

Position Description

Position Title	Senior Team Leader Civil Infrastructure Construction
Position No	9146
Directorate	Assets and Operations
Department	Operations
Unit	Civil Infrastructure Construction
Appointment Type	Fixed Term Full Time
Classification	Band 6
Location	Woodend Operations Centre- all employees may be directed to move either permanently or for temporary periods to other offices within the Shire due to operational requirements.
Reviewed by People and Wellbeing	March 2024
Employee – Name	

Position Objective

To supervise Council's internal construction crews to deliver the construction and maintenance of Council's roads, pathways, drainage and related infrastructure assets.

Undertake regular inspections of Council's bridge and major culverts asset base and arrange and coordinate minor maintenance works.

Provide support in managing the operation of Council's existing quarry.

Organisational Values

Macedon Ranges Shire Council are committed to the core values of respect, honesty, accountability, working together and innovation.

We will show **respect** for each other and other opinions and perspectives. We will be **honest** about issues and gaps we have identified and that there is room for improvement. We will show ownership and be **accountable** for the actions we identify. We will **work together** positively and constructively across our department and directorate. We will be **innovative** through being open to new ideas and ways of doing things. We are ready to adapt.

Key Responsibilities and Duties

Contract Management

- Develop tender and contract documents, evaluation of tenders and contract administration.
- Ensure effective management and monitoring of external contractors.
- Develop and maintain a documented internal contract management system.

Leadership

- Demonstrate leadership that is consistent with the organisation's direction, values and priorities and ensures delivery of effective services.
- Actively contribute to building a team-focused organisation which supports innovation and initiative.

Strategic Planning

- Proactively identify opportunities to improve and develop services and management systems.

Quality Management

- Actively participate in and implement systems and process to achieve excellence in service delivery and development.
- Assess and refine systems and processes to identify and realise continuous quality improvements.
- Foster and enable a 'customer focused' approach to service delivery and development.

Other Responsibilities

- Effectively manage and program staff, contractors and resources in the delivery of maintenance services to, economically and in accordance with any safe operating procedures currently in place in relation to:
 - Sealed road inspection and maintenance activities
 - Bridge inspection and maintenance activities.
 - Guard rail inspection and maintenance activities
 - Local roads roadside maintenance activities
 - Construction and maintenance of Council assets.
- Ensure compliance with Council's Road Management Plan in the areas that this position is responsible for.
- Investigate customer requests and enquiries that deal with the above and ensure they are dealt with in a courteous and timely manner.
- Report regularly on the progress of works under your control including current works, scheduling of upcoming works and identified future works for budget consideration to ensure optimum service delivery.
- Incorporate Council's principles of sustainability into planning and program areas.
- Ensure adherence to all Council policies and procedures.
- Initiate and develop plans, policies, procedures and operational guidelines to support cross organisation communication, learning and service improvement
- Maintain an awareness of organisational wide constraints and the broader impact of Departmental directions on the organisation.
- Effectively manage and program annual inspections of Council's Bridges and Major Culvert assets in accordance with VicRoads Level 1 inspection process.

- Provide support in managing the existing contract and overall operation of Council's quarry site.
- Support and participate in the call-out roster to ensure emergencies are responded to within Council's requirements.
- Assist with emergency callouts.
- Ensure the accurate completion of timesheets.

Occupational Health and Safety and Risk Management

- Create, maintain and foster a safe work environment at all times.
- Perform all duties in a manner that ensure personal health and safety, and that of others in the workplace and the general public.
- Regularly inspect own immediate work environment and report all hazards or incidents that can cause harm or that represent a threat to public safety
- Ensure staff follow safe work practices, procedures, instructions and rules at all times and report potential breaches.
- Conduct on-site safety audits to ensure compliance with policies and procedures.
- Ensure compliance with the provisions of the Occupational Health and Safety Regulations at all times.
- Ensure that identified risks are reported to line managers and identified risk reduction strategies are implemented.
- Ensure compliance with Council's Occupational Health & Safety and Risk Management Policy and Procedures.

Child Safe Standards Commitment

To strengthen Council's commitment to child safety and wellbeing, all Macedon Ranges Shire Council staff are required to understand our Child Safety and Wellbeing policy and Code of Conduct to maintain and enhance the wellbeing of children within the shire.

Record Keeping

This position is responsible for ensuring that records are created which will adequately document the business activities in which they take part, and that the records created and received are captured into the appropriate and authorised recordkeeping systems in accordance with records management policy.

Organisational Relationships

Reports to	Coordinator Road Infrastructure Construction
Supervises	Patching crews Labourer Plant Operators Contractors Senior Grader Operator
Internal Contacts	All staff
External Contacts	General public Government departments and agencies Other councils Developers Contractors and Community groups.

Accountability and Extent of Authority

- Compliance with all relevant Acts, Regulations, Council policies, delegations, plans and budgets.
- Responsible for the ongoing identification, evaluation and management of risk.
- Ensure roads, pathways, bridges, drainage and related infrastructure assets construction and maintenance is completed to a high standard and within the approved budget.
- Supervision of contractors in an efficient and effective manner to ensure timely completion of the designated road construction works program.
- Accountable for accurate, timely gathering and input of asset information into the asset management system.

- Accountable for the performance and conduct of contractors under the supervision of the position.
- Demonstrate sound professional behaviour at all times that establishes and delivers outcomes that affect the community as a whole.

Judgement and Decision Making

- Ability to identify and analyse a range of options related to road infrastructure construction management and use initiative to develop creative solutions using application of knowledge gained through experience.
- Make decisions on all matters, which are within the responsibility of the position provided that these decisions are within any delegated authority, legislative requirements, established policy and recognised standards.
- Ability to identify, assess, judge risk and to develop an appropriate response.
- Ability to recognise potentially controversial matters or issues that may have political or organisational implications and refer up as required.
- Guidance and advice is not always immediately available within the organisation.

Specialist Knowledge and Skills

- Sound technical knowledge related to the construction and maintenance of seal roads and sealed roads-related infrastructure, including bridges and major culverts.
- Highly developed contract supervision and management skills.
- Sound knowledge of Project Management processes.
- Sound knowledge of issues, needs, developments, trends and relevant technology in the areas relating to this position.
- Sound knowledge of budgeting and accounting / financial procedures relevant to the role.
- Demonstrated experience in monitoring road maintenance unit budget and submitting budget reports in line with Council policies and procedures.
- Extensive knowledge of operational capabilities of plant and equipment used in municipal road maintenance operations.

- Computer literacy skills, including knowledge of spreadsheets and word processing applications.
- Ability to prepare sound written technical reports, draft Council reports, memoranda's and general correspondence.
- Ability to develop and implement traffic management plans.
- Ability to prepare accurate estimates relating to civil works.

Management Skills

- Demonstrated ability to work autonomously and manage own workload.
- Demonstrated project management experience.
- To ensure effective management and monitoring of contractors.
- Demonstrated ability to operate with a high degree of flexibility in an environment with demanding workloads and time constraints.
- Ability to effectively plan, organise and manage time as well as set priorities for self and others in order to achieve targets.
- Ability to resolve customer complaints in a timely manner and in accordance with Council policies.
- Capacity for independent operation, initiative and organisation.
- Ability to compile programs to deliver road construction and maintenance activities, that ensures compliance with Council's Road Management Plan
- Ability to supervise others and provide clear and concise direction and guidance enabling staff to effectively and efficiently carry out daily assigned work.
- Ability to arrange and co-ordinate activities and resources to ensure priorities and commitments of organisation are most appropriately met.

Interpersonal Skills

- Highly effective communications skills both oral and written, with excellent negotiation and conflict resolution skills.
- Provide a high level of customer service to various stakeholders in a timely and professional manner.
- Ability to maintain strict confidentiality.

Qualifications and Experience

- Degree or Diploma in Civil Engineering or related discipline with some relevant experience OR less formal qualifications with substantial experience
- Demonstrated experience in delivering road infrastructure works on time and within budget.
- Demonstrated experience in managing and supervising road infrastructure work contracts.
- Demonstrated experience in inspecting bridges and major culverts in accordance with VicRoads Level 1 inspection process
- Current Victorian Driver's license.

Selection Criteria

1. Degree or Diploma in Civil Engineering or related discipline with some relevant experience OR lesser formal qualifications with substantial experience.
2. Demonstrated experience delivering road, pathway and drainage infrastructure capital works projects on time and within budget.
3. Demonstrated experience in managing civil construction crews.
4. Demonstrated experience in managing staff and providing effective leadership and supervision skills in a safe team environment.
5. Demonstrated ability to be innovative with methods of construction and provide advice on specialist engineering matters.
6. Demonstrated ability to prepare contract documentation and successfully manage contracts.
7. Demonstrated Project Management experience
8. Demonstrated ability to work autonomously and manage own workload.
9. Highly effective communications skills both oral and written, with excellent negotiation and conflict resolution skills.
10. Demonstrated understanding of Occupational Health and safety requirements and the proven ability to implement safe work practices.
11. Demonstrated experience in inspecting bridges and major culverts in accordance with VicRoads Level 1 inspection process
12. Current Victorian Driver's License.

Note: Appointment is subject to the successful completion a National Police Check.

Conditions of Employment

Employment conditions for all employees are in accordance with the current certified agreements at this council and employment contract or industrial agreement, organisational policies and procedures as amended.

Current certified agreements pertaining to Macedon Ranges Shire Council employees are:

- Macedon Ranges Shire Council Enterprise Agreement 2022
- Early Education Employees Agreement 2020

Arrangements specific to your employment and work place will be explained to you during the recruitment process. For further details Enterprise Agreements can be downloaded from www.fwc.gov.au.

You will be responsible for the duties as outlined in this position description and any such duties, which could be reasonably asked of a person in this position, as designated to you by your supervisor.

Application Process

The selection process has been designed to ensure that all eligible applicants have an equal opportunity to demonstrate their skills and suitability for the position. The selection process may include skills tests or work samples where appropriate, reference checking, psychological profiling, a medical examination or police check.

Appointment to positions within Macedon Ranges Shire Council is on the basis of merit.

Key Selection Criteria

The position description should be read very carefully as this describes the core duties and requirements of the position and outlines the criteria used as a basis for selecting the most appropriate person for the job. Unless specified it is mandatory to address the key selection criteria.

We recommend that rather than stating you can meet each criterion; give specific examples illustrating particular skills which will enable us to determine how you meet the criteria of the position.

More Information

The Contact Officer's name is stated on the Job Advertisement. If you have any queries, please contact this person so your questions can be addressed promptly. Speaking to the contact person may assist you in your decision on whether to apply for the position.

Privacy Statement - Recruitment

Personal and Health Information will be collected by Council during the recruitment process. The Personal and Health Information will be used solely by Council for this purpose. Council may disclose this information to other organisations if required by legislation. The applicant may apply to council for access to and/or amendment of the information after finalisation of the appeals process. Information relating to unsuccessful applicants may be destroyed by Council after 12 months from this time. Requests for access and/or correction should be made to Council's Privacy Officer.

Canvassing of Councillors and Council Officers

Canvassing of Councillors and Council Officers, either indirectly or directly that may influence the outcomes of this application may be deemed a disqualification.