

## POSITION DESCRIPTION

<b>Position Title:</b>	Team Leader Concrete Works
<b>Position Number:</b>	7101
<b>Group:</b>	Planning and Infrastructure
<b>Business Unit:</b>	Civil Operations
<b>Reports To:</b>	Project Officer Construction
<b>Grade:</b>	10
<b>Hours of Work:</b>	38 hours per week
<b>Last Date of Review:</b>	New Position
<b>Last Date of Evaluation:</b>	October 2020

### Role Function Summary

The Team Leader - Concrete Works is responsible for the supervision of Council's civil construction/maintenance staff– Concrete Works Team and the management of resources for undertaking infrastructure construction and maintenance works. The Team Leader Concrete Works delivers designated works and projects in accordance with the specifications provided by the Infrastructure Services service units. The Team Leader Concrete Works is responsible for managing technical, environmental, quality and staff performance on site, as well as collaborating with other supervisors in the delivery of major capital and maintenance projects. The Team Leader Concrete Works is also responsible for all aspects of people management within the Concrete Works Team.

### Key Responsibilities (Major and Essential Job Functions)

- Supervise the delivery of civil construction and maintenance works, projects and programs in accordance with approved plans and specifications, legislation, budget, resources and staffing allocations.
- Plan, prepare and supervise the delivery of concrete structural works associated with capital works delivery, major/minor projects and maintenance across the network.
- Lead and direct staff in labouring work, utilising small plant and equipment where appropriate, to carry out road construction and drainage tasks, which include but are not limited to traffic control, site preparation, installation of signage, laying pipes, clearing of drainage structures, erect fencing and forming and pouring concrete structures.
- Maintain, alter and/or construct timber bridges according to approved plans, standards and regulations.
- Champion a safe and healthy workplace and fair and equitable work practices.
- Lead, support and coach staff in undertaking the work and projects of the section.
- Lead and administer to staff performance and undertake performance management when required.
- Work with the Team Leader Roads and Team Leader Works and their respective teams in the integrated delivery of major maintenance and capital works projects/programs.
- Champion an efficient and integrated approach to workforce and job planning in support of other teams within the Civil Operations unit.
- Ensure records are kept in accordance with Council's policies and relevant legislation with respect to WHS, contractors, plant, timesheets and the like.

- Maintain contemporary knowledge of information and communication technology as it relates to the efficient and effective functioning of the section.
- Utilise computers and tablets to plan and monitor works as well as manage safety, quality and administrative management systems.
- Ensure timely and regular updates regarding project and work status, resources, risks, staffing matters and the like, are provided to the Construction Project Officer.
- Attend emergency callouts, including out of hours.
- Undertake tasks onsite for relief of staff, coaching or in high workload periods in support of team
- Provide timely, constructive input into decision making and problem solving of works issues.
- Inclusion in on call roster for after hours Civil operations support

This position description does not form an exhaustive list of your duties. You may be required to undertake other projects, tasks and activities as required from the business from time to time which are within the skills, competence and training of the incumbent. Singleton Council reserves the right to amend or update this position description in accordance with operational needs.

### Organisational Responsibilities:

Council's decisions, actions and behaviours are governed by its vision, mission and values. All employees of Council have an accountability to ensure their work and behaviour is aligned to these.

<b>Community Vision</b>	Singleton. Vibrant, progressive, connected, sustainable & resilient.
<b>Organisation Vision</b>	ESP - Engaged people; Safe workplace; and a Performance based culture
<b>Values and Behaviours</b>	<p>Council has five values which guide behaviours and decision making. It is through these values high quality services are delivered to employees and the community. Employees play an important role in leading the way and upholding Council's values, including the Code of Conduct. Council's values are:</p> <ul style="list-style-type: none"> <li>• <b>Integrity:</b> We act with commitment, trust and accountability.</li> <li>• <b>Respect:</b> We are open, honest, inclusive and supportive.</li> <li>• <b>Excellence:</b> We strive to achieve the highest standards.</li> <li>• <b>Innovation:</b> We are creative, progressive and strategic.</li> <li>• <b>Enjoyment:</b> We promote a harmonious, productive and positive workplace.</li> </ul>
<b>Safe Workplace</b>	It is a requirement of employment with Singleton Council that all staff undertake their work in accordance with WHS policies and procedures. Employees will display and promote safety in the workplace at all times.
<b>Policies and Procedures</b>	<p>The responsibilities of this position are completed in line with all Council policies and procedures related to this position.</p> <p>Awareness of the principles of equity and diversity, work health and safety, environment, risk management, records management and quality assurance as they relate to this position.</p>

### Organisational Relationships

<b>Internal Relationships:</b>	Team Leader – Roads, Team Leader – Works, Infrastructure Services Project Officers and Coordinators and Depot and Fleet Management Officer
<b>External Relationships:</b>	Customers, Community, Ratepayers, Infrastructure Users, Contractors
<b>Direct Reports:</b>	Works Operators
<b>Indirect Reports:</b>	Nil

## Specifications and Technical Skills:

### Essential Criteria:

- Certificate IV Civil Construction (Road Construction & Maintenance), Concreting or equivalent qualifications and relevant experience.
- Solid demonstrated experience overseeing worksites, providing direction and coordinating the construction of major civil infrastructure and maintenance works and projects.
- Strong demonstrated experience working on a civil construction worksites with demonstrated skills in one or more of the following: concreting, drainage and concrete based civil maintenance.
- Demonstrated ability to competently operate plant, machinery and hand tools associated with the role such as small rollers, Wacker plate, chainsaw and other mobile plant.
- Proven ability to take responsibility for, lead and manage a team
- Proven Work Health & Safety record, with a sound knowledge of core safe work practices associated with civil construction and maintenance work sites.
- Proven experience and demonstrated ability to lead, coach and support staff to achieve work targets efficiently and effectively.
- Demonstrated ability to use software applications such as MS Office, Reflect, Authority, Donesafe and Council mapping software (Geocortex).
- Proven ability to analyse information and produce meaningful, business-focused reports for sound decision making.

### Licences and Tickets:

- HR Class Licence or willingness to obtain. Minimum C Class license
- WHS Construction Induction (White Card)
- Implement Traffic Control Plans Card (formally yellow/Blue Traffic control card)
- Select and modify traffic control plan Card - *Desirable*
- Experience in the use of: Flatbed trucks, Truck mounted cranes, Tippers, small excavators, positracks – *Desirable*
- Working Near Overhead Powerlines - *Desirable*

## Physical Requirements / Work Environment:

The physical demands and work environment described here are representative of those that must be met by an employee to successfully perform the inherent requirements of the job. This position will involve work in the office environment as well as being able to navigate construction and work sites.

### Physical Requirements and Work Environment

ACTIVITY	FREQUENCY				# OF HOURS A DAY							
	Repetitive	Frequent	Occasional	Infrequent	1	2	3	4	5	6	7	8
Sitting			✓				✓					
Walking			✓			✓						
Standing			✓			✓						
Bending				✓	✓							
Squatting				✓	✓							
Climbing				✓	✓							
Kneeling				✓	✓							
Twisting				✓	✓							
Lifting				✓	✓							
Driving		✓						✓				

If manual lifting is required ensure a risk assessment is completed each time lifting is required.

Hand Manipulation Required	Yes	<input checked="" type="checkbox"/>	No	<input type="checkbox"/>	Repetitive Hand Movements	Yes	<input checked="" type="checkbox"/>	No	<input type="checkbox"/>
	Right Hand					Left Hand			
Simple Grasping (hold bottle)	Yes	<input checked="" type="checkbox"/>	No	<input type="checkbox"/>	Simple Grasping (hold bottle)	Yes	<input checked="" type="checkbox"/>	No	<input type="checkbox"/>
Power Grasping (tight grip)	Yes	<input checked="" type="checkbox"/>	No	<input type="checkbox"/>	Power Grasping (tight grip)	Yes	<input checked="" type="checkbox"/>	No	<input type="checkbox"/>
Pushing Pulling (to from body)	Yes	<input checked="" type="checkbox"/>	No	<input type="checkbox"/>	Pushing Pulling (to from body)	Yes	<input checked="" type="checkbox"/>	No	<input type="checkbox"/>
Fine Manipulation (fine finger)	Yes	<input checked="" type="checkbox"/>	No	<input type="checkbox"/>	Fine Manipulation (fine finger)	Yes	<input checked="" type="checkbox"/>	No	<input type="checkbox"/>

Tick below if these are requirements of the position:

✓	Operating mobile plant	✓	Working with paints, solvents, oil, grease
✓	Light repetitive handling	✓	Cold environment
	Dog/cat control	✓	Climbing, working at heights
	Cattle, sheep handling		Confined spaces work
	Native Animal, reptile handling	✓	Customer contact
	Garbage collection	✓	Screen based work (intermittent)
	Office, toilet cleaning		Screen based work (constant)
✓	UV exposed	✓	Clerical deadlines
✓	Herbicide/Pesticide use	✓	Supervisory – clerical, planning, deadlines
	Cooking		Building trades work
✓	Walking on Slopes / Hills / Gradients	✓	Motor trades work
✓	Walking on uneven surfaces		Child care
✓	Working with bitumen		Hospitality
✓	Working with concrete	✓	Exposure to dust or fumes
✓			

## Skills Progression and Assessment Record:

Position Title: **Team Leader – Concrete Works**

Employee:

<b>Skill Progression Requirements</b> <input checked="" type="checkbox"/> Step Achieved	<b>Salary Step</b>	<b>N/A</b>	<b>1</b>	<b>2</b>	<b>3</b>	<b>4</b>
Implement Traffic Control Plans Card	1					
Certificate IV Civil Construction (Road Construction and Maintenance) or equivalent	1					
Demonstrated ability to complete site safety paperwork – Risk assessment and site inductions	1					
Demonstrated understanding and knowledge of Council policies, protocols and procedures	1					
Demonstrated ability to manage a worksite.	1					
HR Class Licence	2					
Demonstrated ability to use software applications such as MS Office, Reflect, Authority, Donesafe, council mapping software (Geocortex) and industry standard project management and engineering software.	2					
Demonstrated ability to manage an effective team and work to timeframes	2					
Demonstrated ability to identify environmental and quality issues	2					
Demonstrated ability to identify and address safety issues	2					
Demonstrated ability to manage road work's quality efficiently and effectively	3					
Demonstrated identifying and implementing initiatives by suggesting changes to work procedures that enhance work team's performance	3					
Demonstrated ability to cross skill and up skill subordinates through mentoring	3					
Demonstrated ability to manage environmental requirements	3					
Demonstrated performance by delivering maintenance works on time, safely and accurately record works through Work Orders and Maintenance Systems	3					
Demonstrated ability to oversee subordinates in areas of Safety, Quality, Environmental and Performance.	4					
Evidence of self-development through completion of additional relevant qualifications	4					
Demonstrated ability to act in higher position for more than 6 weeks (cumulative)	4					
Demonstrated ability to monitor and adjust work to meet environmental and quality requirements	4					
Demonstrated ability to identify and resolve issues to work areas in regard to safety.	4					

**Skills Review Year** (eg 2021): \_\_\_\_\_ **Position:** \_\_\_\_\_

**Annual Skills Assessment:**

The following is to be completed at the time of the annual skills assessment.

**Comments on Employee's attitude and application to work:**

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**Employee's Comments:**

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Name

Signature

Date

**Manager / Supervisor's Comments:**

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Name

Signature

Date

**Director's Comments:**

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Name

Signature

Date

Summary of Skills Assessment	1	2	3	4
Total number of skills at each salary step =				
Number of skills not applicable at each salary step =				
Number of skills achieved at each salary step =				
Number of skills not achieved at each salary step =				
<input checked="" type="checkbox"/> Proposed Salary Step Placement				