

Position description

Team Leader

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|---------------------------|--|
| Division: | Infrastructure and Engineering Services |
| Department: | Operations South |
| Reports to: | Works Supervisor |
| Number of direct reports: | Various |
| Location: | Tuncurry |
| Grade: | 6 |
| Employment status: | Permanent Full-Time |
| Hours of work: | 38 |
| Date approved: | June 2021 |

Our Mission

“We deliver benefits for our community in a way that adds value and builds trust”.

Our Values

Organisational values are a critical component of our organisational culture. Council staff and management have created and adopted the following set of organisational values which help guide our decisions and behaviours.

| | |
|-----------------------|---|
| Wellbeing | We value safety, security, health and happiness |
| Integrity | We are open, honest, accountable and take pride in all we do |
| Sustainability | We use efficiencies, innovation and cooperation to achieve sustainable results |
| Respect | We work together respectfully ensuring inclusion, equality and open communication |

Position Overview

This position sits within the Operations South Department and is responsible for providing the on-site supervision, coordination and management of work crews under their control to carry out the delivery of civil infrastructure works (both maintenance and construction activities), which may include roads, bridges, stormwater drainage and associated infrastructure assets.

Key Accountabilities & Duties

- Provide on-site supervision and leadership skills for all construction and maintenance works as prescribed.

- Coordinate with the Works Supervisor to ensure timely delivery of material, plant and labour.
- Organise work crews to achieve quality, time and cost targets as specified. Operate designated road, bridge and drainage construction and maintenance plant, equipment and tools safely and effectively where required.
- Monitor works to ensure works are completed in accordance with agreed plans, timing, standards and specifications, including environmental, WHS and quality requirements, traffic control plans and risk management plans.
- Supervise staff and communicate at an appropriate level to ensure flow of information to support the activities of staff in the team and carry out annual staff performance assessments.
- Assist the Works Supervisor's as required.
- Work Health & Safety - All Council staff are accountable for ensuring that they fulfil their specific responsibilities, duties and due diligence requirements under the NSW Work, Health & Safety legislation. Staff are also required to adhere to Council's relevant safe work instructions, policies and procedures.
- Equal Employment Opportunity (EEO) - All Council staff are required to adhere to Council's EEO policies and procedures.
- Delegations - All Council staff are required to comply with the financial and operational delegations issued to them as per Council's delegations register.
- Other duties within the employee's skill, competence and training level, as required to meet business needs.

Selection Criteria





1. Formal qualifications in Civil Construction to Certificate III or higher level and/or equivalent experience.
2. Relevant experience and knowledge of road, drainage and bridge construction and maintenance with the ability to ensure works are completed satisfactorily in accordance with technical specifications, plans, designs and within budget.
3. Demonstrated experience in the proper use of plant, equipment and tools.
4. Current approved Traffic Controller's Card and Implement Traffic Control Plans Card, or equivalent qualifications. Demonstrated knowledge of the principles of WHS and their application at construction sites.
5. Demonstrated communication and interpersonal skills including computer literacy skills.
6. Demonstrated experience in budget management and problem solving skills of a high order.
7. Demonstrated experience in supervising staff and leading crews including coaching and mentoring others in a team. Ability to maintain constructive relationships and partnerships, both internally and externally, that contribute to the achievement of organisational outcomes.
8. Demonstrated ability to meet the focus capability requirements of this position as defined in the position capabilities.
9. Current Class C Drivers Licence

Position Capabilities

The Local Government Capability Framework describes the core knowledge, skills and abilities expressed as behaviours, which set out clear expectations about performance in local government: “how we do things around here”. It builds on organisational values and creates a common sense of purpose.

More detailed descriptors of capabilities are available at: <http://capability.lgnsw.org.au/?staff-member>

Below is the full list of capabilities and the level required for this position. The capabilities in bold are the focus capabilities for this position.

| Local Government Capability Framework | | |
|---|-------------------------------------|---------------------|
| Capability Group | Capability Name | Level |
|  Personal attributes | Manage Self | Intermediate |
| | Display Resilience and Adaptability | Intermediate |
| | Act with Integrity | Intermediate |
| | Demonstrate Accountability | Intermediate |
|  Relationships | Communicate and Engage | Intermediate |
| | Community and Customer Focus | Intermediate |
| | Work Collaboratively | Intermediate |
| | Influence and Negotiate | Intermediate |
|  Results | Plan and Prioritise | Intermediate |
| | Think and Solve Problems | Intermediate |
| | Create and Innovate | Intermediate |
| | Deliver Results | Adept |
|  Resources | Finance | Intermediate |
| | Assets and Tools | Intermediate |
| | Technology and Information | Intermediate |
| | Procurement and Contracts | Intermediate |

ACKNOWLEDGEMENT

This position description is a broad description of the accountabilities, duties and required capabilities relating to this position. The role and position are dynamic and may evolve and change over time in line with changing strategic and operational requirements. Continuing development, change and improvement of processes, practices, knowledge, skills and behaviours is expected at MidCoast Council.

I have signed below in acknowledgement of reading, understanding and accepting the contents of this document. I accept that, with consultation, my duties may be modified by MidCoast Council from time to time as necessary.

Employee's Signature:

Date:

HR USE ONLY

Is a Working with Children Check required for this position?

Yes ☐ No ☐

Is a criminal record check required for this position?

Yes ☐ No ☐