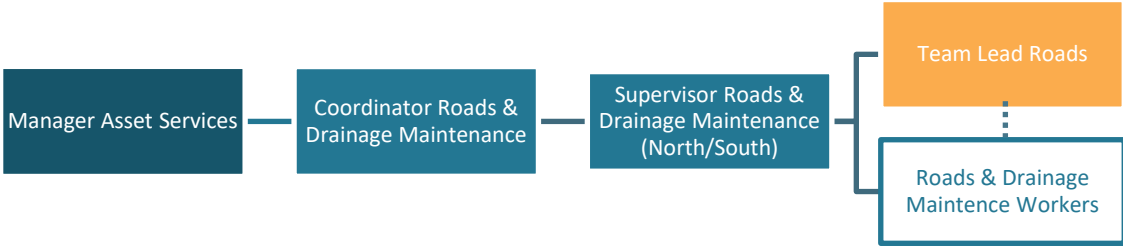


TEAM LEAD ROADS

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| Position No. | 1412, 1413, 1414, 1415 |
| Classification | Band 4, Permanent AND Full Time (76 hr per fortnight F/T 1.00 FTE) |
| Directorate | Infrastructure & Environment |
| Department | Asset Services |
| Division | Roads & Drainage Maintenance |
| Team | N/A |
| Department Context | <p>The Asset Services department is responsible for the management, delivery and maintenance of Council's physical assets to support high quality infrastructure, performance and achievement of the deliverables outlined in the Council Plan.</p>  <pre> graph LR A[Manager Asset Services] --- B[Coordinator Roads & Drainage Maintenance] B --- C[Supervisor Roads & Drainage Maintenance (North/South)] C --- D[Team Lead Roads] C --- E[Roads & Drainage Maintenance Workers] </pre> |
| Position Purpose | <p>The Team Lead Roads assists the service delivery of the Asset Services department by leading small maintenance teams to deliver both programmed and reactive maintenance of roads. The Team Lead – Roads is also responsible for the operation of grader and heavy mobile plant as directed by the supervisor.</p> |

VISION & VALUES

Where people matter, communities are connected, and the future is bright

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| Pride | We know that our work is important, and we take pride in doing the best job we can |
| Respect | We treat each other with courtesy and respect, and are committed to keeping our environment safe, and free from judgement |
| Integrity | We are committed to being authentic, honest and ethical in our work |
| Collaboration | We partner together to achieve shared goals and deliver community focused outcomes |
| Excellence | We are committed to delivering the best community experience and outcome that we are capable of providing |

KEY RESPONSIBILITIES AND DUTIES

Operational

- Participate in the scheduling and delivery of roads maintenance programs in collaboration with the Supervisor Roads & Drainage Maintenance.
- Perform high quality maintenance and improvements of Golden Plains Shire's Roads ensuring all tasks have been completed to Council and industry best practice standards and expectations.
- Provide effective leadership, direction, supervision and support to a small maintenance team (including contractors) in the delivery of daily operations. Ensure team members are provided clear direction and instruction each day to deliver work effectively and in accordance with safe work practices.
- Operate grader and heavy mobile plant in a competent, safe and efficient manner. Oversee the team's operation of plant ensuring this is conducted safely, efficiently and as directed.
- Ensure operators are provided with the appropriate training, site and plant inductions to ensure they can competently, safely and efficiently carry out the tasks allocated to them.
- Promote and implement a safe work environment. Identify potential risks, hazards, or other environmental factors which may impact on operations or tasks. Raise these in a timely manner with the Supervisor and assist in implementing appropriate risk mitigation strategies. Report injuries and near-misses to the Supervisor should they occur.
- Carry out daily and routine maintenance of plant and equipment including but not limited to, pre-start checks, greasing, cleaning, and general basic maintenance. Ensure that equipment used is fuelled and ready to operate the next day before leaving work each day.
- Maintain confidentiality in respect of all dealings of a sensitive or confidential nature.
- Assist in emergencies as directed by the Supervisor Roads & Drainage Maintenance and/or Coordinator Roads & Drainage Maintenance.
- Liaise with Supervisor Roads & Drainage Maintenance to identify and coordinate resources (people, plant and materials) required to complete daily tasks and arrange for delivery of materials and plant to site in time for the works to commence.
- Engage with the community on a general day to day basis in a positive and polite manner, role modelling Council's values in all interactions.
- Other duties within the scope of the employee's skills, competence and training as directed.

Administrative

- Ensure the team complete and submit fortnightly timesheets and leave requests to the Supervisor Roads & Drainage Maintenance in line with Council's Leave Management Procedure and Employee Pay & Benefits Policy.
- Communicate, report and maintain records of daily work tasks, resources and assets to ensure best use of Council resources and assets.
- Create records of adherence to safety protocols and daily work tasks.

General and Organisational Responsibilities

- Comply with Council policies and procedures, including the Code of Conduct, and Councils Corporate Values.
- Contribute to the development of the Department's/Teams objective, as well as the corporate goals of Council.
- Embrace Council's commitment to providing a safe and healthy working environment by performing duties in accordance with the Health & Safety Act 2004, regulations, codes of practice and policies and procedures.

- Promote excellence in the customer experience and in conjunction with your manager or people leader, identify, review, and implement strategies to improve the customer experience quality and efficiency.
- Contribute to emergency management planning and activities as they arise as well as undertake relevant training. During a CEO identified emergency an employee may be required to complete alternative work including administration, logistics and specialist support.
- Maintain confidentiality in respect of all dealings of a sensitive or confidential nature.
- Participate as directed in training and education to maintain compliance and an up-to-date knowledge.
- Other duties within the scope of the employee’s skills, competence and training, relevant to the position band, as requested by the supervisor.

This position description is intended to describe the general nature and level of work that is to be performed by the person appointed to the role. It is not intended to be an exhaustive list of all responsibilities, duties and skills required.

Child Safe Standards

Golden Plains Shire Council is committed to creating a child safe organisation where children and young people are respected, valued and encouraged to reach their full potential.

Golden Plains Shire Council’s policies and procedures support the implementation of requirements under the *Child Wellbeing and Safety Act 2005 and the Child Safe Standards*.

All staff must actively contribute to a child safe and child friendly environment and are committed to continuously update their knowledge to ensure they fulfil their obligations in relation to Child Safe Standards. Council will provide access to continuous learning opportunities and develop relevant services and programs to adopt Child Safe practices.

GPSC CAPABILITIES

The GPSC Capabilities are the knowledge, skills, and associated behaviours required by all staff. The capability level for each role is varied and dependent on the role functions. The four levels for the capabilities are:

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| Foundational | <ul style="list-style-type: none"> • Basic awareness of concepts and techniques • Follows guidance, complies with established procedures, seeks advice |
| Intermediate | <ul style="list-style-type: none"> • Broad understanding of concepts and techniques • Demonstrates the skills/knowledge with minimal guidance |
| Adept | <ul style="list-style-type: none"> • Strong understanding of concepts and techniques with consistent application • Influences, upholds, shares advice, consults |
| Advanced | <ul style="list-style-type: none"> • Extensive understanding and application of concepts and techniques • Sets, leads, designs, innovates, monitors, regulates, develops others • Shapes the organisations approach in the application of this skill/knowledge |

The capability level for this role is as follows:

| Capability | Description | Level |
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| Flexibility & Adaptability | Adjust approach in line with changing priorities and remain agile and positive toward change | Intermediate |
| Manage Self | Shows drive and motivation, with an ability to self-reflect and a commitment to learning | Intermediate |

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| Resilience | Maintain a positive attitude and consistently deliver quality work in the face of challenging situations | Intermediate |
| Value Diversity & Inclusion | Demonstrate inclusive behaviour and show respect for diverse backgrounds, experiences, and perspectives | Intermediate |
| Communication | Communicate clarity, vision, purpose, and impact, actively listen to others, and respond with understanding and respect | Intermediate |
| Collaboration | Build strong relationships, collaborating effectively across the organisation, valuing their contribution | Intermediate |
| Customer & Community Focus | Committed to the customer experience and delivering customer and community valued outcomes | Foundational |
| Influence & Negotiate | Gain consensus and commitment from others, and resolve issues and conflicts | Intermediate |
| Action & Accountability | Be proactive and responsible for own actions, and adhere to legislation, policy, and guidelines | Intermediate |
| Plan & Prioritise | Plan to achieve priority outcomes and respond flexibly to changing circumstances | Intermediate |
| Problem Solving | Think, analyse, and consider the broader context to develop practical solutions | Intermediate |
| Innovation & Continuous Improvement | Use different ideas and concepts to develop new and different ways of thinking to improve efficiency, effectiveness, and quality of work | Foundational |

CLASSIFICATION DEFINITIONS

Accountability and Extent of Authority

- The Team Lead Roads is expected to exercise discretion within standard practices and processes, undertaking and implementing quality control measures.
- The position provides direction and on-the-job training to a small team of employees and contractors to undertake day-to-day work tasks. The Team Lead - Roads is required to ensure that all employees under their direction are trained in safe working practices and the safe operation of equipment, and are aware of occupational, health and safety policies and procedures.
- The Team Lead Roads is accountable to the Supervisor and Coordinator for the quality, efficiency and effectiveness of their team's work and for the care of Council assets entrusted to them.
- Be responsible for the efficient and safe operation and maintenance of the relevant plant in order to maintain and operate assets and construct works to best practice.
- The position operates within the policies and procedures of the Council, the budget of the team and any relevant legislation.

Judgement and Decision Making

- The objectives of the work are well defined but the particular method, process of equipment to be used must be selected from a range of available alternatives.
- The Team Lead Roads oversees maintenance work which requires them to identify, quantify and coordinate resources (people, plant and materials) needed to meet the objectives of a specific project.

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| | <ul style="list-style-type: none"> • Guidance and counsel are always available within the time available to make a choice. |
| Specialist Skills & Knowledge | <p>The Team Lead Roads requires proficiency in the operation of heavy mobile plant and other equipment. The Team Lead will:</p> <ul style="list-style-type: none"> • Be able to operate a range of plant including heavy mobile plant safely and proficiently. • Provide specialist training and guidance to members of the team, contractors and new workers. • Carry out and direct routine maintenance of machinery. • Have good knowledge of roads maintenance and construction principles and practices. • Have a thorough understanding of the relevant technology, procedures and processes used within the Unit. |
| Management Skills | <p>The Team Lead Roads supervises small teams of employees and contractors. The position requires:</p> <ul style="list-style-type: none"> • Knowledge of personnel policies and practices applicable to the work performed and the employees supervised. • Ability to effectively plan, organise and manage time and resources to achieve targets within a set timetable. The Team Lead will generally have opportunity to plan the team's work schedule at least a week in advance. • Ability to supervise and assist maintenance staff and contractors. • Promote and lead a safety culture within the team. |
| Interpersonal Skills | <ul style="list-style-type: none"> • The position requires the ability to gain co-operation and assistance from members of the public and other employees to effectively manage the works programs and tasks assigned to the position. • The position may be required to write reports or records relating to works under their supervision. • The position requires skills in oral and written communication with supervisors, clients, other employees, contractors and members of the public, and in the resolution of minor problems. |
| Qualifications & Experience | <ul style="list-style-type: none"> • A heavy combination driver's licence and previous experience in grader and heavy mobile plant operation. • TAFE certificate course of equivalent skills and knowledge gained through on-the-job training. • Construction Industry Induction (White Card). |

KEY SELECTION CRITERIA

- Good supervisory skills with the ability to effectively manage a team of maintenance workers.
- Experience in the provision of maintenance services to local communities.
- A commitment to building a positive and respectful workplace culture.
- Demonstrated commitment to providing high quality customer focused outcomes.
- A strong knowledge of OHS practices and a commitment to supporting a culture that promotes safety and wellbeing.
- Ability to identify, discuss and resolve problems through strong communication skills.

Other Requirements

- An Australian heavy combination driver’s licence and grader ticket.
- Maintain a satisfactory National Criminal History Check.

APPROVAL

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| Approved By (Department): | Manager Asset Services |
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| Reviewed By (P&C): | People & Culture Advisor |
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| Date: | May 2024 |
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| Employee Acceptance: | <i>Accepted via online onboarding portal</i> |
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PLEASE NOTE:

Personal and Health Information collected by Council is used for recruitment purposes and, if the applicant is successful, will be used for HR purposes. Council may disclose this information to other organisations if required by law. The applicant understands that the personal and health information provided is for the above-mentioned purpose and that he or she may apply to Council for access to and/or amendment of the information. Information relating to unsuccessful applicants may be destroyed by Council six months after being received. Requests for access or correction should be made to Council’s Privacy Officer.