CONDUCT AND EQUAL EMPLOYMENT OPPORTUNITY

Staff will, at all times, adhere to:

- > Council's adopted Code of Conduct
- > Council's Equal Employment Opportunity and Workplace Bullying policies to adopt a fair and equitable workplace free of illegal discrimination, harassment and bullying behaviour.

ACCEPTANCE

I, _____ confirm I have read and understood the Position Description. As the incumbent of this position, I agree to work with the requirements of the position and will abide by Gilgandra Shire Council's policies and procedures.

I understand this Position Description is designed to guide the responsibilities and activities to be undertaken in this position and is not intended to be an exhaustive list. I acknowledge that the organisation, in response to changing priorities, may vary tasks and responsibilities from time to time.

Signature: _____

Date: _____

COMPETENCY STEPS

ENTRY

Competency	Performance Criteria	COMPETENT/ NOT YET COMPETENT
Assessment Methods Observation: OB Demonstration: DM Work Sample: WS Training Records: TR Questioning Discussion: QD		√ or X
WorkCover General Construction Induction (White) Card	Training record	
Current Drivers licence - Class MR	Training record	
Plant Operation Competencies – Loader (LL) and Excavator (LE)	Training record	
Experience in managing and organising a team	Demonstration	
Experience in WH&S, workplace risk assessments and toolbox meetings	Demonstration	
Ability to read and interpret construction plans or schematic diagrams	Demonstration	
Ability to set out work and construct formwork to suit	Demonstration	
Ability to use a Laser Level	Demonstration	
Experience in concrete finishing	Demonstration	
Ability to use hand tools and small items of plant e.g., concrete mixer, Wacker packer, concrete vibrator etc.	Demonstration	

STEP 1

Competency	Performance Criteria	COMPETENT/ NOT YET COMPETENT
Traffic Controller (TRC) and Implement Traffic Control Plans (IMP) Licence	TR	
Plant operation competencies – Backhoe (LB) and Skidsteer (LS)	TR	

High Risk Licence – Vehicle Mounted Crane and Dogging Licence (DG)	TR	
Conflict Resolution trained and ability to successfully resolve conflict when necessary	TR	
Ability to complete Council Forms, i.e., WH&S, Plant Pre-start checks and damage to plant	DM	
Ability to complete a timesheet, review and sign off on team members timesheets ensuring all necessary information required is correct	DM	
Ability to maintain daily diary for future reference	DM	

STEP 2

Competency	Performance Criteria	COMPETENT/ NOT YET COMPETENT
Confined Space Ticket	TR	
Chainsaw Certification	TR	
WH&S for Supervisor's Training	TR	
Ability to obtain Dial Before you Dig information	DM	
Ability to motivate a team, conduct on the job training of team members and lead by example	DM	
Ability to organise work priorities	DM	
Ability to Perform staff appraisals, clearly and concisely conveying information	DM	
Assist with repairs to water & sewer infrastructure i.e., water mains or services and sewer mains or junctions	DM	

STEP 3

Competency	Performance Criteria	COMPETENT/ NOT YET COMPETENT
Ability to maintain signage structures, Parks and Gardens furniture and playground equipment	DM	
Ability to install sewer junctions and mains to grade	DM	
Ability to install water services and mains	DM	
Ability to perform basic welding	DM	
Ability to use oxy acetylene equipment	DM	

STEP 4

Competency	Performance Criteria	COMPETENT/ NOT YET COMPETENT
Drivers Licence – Class HR	TR	
Cement & Concrete technology & Practice Course or equivalent	TR	
Ability to solve work related problems and develop and alternative approach to work practices	DM	
Ability to express ideas and information in writing by way of reports	DM	
Ability to produce detailed estimates	DM	