**Position Description**

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| **TITLE:** | TEAM LEADER MAINTENANCE UNSEALED |
| **GRADE:** | 10 |
| **DEPARTMENT:** | INFRASTRUCTURE SERVICES |
| **REPORTS TO:** | COORDINATOR MAINTENANCE |
| **TEAM:** | MAINTENANCE |
| **DATE**: | NOVEMBER 2023 |

### **Vision**

To be a focused community valuing Gunnedah’s identity and quality lifestyle.

### **Values**

Decisions, actions and behaviours are governed by our Council Values; Leadership, Effective and Efficient use of Resources, Openness and Accountability, Customer Satisfaction, Equity, Integrity and Commitment to Safety. All employees have a responsibility to uphold and champion these values.

### **Position Specific**

### **Primary Role**

The supervision of staff and operation of various plant items as part of a broader team who effectively and efficiently maintain Council’s road network.

### **Duties and Responsibilities**

### Supervise Construction and maintenance practices for Council’s road network.

### Supervise, motivate and guide directly reporting staff.

### maintain assigned plant effectively, safely and in accordance with standing operating procedures.

### Ensure compliance with Council’s WHS policies and with legislative requirements or regulations.

### Competently perform road maintenance operational works required to maintain Council’s road network. This would typically include but not be limited to; the operation of medium and small plant and hand tools, and applying road maintenance principles, techniques, systems and processes.

### Quality check work, identify and remediate defects.

### Maintain accurate records within Council’s records management system.

### Work constructively and cooperatively with other members of the department to complete work programs in accordance with agreed timeframes and standards.

### Undertake supervision of road construction activities as required

### Apply WHS and risk management systems in accordance with Council’s policies and procedures.

### Complete assigned administrative tasks accurately in accordance with Council’s policies and procedures.

### Maintain required qualifications essential for the position and undertake agreed training to meet the position’s desired skill level.

* Participate in on-call duties as required.

### **Personal Attributes - Qualifications:**

*Essential:*

* An appropriate diploma level qualification or willingness undertake professional development, or 3 years’ experience in a relevant field.
* Drivers licence C.
* WHS Construction Induction Certificate

*Desirable:*

* Current Work Cover ticket to operate relevant small plant.
* RTA Road Traffic Controllers Ticket.

*Knowledge, experience and capability:*

* Demonstrated experience in road maintenance or a related role.
* Participate, communicate within, and contribute to the assigned team.
* Be motivated, motivate others and understand their perspectives.
* A standard of physical fitness to meet the assessed job requirements

**Competencies and Accountabilities**

* **Authority and accountability**: Responsible for supervising staff in operational duties where assigned or for work requiring independence in the application of skills, subject to routine supervision. Responsible for quality of work function.
* **Judgement and problem solving**: Option on how to approach tasks requires interpretation of problems and may involve precise judgement in operational areas.
* **Specialist knowledge and skills**: The number of work areas in which the position operates makes the work complicated and a variety of skills are required in its completion. Position may require competence in operation of complex machinery.
* **Management skills**: Supervisory skills in the communication of instructions, training and the checking of work may be required.
* **Interpersonal skills**: Skills are required to convince and explain specific points of view or information to others and to reconcile differences between parties.
* **Qualifications and Experience**: Experience to adapt procedures to suit situations and a thorough knowledge of the most complex operational work procedures to achieve work objectives.

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| *WORKING CONDITIONS / PHYSICAL REQUIREMENTS* | | | | | |
| *Manual tasks Hw* | 3 | Extended walking | 2 | Respirator | 1 |
| Manual tasks Lt | 3 | Loud noise exposure | 2 | Ear protection | 2 |
| Repetitive lifting | 3 | Work on uneven ground | 3 | Eye protection | 3 |
| Trunk twisting | 3 | Colour vision | 2 | Safety helmet | 2 |
| Extended standing | 3 | Depth perception | 1 | Work at heights | 1 |
| Extended kneeling | 2 | Balance | 2 | Confined spaces | 1 |
| Extended reaching | 2 | Work Indoors | 0 | Extended vibration | 0 |
| Elevating arms above shoulder | 2 | Work Outdoors | 3 | Extended driving | 2 |
| Climbing into and from excavations | 2 | High temperatures | 3 | Extended computer use | 0 |
| Crawling | 1 | Low temperatures | 2 | Exposure to chemicals | 1 |
| Shovelling/digging | 3 | Operate machinery | 1 | Exposure to Hepatitis | 1 |
| Frequent bending | 2 | Sun protection | 3 | Fine manipulation | 1 |
| Extended sitting | 1 | Safety boots/shoes | 3 |  |  |

*Rating system: 0 = No exposure/requirement, 1 = Low exposure/requirement,*

*2 =Medium exposure/requirement, 3 = High exposure/requirement*

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| ***NOTE: THAT SIGNING THE PD INDICATES AN AGREEMENT AND ACCEPTANCE***  ***OF THE CONTENT AS AT THE DATE OF SIGNING*** |

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| **POSITION INCUMBENTS NAME** |  | **SIGNATURE** |  |
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| **MANAGERS NAME** |  | **SIGNATURE** |  |
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|  |  | **DATE** |  |