



POSITION DESCRIPTION

Our values:



Position title:	Team Leader Roads Construction & Maintenance
Name:	Vacant
Job code:	1361
Section:	Infrastructure Services – Civic Services
Position reports to:	Coordinator Roads Capital
Band and level:	Band 2 Level 2
Salary grade:	10
Staff management:	Yes
Budget responsibility:	Yes

Primary function:

The Team Leader Road Construction & Maintenance is an integral position of the Civic Services Section within Council's Infrastructure Services Directorate. As such this position plays a key role in managing staff within a team and supporting the Coordinator Roads Capital in ensuring the efficient and effective use of materials and resource's under their control.

Person description:

The right person for this role:

Will be:

- Respectful and worthy of respect.
- Professional, knowledgeable and organised.
- Fair and consistent when making decisions that affect others.
- Approachable and connected.
- Flexible, self-motivated, proactive, observant and aware.
- An advocate for change, not accepting the status quo, constantly pursuing better ways of doing things.
- Positive, with a 'can do' attitude.

Will do:

- Make safety a fundamental part of their work
- Plan works ahead, set goals for the team, and communicate plans and goals to the team
- Communicate and consult with people in a collaborative manner

- Participate as a team player, supporting others, contributing in a cooperative and helpful manner
- Demonstrate strength and fairness in leadership of work teams
- Care for people and have excellent relationship building skills
- Ensure appropriate resources are provided for teams
- Actively manage staff performance
- Produce consistently high quality outcomes
- Develop a working environment where honest behaviour, trustworthiness and open communication is encouraged, valued and promoted.

Will know:

- How to implement & monitor safety management systems
- How to work well with people
- How to manage conflict to effective resolution
- How to supervise staff and manage staff performance
- Their staff and how to get the best from them
- What the expectations are of customers & clients
- How to analyse statistical information and compile detailed reports
- How to present information to a work group or members of the community
- Councils Values and ensure they are displayed.

Responsibilities and duties:

- Direct leadership of staff including team building/development, assigning work activities, mentoring/coaching, evaluating and managing performance, handling employee complaints and disciplinary actions as required.
- Direct leadership of contractor(s) working within the road construction and maintenance activities of Council.
- Responsible for daily planning, toolbox and other relevant meetings ensuring that operational safety standards and other requirements are met at an operational level - demonstrating strong commitment towards Work Health & Safety (WH&S) systems by ensuring risk assessments and hazard identification are undertaken and appropriate controls put in place for all activities within their area of responsibility.
- Ensuring construction/maintenance activities are delivered on time and consistent with Council and other relevant standards.
- Operation and maintenance of light rigid (LR) truck and other relevant plant items as appropriate.
- Monitor staff, resource and material consumption against the planned consumption. Report on weekly progress and report expected changes to staff, resource and material consumption as soon as known.
- Report on progress against pre-determined targets and make recommendations of opportunities for greater efficiency within work area.
- Ensure that all corporate records including timesheets, accident/incident reporting, plant operation and risk assessments activities are fully and accurately captured and maintained, to comply with legislative requirements and business needs.
- Written and verbal communication, including completion of documentation associated with timesheets, accident/incident reporting, plant operation and risk assessments activities
- Undertake sustainable work practices that align with Council's commitment to the principles of sustainability, focusing on innovation and sustainable use (and re-use) of materials.
- Undertake staff competency assessment assessments.
- Effective written and verbal communication skills.
- Conflict resolution using techniques and training provided for Team Leaders (Frontline Leaders). Refer to Coordinator or Manager for assistance when necessary.
- Working to appropriate industry standards and practices.
- Interpretation of design plans, setting out works, and ability to supervise and check work that is set out by others.

- Traffic control plan selection and implementation.
- Quantity Calculation & Estimating.
- Digital literacy and computing skills, and ability to implement these skills to work within Corporate IT systems.
- Effective internal and external customer service including escalating customer complaints when necessary.

Entry level requirements:

Knowledge and skills required to held and used to satisfactory Entry level position requirements.

Note: These knowledge and skills must be demonstrated before progression to the next step.

Local Government (State) Award skills descriptors for entry point:

- Authority and accountability: Responsible for the operation of a small section which uses staff and other resources.
 - Judgement and problem solving: skills to solve problems which require assessment of options with freedom within procedural limits in changing the way work is done or in the delegation of work. Assistance may be readily available from others in solving problems.
 - Specialist knowledge and skills: positions will have specialist knowledge and skills in a number of advanced skill areas relating to the more complex elements of the job.
 - Management skills: skills in supervising a team, to motivate and monitor performance against work outcomes.
 - Interpersonal skills: in addition to interpersonal skills in managing others, the position may involve explaining issues/policy to the public or others and reconcile different points of view.
 - Qualifications and experience: Suitable experience or qualifications in a number of defined skill areas
- The ability to lead, demonstrate and promote different concepts in a range of situations.
 - Undertake sustainable work practices that align with Council's policies, procedures and commitment to the principles of sustainability.
 - Knowledge and use of Corporate Safety, Quality and Environmental Management systems.
 - Program development and budget management skills, including quantity calculating and estimating time, resource demand and cost for projects.
 - Engage in Council's resource utilisation requirements and be flexible in sharing staff, plant and equipment between Council crews to ensure the best overall outcome for Council's operational efficiency.
 - Ensure that all corporate records are fully and accurately captured and maintained, to comply with legislative requirements and business needs.
 - Understanding of Competitive Tendering principles and practices.
 - Knowledge of asset and maintenance management systems together with record keeping.
 - Knowledge of plant capabilities and material properties.

Qualifications and experience:

The necessary qualification for this job is a Certificate III in Civil Construction, together with relevant work and supervisory experience.

The job holder must possess the following skills, licences or certificates:

- Certificate III in Civil Construction
- Current Class LR Drivers Licence
- First Aid Certificate
- Construction Induction Certificate (White Card)
- Traffic Controller
- Implement a Traffic Control Plan

In addition to the above qualifications and experience, the following skills, licences or certificates are highly desirable:

- Confined spaces certificate shall be highly regarded
- Dogman Certificate of Competency
- Certificate III in Frontline Management



SKILLS STEPS

Step 1:

Demonstrate, providing examples or copies of the following:

- 1.1 Provide leadership in the workplace, demonstrate and promote new concepts in a range of situations
- 1.2 Implement effective communication techniques, tailored to specific team member's needs as necessary
- 1.3 Actively supporting innovation and change
- 1.4 Actively provide an 'on the job' learning environment and implement opportunities for improving safety, productivity and efficiency of projects
- 1.5 Effectiveness as a coordinator for the team's whole operation, ensuring effective and efficient use of resources and materials available and no lost time due to outcomes of poor planning.
- 1.6 Holding a current Confined Spaces ticket
- 1.7 Working towards Cert III in Frontline Management

Step 2:

Demonstrate, providing examples or copies of the following:

- 2.1 Monitor status of direct reports' qualifications and training/development needs, refer staff for formal training opportunities on an as-required basis – taking into account the needs of the individual and the organisation. Establish training plans for staff, and proactively ensure ticket renewals are arranged on time.
- 2.2 Apply conflict resolution strategies. Use Frontline Leaders techniques to manage and resolve conflict within the team. Do not defer conflict resolutions to the Coordinator/Manager in the first instance.
- 2.3 Conduct workplace skills assessments and workplace/operational competency assessments
- 2.4 Operate within a Business Management System (Safety, Environmental, Quality and Financial)
- 2.5 Contribute to project design and development and give feedback at project walk throughs.
- 2.6 Contribute to the detailed planning and programming of construction and maintenance works, leading weekly program reviews and reporting on any changes to the program to the Coordinator/Manager as soon as anticipated.
- 2.7 Holding a current Dogmans ticket

Step 3:

Demonstrate, providing examples or copies of the following:

- 3.1 Lead the problem solving of construction, efficiency and safety issues using own judgement and drawing on feedback from team, including Coordinator/Engineer/Manager. Observe procedural and/or policy limitations in changing the way work is done or in the delegation of works. If an innovative idea is available, pursue it.
- 3.2 Assess a range of options (having elements of complexity) in reaching decisions and making recommendations. Make independent determination of several options, and be able to give logical reasons as to why/how the preferred option was selected.
- 3.3 Use persuasiveness to participate in technical discussions to resolve problems, explain policy and reconcile viewpoints between team members and the general public.
- 3.4 Monitor staff performance and use leadership training (eg. Frontline Leaders modules) techniques to effectively manage team members to achieve high performance outcomes in their roles
- 3.5 Provide objective and constructive performance feedback to team members, and use leadership training (eg. Frontline Leaders modules) techniques to hold effective annual performance plan and goal setting discussions with team members.
- 3.6 Provide samples of training plans for, and annual performance feedback to, team members.
- 3.7 Obtained Cert III in Frontline Management.

Step 4:

Demonstrate, providing examples or copies of the following:

- 4.1 Demonstrated ability to estimate a project (with consideration given to time, productivity, cost, safety and procurement), and compare project performance with such an estimate. Report on variations in project performance against planned performance, and suggest opportunities to correct and/or improve project performance.
 - 4.2 Strong understanding, and demonstrated ability in application of Council's systems for compliance with relevant worksite legislation:
 - WHS, EPA, RMS
 - 4.3 Demonstrated ability to lead several work activities across several locations on a project concurrently.
 - 4.4 Provide meaningful feedback for other members of the project development workflow (eg. Peer Team Leaders, Coordinators and Engineers) to ensure best practice work techniques are carried from one job to the next. Positive contributions during the design development phase that will help ensure Council's success during the Construction phase.
 - 4.5 Demonstrated success in motivating staff to improve individual performance against work outcomes.
 - 4.6 Takes up opportunities to relieve in the Coordinators role
 - 4.7 Working toward Cert IV in relevance to the Coordinator role
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