

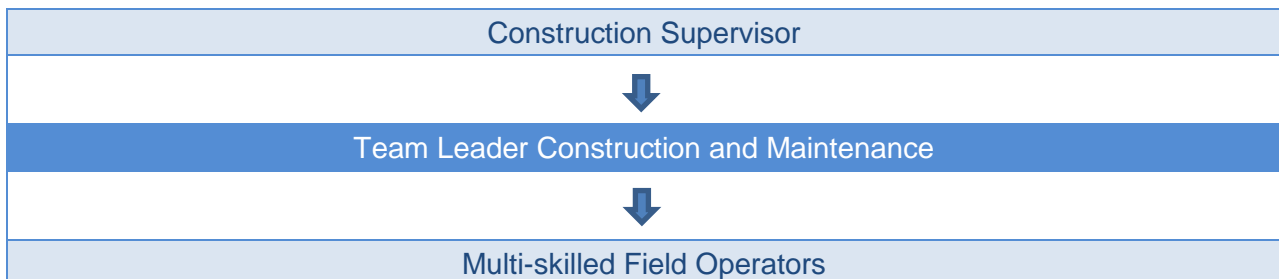
## Position Description

|                         |   |
|-------------------------|---|
| <b>Position Title</b>   | <b>Team Leader Construction and Maintenance</b>   |
| Position Code           | ENG017  |
| Department              | Engineering                                       |
| Division                | Works   |
| Reports To              | Supervisor Construction                           |
| Direct Reports:         | Variable depending upon project                   |
| Position Classification | Administrative/ Technical/ Trades Band 2, Level 1 |
| Position Status         | Full Time   |
| Allowances              | Adverse working conditions                        |

### SPECIAL CONDITIONS

Occasional ad-hoc, out of hours work may be required to complete projects. On these occasions, overtime will be paid in accordance with the Local Government (State) Award.

### REPORTING STRUCTURE OF POSITION



### PRIMARY PURPOSE OF THE POSITION

The aim of this position is to Supervise and coordinate the work activities of a Civil Construction team within the Engineering Department, Works division of Council. Key accountabilities and tasks associated with this position will include undertaking construction and maintenance activities relating to concreting, kerb and guttering, paving and associated works. The position will have direct supervision of a team of civil construction employees and contractors as required.

| <i>Areas of Delivery</i>   | <i>Est. % of time spent</i> |
|--|-----------------------------|
| <i>Construct and maintain drainage structures, kerb and gutter and footpath construction and maintenance and</i>   | <i>85</i>                   |
| <i>Individual professional development and training as well as the supervision and performance management of employees allocated to their work teams</i> | <i>15</i>                   |

## POSITION RESPONSIBILITIES

### Construction and Maintenance

- Responsible for onsite management, control and coordination of all aspects of civil construction and maintenance works and projects and ensuring these are undertaken consistently, safely and ensuring quality work outcomes. These projects and tasks may include:
  - Stormwater drainage including pits and sumps;
  - Culvert construction and maintenance;
  - Concreting and formwork including accurate set out and levels;
  - Footpath construction and maintenance;
  - Paving projects;
  - Kerb and gutter, construction and maintenance;
  - Driveways and laybacks including private works.
- Shoot, set and work to levels to ensure construction and maintenance projects occur consistent with specifications and work plans;
- Monitor all aspect of works in progress to ensure schedules and timelines are being met;
- Responsible for the completion of administration duties on site including:
  - Verify contractors have appropriate tickets and licences;
  - Ensure appropriate Traffic Control Plans (TCP) are in place prior to the commencement of work;
  - Ensure appropriate Speed Zone Authorities (SZA) are in place prior to the commencement of work;
  - Completion of plant sheets prior to the commencement of work;
  - Completion of Risk Assessments prior to the commencement of work;
  - Ensure development and compliance with SWMS;
  - Lead Tool Box talks on worksites;
  - Ensure compliance with State Road Authority requirements for all State Road Authority projects including:
    - Completion of daily works record;
    - Documentation of tool box talks;
    - Undertake Site Inductions;
    - Compliance with Traffic Control Plans
- Responsible for ensuring the operation and daily maintenance and servicing for purpose build plant items, equipment and infrastructure ensuring plant and equipment is maintained in accordance with manufacturers specifications and Council's requirements. This includes but not limited to the completion of;
  - Pre-starts
  - Plant-sheets
  - Greasing of equipment
- Assist with the maintenance of depot yard and facilities;
- Provide high level customer service answering enquiries from the public and report issues for further action where appropriate

- Cooperate with Supervisor / Manager to ensure activities related to safety, quality and environmental protection requirements are carried out on a day to day basis.


## Organisation – Professional

- Contribute to reviews and status of the Community Strategic Plan and Delivery Program including the preparation and reporting on all relevant IP&R requirements.
- Ensure compliance with the WHS Act 2011 and its regulations, including:
  - Report any injury, damage, unsafe condition or hazard to the immediate supervisor, or an appropriate person;
  - Wear protective clothing or equipment in the manner intended (if required);
  - Take reasonable care for the health and safety of all persons who are at their place of work;
  - Ensure that all employees and contractors under their direction or control receive adequate instruction for the safe and efficient performance of their duties;
  - Correct unsafe and/or unhealthy practices or conditions in areas under the control of the position to the full extent of the position's authority or refer to relevant Supervisor, Manager, or Manager People and Strategy;
  - Cooperate with the supervisor in the measures taken to ensure Work Health and Safety;
  - Undertake prompt and direct reporting of all WHS related matters through Council's online system or via phone call to Supervisor within reporting timelines.
- Manage and develop staff through implementation of Council's human resource management systems, policies and procedures, including but not limited to: Recruitment; Performance Management and conducting performance reviews and the promotion of Learning and Development;
- Carry out and/or participate fully in prompt investigation of all serious or potentially serious accidents which result in, or could have resulted in either injury to persons or damage to property, or human resource implications so that remedial action may be affected promptly;
- Work cooperatively in a team environment and provide support and/or technical advice as required across other areas of Council;
- Assist with and/or lead contract and project management practices in line with Council's policies and delegations (i.e. Contract Superintendent accountabilities or reporting all information through to this role) in the engagement and management of external providers of professional and technical services, including all contractors of Council.
- Assess and improve work practices and procedures on a continuous basis to achieve or exceed Council's strategic and operational goals;
- Comply with all Council's policies and procedures and Code of Conduct;
- Complete other duties as directed by the nominated Supervisor;
- Undertake other relevant duties as directed which are consistent with the employee's skill, competence and training.

## KEY RELATIONSHIPS

| Who                                   | Why   |
|---------------------------------------|---|
| Internal                              |   |
| Director Engineering                  | As required in relation to work carried out   |
| Manager Works                         | As required – support, guidance and mentoring as required   |
| Construction / Maintenance Supervisor | Supervisor  |
| Human Resources / WHS Teams           | HR - enquiries, investigations, payroll, training.<br>WHS – advice, incidents and investigations. |
| Construction and Maintenance Team     | Working collaboratively with peers  |
| Council Employees                     | Colleagues  |
| External                              |   |
| Business and Community Members        | Enquiries, complaints   |
| Authorities                           | Assisting with investigations   |

## POSITION CAPABILITIES

| LGNSW Capability Framework  |                                      |                |
|---|--------------------------------------|----------------|
| Capability Group  | Capability Name                      | Level Required |
| <br>Personal Attributes    | Manages Self                         | Adept          |
|   | Displays Resilience and Adaptability | Adept          |
|   | Act with Integrity                   | Adept          |
|   | Demonstrate Accountability           | Adept          |
| <br>Relationships          | Communicate and Engage               | Adept          |
|   | Community and Customer Focus         | Adept          |
|   | Works Collaboratively                | Adept          |
|   | Influence and Negotiate              | Adept          |
| <br>Results               | Plan and prioritise                  | Adept          |
|   | Think and solve problems             | Adept          |
|   | Create and Innovate                  | Adept          |
|   | Deliver Results                      | Adept          |
| <br>Resources            | Finance                              | Foundational   |
|   | Assets and Tools                     | Adept          |
|   | Technology and Information           | Adept          |
|   | Procurement and Contracts            | Foundational   |
| <br>Workforce Leadership | Manage and Develop People            | Adept          |
|   | Inspire Direction and Purpose        | Adept          |
|   | Optimise Workforce Contribution      | Adept          |
|   | Lead and Manage Change               | Adept          |

## PERSON SPECIFICATION

### Essential

- Certificate III in Civil Construction or Concreting or other relevant Trade qualification;
- At least 5-8 years' experience in civil construction.
- Demonstrated experience with setting levels on a construction / concreting worksite;
- Demonstrated ability to manage projects within specific timeframes in the achievement of Council's goals;
- Ability to use mobile technology to complete forms, risk assessments, incident reports and online systems;
- Ability to interpret plans to effectively undertake project work;
- Able to work with minimum supervision using judgement and initiative.
- Ability to provide high level customer service to the community.
- Developed communication skills with the ability to effectively communicate with a diverse stakeholder group;
- Possess SafeWork General Construction Induction Card (White Card).
- Current RMS Traffic Control Qualifications including:
  - Controller
  - Implement
- HR Drivers Licence

### Desirable

- Qualifications in Project Management;
- One or more of the following WorkCover certificates of competency:
  - Basic Scaffolding (SB);
  - Dogging (DG);
  - Basic Rigging (RB);
  - Non-slewing Mobile Crane (greater than 3 tonnes) (CN);
  - Slewing Mobile Crane (up to 20 tonnes) (C2);
  - Forklift Trucks (LF);

### Authority and Accountability

- Worker level responsibilities in regards to WHS legislation
- Financial delegation as per Council's delegation register

### EQUIPMENT REQUIRED FOR THE POSITION

- Vehicle allocated to the position (No private access)
- Mobile Phone
- Mobile Tablet + Cradle (fitted to vehicle)

## ACKNOWLEDGEMENT

This position description is a broad description of the accountabilities, duties and required capabilities relating to this position. The role and position are dynamic and may evolve and change over time in line with changing strategic and operational requirements. Continuing development, change and improvement of processes, practices, knowledge, skills and behaviors are expected at Forbes Shire Council.

I have signed below in acknowledgement of reading, understanding and accepting the contents of this document. I accept that, with consultation, my duties may be modified by Forbes Shire Council from time to time as necessary.

Employee's Signature:

Date:

## HR USE ONLY

|   |                    |
|---|--------------------|
| Does this position require a Working with Children Check?                               | Yes / No           |
| Does this position require the incumbent to undergo a criminal reference check          | Yes / No           |
| Does this position have a Financial Delegation  | Yes / No<br>Level: |
| Does this position require the incumbent to possess a specific license or qualification | Yes / No           |