

POSITION DESCRIPTION

Position Title:	Team Leader Heavy Patch
Position Number:	3526
Group:	Infrastructure and Planning Services
Business Unit:	Infrastructure Services
Service Unit:	Civil Operations
Reports To:	Project Officer Maintenance
Grade:	10
Hours Of Work:	38 hours per week
Last Date Of Review:	March 2023
Last Date Of Evaluation:	April 2023

Role Function Summary

The Heavy Patch Team Leader is responsible for the coordination of a small crew undertaking heavy patch repair works within roads maintenance on council and Transport for NSW (RMCC) roads

Key Responsibilities (Major and Essential Job Functions)

- Direct the work and activities of the team to ensure the heavy patch program is completed according to the works issued.
- Participate as a member of the team in undertaking the work and tasks associated with heavy patching.
- Coordinate the provision of contractors, labour, plant and materials to carry out the required work.
- Implement Transport for NSW (RMCC) schedule of works.
- Ensure site 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 work undertaken.
- Ensure timely and regular updates regarding projects and work, resources, risks, staffing matters and the like, are provided to the Project Officer Maintenance.
- Provide timely, constructive input into decision making and problem solving of works issues.

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.

Community Vision Singleton. Vibrant, progressive, connected, sustainable & resilient.

Organisation Vision ESSP - Engaged people; Safe and Sustainable workplace; and a Performance based culture.

Our Purpose	To “create community”.
Values and Behaviours	<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> <p>Accountable: We know what we do, and do what we say</p> <p>Connected: We work together to create community</p> <p>Integrity: We do the right thing</p> <p>Care: We are people who care</p> <p>Adaptable: We are ready to respond</p>
Safe Workplace	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.
Policies and Procedures	<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

Internal Relationships:	Project Officer Maintenance, Coordinator of Civil Operations, RMCC Officer, Depot and Fleet Management Officer, Infrastructure Services Coordinators, Finance Team, LAMS Team, Integrated Risk Management Team, Human Resources Team, all other Council staff.
External Relationships:	Transport for NSW (RMCC), State Government Organisations, Customers, Community, Ratepayers, Infrastructure Users, Contractors
Direct Reports:	Maintenance Assistant
Indirect Reports:	Contractors

Specifications and Technical Skills:

Essential Criteria:

- Certificate III in Civil Construction or equivalent industry-based experience.
- Solid contemporary experience in road construction, maintenance or related activities.
- Demonstrated knowledge of electronic devices used to record maintenance activities in the field.
- Proven experience supervising and coordinating a small team, including contractors, sub-contractors.
- Demonstrated numeracy, written, verbal and interpersonal skills.
- A commitment to providing excellent customer service to both internal and external customers of Council

Desirable Criteria:

- Traffic Control Tickets.
- Experience in undertaking asphalt or bitumen sealing works.

Licences and Tickets:

- WHS Construction Induction Certificate (White Card).
- MR Class drivers licence

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 Heavy Patch**

Employee:

Skill Progression Requirements <input checked="" type="checkbox"/> Step Achieved	Salary Step	N/A	1	2	3	4
Certificate III Civil Construction, or equivalent certificate	1					
Class MR Drivers Licence	1					
Demonstrated experience in road construction, maintenance or related activities	1					
Demonstrated commitment to WHS	1					
Demonstrated ability to complete site safety paperwork, Risk Assessment and site inductions	1					
Demonstrated ability to supervise, lead, motivate and develop staff.	2					
Demonstrated professional, consistent and flexible approach to allocated tasks with a strong solutions orientated attitude.	2					
Demonstrated ability to plan, organise and supervise work	2					
Demonstrated ability to use software applications such as MS Office, Reflect, Authority, Donesafe, council mapping software and industry standard project management and engineering software.	2					
Accreditation in traffic control including traffic controller, implement traffic control plans and Prepare Work Zone Management Plan	2					
Demonstrate ability to select the appropriate materials, tools, plant and equipment for use in road and drainage maintenance	3					
Demonstrated ability to undertake projects without supervision	3					
Demonstrate ability to act in higher position for less than two consecutive weeks.	3					
Demonstrated ability to identify environmental, quality and safety issues	3					
Demonstrate ability to implement environmental requirements	3					
Demonstrated ability to identify and implement potential improvements and/or alternative solutions	4					
Demonstrated ability to mentor other team members	4					
Demonstrated performance by delivering maintenance works on time, safely and accurately record works through Work Orders and Maintenance Systems	4					
Demonstrated ability to competently act in higher position for more than two consecutive weeks	4					
Completion of further studies in Civil Construction/Maintenance or related discipline	4					

Skills Review Year (eg 2018): _____ **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:

Employee's Comments:

Name

Signature

Date

Manager / Supervisor's Comments:

Name

Signature

Date

Director's Comments:

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				