



## Team Leader Urban Operations

### POSITION DESCRIPTION

<b>Position Number:</b>	3010
<b>Portfolio:</b>	Transport and Utilities
<b>Business Unit:</b>	Civil Works
<b>Team:</b>	Urban Operations
<b>Position Status:</b>	Permanent Full Time
<b>Classification:</b>	QLGIA (Stream B) Level 6
<b>Reports To:</b>	Supervisor Urban Operations
<b>Revised:</b>	July 2025

#### ***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 activities associated with Council's infrastructure assets (roads, drainage, water and waste water) 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 to perform a wide range of tasks associated with the maintenance and construction of Council's infrastructure assets.
3. Assist in the forward planning and the organisation of works.
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.
6. Read and carry out basic instructions of moderate complexity and make simple reports.
7. Operate and maintain small machines and hand tools.
8. Report any defects or problems to Supervisor, e.g. equipment or safety concerns.
9. Act as a role model for Council's Values and Behaviours at all times and display a high level of professional and ethical conduct.
10. Refer matters that may impact upon the business, Council and employees to the relevant Supervisor or Manager.
11. Undertake other relevant duties as directed, consistent with skills, competence and training.





## ***Position Requirements:***

### **Skills/Competencies**

1. Experience in the operation and construction of roads, drainage infrastructure and construction of water and wastewater infrastructure.
2. Ability to lead, motivate and direct members of the team.
3. Ability to undertake a range of civil construction and maintenance tasks with limited supervision.
4. Ability to prioritise, plan and organise workloads and coordinate the work of others.
5. Experience in the methods of concrete and pavement construction.
6. Effective time management and organisational skills.
7. A working knowledge of the requirements for small machinery and hand tool operation and maintenance.
8. Good communication (oral and written) and interpersonal skills relevant to the position and strongly focused on the provision of quality customer service.
9. Sound level of numeracy and literacy in order to read and carry out instruction, interpret construction plans of moderate complexity and make simple reports.
10. A sound understanding of applicable legislative requirements.
11. Experience and capable of working harmoniously and productively in a diverse and multi skilled work team.

### **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 motor vehicle driver licence.

### **Desirable Qualifications, Licences and Experience**

1. Experience in a local government environment.
2. Traffic Management Implementation (formerly Traffic Management Level 2).
3. Appropriate licences and experience in plant operation.
4. Ability to obtain an "MR" Class Licence.
5. First Aid Certificate.
6. Confined Space Certificate.
7. Certificate III in Construction.
8. Authorised Person for 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. Provision of a satisfactory Criminal History Check - Police Certificate (Australia Wide Name Only Police Check).
5. Must be available to work the on-call roster if required.
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 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.

### ***Acknowledgement:***

This Position Description has been designed to indicate the general nature and level of work performed by employees within this classification. It is not designed to contain or be interpreted as a comprehensive inventory of all duties, responsibilities and qualifications required of employees assigned to the role.

