



Position Description

Team Leader/Supervisor/Coordinator

Position Title	Water and Sewer Operations - Team Leader – Sewer
Division	Infrastructure
Section	Water and Sewer
Reports to	Sewerage Construction Coordinator
Grade	9
Direct Reports	2-3
Indirect Reports	0

Position purpose

Coordinate, plan and undertake construction / maintenance works associated with the sewerage schemes within the Port Macquarie-Hastings Council LGA.

Team responsibilities

Review team and individual performance through the Employee Engagement Process

Drive system improvements within the team, to support the delivery of effective, high quality, targeted and best value services

Provide consistent and decisive leadership to the team

Develop, mentor, coach and empower staff to build a high -performance team culture

Apply organisational policies, procedures, and Values in day to day work

Manage and monitor key resources used by the team

Lead, support and coordinate day to day operational supervision of staff

Position specific responsibilities

- Manage the day to day activities of the Water and Sewer Construction Team in ensuring that works are completed to the required standard within specified timeframes and budgets.
- Prepare estimates for works to be undertaken
- Determine appropriate installation methods for allocated works
- Ensure that tools, equipment and allocated plant is regularly maintained, kept in a tidy/functional state and stored securely when not in use
- Engage and manage contractors to complete works as required
- Respond to emergencies and organise resources/materials as required
- Start and finish at remote worksites as required
- Ensure that works are conducted in accordance with WHS legislation and relevant Council policies
- Ensure that works are conducted in accordance with environmental legislation and relevant Council policies



- Ensure that works are completed in accordance with all other relevant legislation
- Comply with and enforce adopted Council policies and procedures
- Identify, manage and report HR related issues to supervisor
- Contribute to continuous improvement and best practice
- Manage customer interactions in accordance with Council's Customer Experience Charter
- Participate in an after-hours on call roster
- Any other related duties as directed



Expected behaviours

Port Macquarie-Hastings Council values are at the core of our work. It is expected that your conduct will reflect Council values, and your commitment to these values will be central to your successful performance as an employee of Port Macquarie-Hastings Council. The values based behaviours will form the basis for individual employee performance assessments.

As a supervisor, you are expected to demonstrate the behaviours required of non-supervisory employees, in addition to those outlined below.

Values-based behaviours for Team Leader/Supervisor/Coordinator

Values	Expected Behaviour
Communication	<ul style="list-style-type: none"> • I ensure that roles and responsibilities are clearly communicated • I actively listen to the concerns of my staff and customers • I keep my team members informed • I provide regular, valid and objective feedback in relation to individual performance
Accountability	<ul style="list-style-type: none"> • I identify and implement safe work practices, taking a systematic approach to managing risk, and ensure the health and safety of myself and others • I ensure that the actions of myself and others are focused on achieving organisational outcomes • I take responsibility for the behaviour and performance of my staff members within the workplace • I deal with issues when they arise
Professionalism	<ul style="list-style-type: none"> • I lead by example • I set clear objectives and goals for my team to achieve • I contribute to the change process and see change as an opportunity to improve performance • I ensure my team is working well together
Integrity	<ul style="list-style-type: none"> • I maintain confidentiality • I recognise and report misconduct, illegal or inappropriate behaviour, and support my team to do the same • I am fair and consistent in my dealings • I am honest with my staff
Teamwork	<ul style="list-style-type: none"> • I acknowledge the achievements of my team members • I encourage a positive working environment • I am engaged, enthusiastic and motivated • I mentor and coach my team



Document Endorsement

Date 29/3/2018

Group Manager

Group Manager - Water and Sewer

Date 29/3/2018

Director

Director - Infrastructure

I have read and understand the contents of the Position Description for my role. I will undertake the responsibilities and behaviours required of me.

Employee Name

Employee Signature

Date
