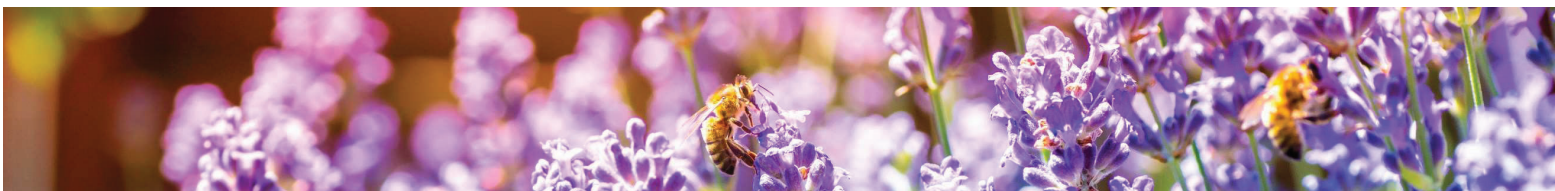


Position Description

Team Leader Construction



Branch	Shire Presentation	Position Grade	10
Division	Service and Project Delivery	Position Status	Permanent Full-time
Reports To	Coordinator Construction	Standard Hours Per Week	38
Direct Reports	1- 10 (subject to team size / project)	Position Delegations	Yes
Indirect Reports	Nil	Position Budget Responsibility	Yes
Position Number	2IS119, 2IS051, 2IS060, 2IS066	Award	Local Government (State) Award
Date PD Authorised	25/07/2022	Award Band	Trades Band 2 Level 2

The Opportunity

Council is interested in hearing from civil construction trades persons with a minimum of two years' experience in the supervision and leadership of site personnel and contractors to ensure the delivery of relevant scopes of work in accordance with project plans and specifications.

This role requires a strong people/leader skill set together with an ability to report all relevant site activities and managing the quality of work performed. Communication effectively with others at all levels is important, as are sound planning and organisation skills. The Team Leader will also be required to use their own initiative and apply a logical approach when maintaining productivity in short and long term programs and schedules within the designate time and budget.


Work activities will include but not be limited to the construction of roads, drainage and active transport infrastructure including, footpaths, gravel re-sheeting, heavy patching, bridgework (minor and major), reconstruction of culverts, kerb and gutter.

You will play a vital role in shaping our customers' and visitors view of Council through implementing a work standard that presents a brand image of a Council that is proud of our shire and cares about our community.

You will be part of a dedicated team, working collaboratively with both the Senior Coordinator Construction and project engineers to execute reactive, planned and scheduled construction programs, delivering a seamless customer experience through the implementation of a customer- centric business focus.

Key Responsibilities

1. Deliver upon the scheduled Infrastructure Services construction and maintenance program to ensure the team meets its objectives in line with Council's Programs, Budget Constraints, Schedules, Systems, Policies, Procedures and associated Legislation. The Team Leader will actively plan and manage for work including:
 - Interpretation of complex civil plans, works requirements, work set-out and coordination of works materials and plant.
 - Construction roads, drainage and active transport infrastructure and associated civil works required for the delivery of footpaths, gravel re-sheeting, heavy patching, bridgework (minor and major), reconstruction of culverts, kerb and gutter.

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2. Ensure assigned plant and tools are maintained to support operational activities. Carry out construction planning and scheduling as required to meet the team objectives such as; pre-site establishment, operation of plant and equipment, traffic control and general labouring duties.
 3. Provide technical support, advice and assistance to Construction Coordinator, with a specific focus on solution driven outcomes.
 4. Actively contribute and maintain a safe working environment through the development and implementation of agreed Councils safe systems of work.
 5. The position will actively work within Councils environmental policies, procedures and systems of work such as; environmental assessments.
 6. Manage staff performance, through active leadership, coaching and mentoring, setting expectations for performance and work with staff to achieve KPI's on all assigned duties for the team in line with Councils performance appraisal system.
 7. Promote a positive and harmonious work environment and a culture of a can-do attitude through leading staff performance and directly ensuring the Coordinator is informed through agreed project reporting systems. The position holder will utilise technology based systems for construction and maintenance works activities.
 8. Proactive approach to problem solving and flexible nature to change work direction for an operational advantage.
 9. The position may be required to lead the team in the delivery of multiple projects, including contractors as required in line with Council's Procurement Guidelines.
 10. Work with and provide information to the Engineers including resource usage feedback to deliver end to end internal and external customer services in line with Councils business plans, strategies and policies.
 11. Provide Team Leader support for the Infrastructure Services Branch as part of Councils Emergency Management responsibilities.

Note: An employee may be directed to carry out such duties that are within the limits of the employee's skills, competencies and training.

Essential Criteria

1. Qualifications in Civil Construction, or equivalent knowledge, skills and experience in roads and drainage related construction activities (minimum 5 years).
2. Understanding of relevant legislation, standards and regulations (Environmental and Workplace Health and Safety) and how it relates construction and maintenance activities.
3. Demonstrated experience in the supervision and leadership of multi-disciplinary teams.
4. Demonstrated high level of organisational skills to manage multiple tasks, exercise initiative and meet deadlines.
5. Sound level of verbal, numeracy and written communication skills including liaising with customers on-site.
6. A demonstrated intermediate level of computer literacy (word processing, spreadsheets, databases, asset management systems) and ability to adapt to new technologies.
7. Demonstrated experience in delivering efficient and effective construction and maintenance services, to agreed levels of service whilst managing customer expectations.
8. Knowledge and experience of workplace risk and applying Workplace Health and Safety principles using safe systems of work in road construction and maintenance activities including; Working with Traffic, Confined Spaces, Overhead and Underground Assets, Excavation and Working with Hazardous Substances.
9. A current Class C Driver Licence and General Induction for Construction in NSW (White Card).


Desirable Criteria

- Experience working in Local Government in a roads and drainage related construction and maintenance team.
- A current Class HR (Heavy Rigid) Driver Licence.
- Knowledge and experience of structural and non-structural concrete construction.
- Practical knowledge in the use of construction and maintenance plant e.g. Excavator and Grader
- RMS approved Traffic Control Certification (Red and Orange).
- Certificate IV in Front Line Management

Physical Requirements

The position may have some or all of the following requirements:

- Keyboarding / Data Entry (repetitive)

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- Climbing stairs and ladders
 - Walking over rough terrain
 - Climbing in and out of trucks and plant
 - Working in a dusty environment
 - Working in areas of obnoxious odours
 - Working in a noisy environment with adequate hearing protection
 - Repetitive work – sitting, standing, kneeling, driving, bending, use of heavy tools (shovels, hammers, crow bar, jack hammers etc.).
 - Working in inclement weather

Capabilities






Council has adopted the Local Government Capability Framework which describes the core knowledge, skills and abilities for a role, expressed as behaviours, and which set out the clear expectations about performance in Council: "how we do things around here". It builds on organisational values and creates a common sense of purpose for all employees.

Council's Capability Framework provides the platform for annual performance appraisal so that there is a common basis for learning, professional development and salary progression.

Below is the full list of capabilities and the expected level of competence required for this position. The ones in bold are the essential capabilities. The ones in italics are focus capabilities specific for this position. The ones where the level is blank are not core capabilities but may still be important. More detailed information is contained in your annual Personal Performance Plan.

Essential and Focus Capabilities

The essential and focus capabilities for the position are those judged to be most important at the time of recruiting to the position. They are the ones that an employee is rated on as part of their annual Performance Assessment.

Local Government Capability Framework		
Capability Group	Capability Name	Level
 Personal Attributes	Manage Self	N/A
	<i>Display Resilience & Adaptability</i>	<i>Intermediate</i>
	Act with Integrity	Intermediate
	Demonstrate Accountability	Adept
 Relationships	Communicate and Engage	Intermediate
	Community and Customer Focus	Intermediate
	Work Collaboratively	Intermediate
	Influence and Negotiate	N/A
 Results	<i>Plan and Prioritise</i>	<i>Intermediate</i>
	Think and Solve Problems	Intermediate
	Create and Innovate	N/A
	Deliver Results	Adept
 Resources	Finance	N/A
	Assets and Tools	Intermediate
	<i>Technology and Information</i>	<i>Intermediate</i>
	Procurement and Contracts	N/A
 Workforce Leadership	Manage and Develop People	Intermediate
	Inspire Direction and Purpose	Foundational
	Optimise Workforce Contribution	Foundational
	Lead and Manage Change	Foundational



Acknowledgement

I have read and accept the above terms, conditions and duties of this position, as outlined in this position description.

In addition, I acknowledge the delegations for this position that have been sub delegated by the General Manager in accordance with section 378(2) of the Local Government Act 1993 and these may be subject to change without notice by the General Manager.

Please Note: Position descriptions may be reviewed from time to time if warranted due either to changes to the scope and responsibilities of the role or external influences that place different demands on local government. All reviews of this position description will be undertaken in consultation with the role incumbent.

Employee Name (Print)

Witness Name (Print)

Signature

Signature

Date

Date