



## Team Leader Rural Operations

### POSITION DESCRIPTION

<b>Position Number:</b>	3041	<b>Position Status:</b>	Permanent Full Time
<b>Portfolio:</b>	Infrastructure	<b>Classification:</b>	QLGIA (Stream B) Level 6
<b>Business Unit:</b>	Construction and Maintenance	<b>Reports To:</b>	Supervisor Rural Operations
<b>Team:</b>	Rural Operations	<b>Revised:</b>	November 2025

  

<b>Human Resource Delegation:</b>	Nil	<b>Financial Delegation:</b>	Nil
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#### *General Position Statement:*

This position supports Council's direction by motivating and leading a multi-disciplined team that is responsible for undertaking a wide range of construction and maintenance activities associated with Council's infrastructure assets in accordance with recognised standards in a professional, efficient and confidential manner ensuring the development of good working relationships with all staff and the public.

#### *Specific Responsibilities:*

This position has the following responsibilities:

1. Provide daily assistance to the Supervisor by coordinating and supervising the teams' activities.
2. Lead the team in performing a wide range of tasks associated with the construction and maintenance of Council's Infrastructure assets.
3. Assist in the forward planning and the organisation of works, including liaising with contractors.
4. Ensure that work performed is in accordance with relevant construction plans, specifications and standards.
5. Undertake general labouring duties, including pipe laying and concreting, and operate and maintain small machines and hand tools to support construction and maintenance activities.
6. Read and carry out basic instructions of moderate complexity and make simple reports.
7. Report any defects or problems to supervisor, e.g. equipment or safety concerns.



8. Always act as a role model for Council's Values and Behaviours and display an elevated level of professional and ethical conduct.
9. Ensure a safe, healthy and inclusive work environment by complying with workplace health and safety legislation, Council's WHS Responsibility Statements and relevant policies and procedures.
10. Maintain clear and accurate records that support effective service delivery and reflect Council's commitment to transparency and good governance.
11. Refer matters that may impact upon the business, Council and employees to the relevant Supervisor or Manager.
12. Undertake other relevant duties as directed, consistent with skills, competence and training.

### **Position Requirements:**

#### **Skills/Competencies**

1. Ability to lead, motivate and direct members of the team, coordinate workloads, and ensure tasks are completed efficiently and to a high standard.
2. Demonstrated ability to undertake a range of civil construction and maintenance tasks, including roads, drainage, pipe laying, concrete and pavement works, with sound knowledge of small machinery and hand tool operation and maintenance.
3. Strong ability to prioritise, plan and organise work activities, manage time effectively and contribute to the efficient delivery of projects with limited supervision.
4. Good communication (verbal and written) and interpersonal skills relevant to the position, with the ability to provide quality customer service while working collaboratively in a diverse team environment.
5. Sound level of numeracy and literacy in order to read and carry out instruction, interpret construction plans of moderate complexity and make simple reports.
6. Sound understanding of safe work practices, WH&S procedures, risk assessments, and relevant legislative requirements and the ability to perform and document Quality Control check-ups and measures.

#### **Mandatory Qualifications, Licences and Experience**

1. Qualifications relevant to the duties of the position and/or work experience relevant to the position.
2. Construction Industry Induction (White Card).
3. Possess and maintain a current "MR" Class driver licence.





### Desirable Qualifications, Licences and Experience

1. Experience in a local government environment.
2. Possess and maintain a current Queensland Traffic Controller licence.
3. Implement Traffic Management Plan (formerly Traffic Management Level 2).
4. Licences and experience in plant operation.
5. First Aid Certificate.
6. Confined Space Certificate.
7. Certificate III in Construction.
8. Authorised Person for Safe Work Near Exposed Live Parts (SWNELP).

### Actions

1. **Values and Behaviours** – Behaviour aligned with Council's Values and Behaviours.
2. **Customer Service** – Focus on our customer/s needs.
3. **Code of Conduct** – Behaviour aligned with Council's Code of Conduct.
4. **Safety** – Carry out your duties in a safe manner.
5. **Project Management** – Commit to Council's Project Management ethos.
6. **Human Rights** – Respect, protect and promote human rights in your decision-making and actions.

### Physical Requirements

1. Ability to work in an outdoor environment.
2. Ability to legally operate a motor vehicle under a "C" Class Licence.
3. Ability to complete a satisfactory Functional Capacity Evaluation.
4. Must be available to work the on-call roster if required.
5. Provision of a satisfactory Criminal History Check - Police Certificate (Australia Wide Name Only Police Check).
6. Ability to be immunised against Hepatitis A&B and Tetanus.
7. The work is intermittently heavy, with periods of prolonged standing, stooping and crouching. The tasks must be performed meticulously and accurately.



While all attempts of mechanisation have been implemented to limit manual handling, awkward work postures do exist whilst performing the inherent tasks of this position.

This position is classified as medium work. The Dictionary of Occupational Titles defines medium work as: “exerting 9 kilograms to 23 kilograms of force occasionally, or 4.5 kilograms to 11 kilograms of force frequently, or greater than negligible up to 4.5 kilograms of force constantly to move objects. Physical demand requirements are in excess of those for light work”.

During the course of normal duties the incumbent may be required to perform:

- Constant dynamic standing/walking;
- Walking uneven ground;
- Climbing ladders; climbing in and out of trenches; climbing in and out of vehicles and plant machinery;
- Frequent bilateral forward reaching;
- Carrying and handling items up to 25kg occasionally and 35 kg rarely in the case of the whacker packer;
- Repetitive and sustained bending and stooped positions;
- Working in awkward postures, and occasionally in confined spaces;
- Constant handling of equipment, tools and materials;
- Constant static and dynamic balance.

### ***Delegations and Authorisations:***

Financial, Administrative and HRM Delegations may be applicable to this position and are detailed in the Delegations Corporate Register.

Legislative Sub-Delegations and Authorisations may also be applicable to this position and are detailed in the external public registers. Both registers are available on Council’s knowledge library.







## TEAMWORK

- We are one Council, working seamlessly across the organisation to deliver the best outcomes for our community.
- We involve others to design solutions and inform decisions.
- We openly share knowledge and information.
- We care about each other and ask for, and accept, support when needed.
- We resolve issues and conflicting priorities in an open and constructive way.



## COMMUNITY

- We are one community and make decisions with our whole community in mind.
- We engage with and listen to our community to understand their needs.
- We support our community to develop resilience and sustainability.
- We effectively and efficiently deliver high quality products and services.
- We respond quickly and constructively.



## ACCOUNTABILITY

- We own our actions, successes and failures, and ensure we implement lessons learned.
- We take personal responsibility for everyone's safety.
- We manage and use Council's resources effectively and efficiently.
- We make and communicate decisions and rationale in a timely and inclusive manner and act with transparency.
- We are diligent in delivering on our commitments, and communicating issues early.



## POTENTIAL

- We focus on being the best we can be and in-turn inspire others.
- We will be open to change and will pursue opportunities.
- We will continually seek to improve how we do things and build upon each other's ideas.
- We make time to seek and provide feedback to support each other.
- We encourage and support innovation and initiative.



## POSITIVITY

- We inquire with curiosity, actively listen to others and are open to new perspectives.
- We approach issues looking for solutions.
- We remain calm and respectful when working through difficult situations.
- We focus on being open and adaptable.
- We invest in our physical and mental wellbeing.