



POSITION DESCRIPTION

Position Title	Team Leader – Unsealed
Position Code	7136
Directorate	Community & Infrastructure Services
Work Group	Field Services
Position Classification	Band 4
Effective Date	July 2024

Our Vision

The Rural City of Wangaratta prides itself on being a community that is connected, sustainable and contemporary. We provide our community with diverse opportunities to participate in the arts, sport and recreation, and in cultural events and programs to bring them together to connect and celebrate the great place in which we live. Our staff enjoy the regional lifestyle and the benefits of a community situated within a gourmet food and wine region, with a wide range of outdoor adventure activities, and serviced by excellent education and health facilities. We live in a place where good things grow.

Our Values

Our staff are our greatest asset. Our success comes from the everyday demonstration of our values, being:

- **Trust**, to have confidence in the character and competence of our work colleagues.
- **Respect**, to acknowledge all people as individuals with inherent worth and value.
- **Openness**, where we are frank, honest and accountable in our dealings.
- **Fairness**, so we treat colleagues and customers fairly and consistently.
- **Excellence**, to contribute to outstanding services, systems and relationships.
- **Enjoyment**, so we obtain personal satisfaction from our work and display our enjoyment in the workplace.

1. Position Objectives

- 1.1. Provide supervision and assistance to works teams to ensure Council completes the required maintenance and construction programs.

2. Working Relationships

3.

Reports to	Works Supervisor - Unsealed
Supervises	N/A

4. Key Responsibilities

- 4.1.** Lead maintenance and construction teams as Coordinated with Works Supervisor, ensuring relevant standards are met as illustrated in Councils Road Management Plan.
- 4.2.** Ensure that all Occupational Health and Safety requirements are met, by completing SWMS, Site Inductions and supervision of Traffic Management.
- 4.3.** Operate plant and equipment including trucks, front end loader, backhoe and chainsaws to manufactures specifications.
- 4.4.** Maintain accurate diary, works records, and time sheets ensuring that all labour and plant hours are recorded.
- 4.5.** Work cooperatively with other Council staff to achieve work requirements efficiently and effectively.
- 4.6.** Assist other works teams as requested.

5. Core Physical Requirements

- 5.1.** Capacity to, on occasion lift items unspecified in weight from ground level to waist level.
- 5.2.** Capacity to walk on uneven surfaces.
- 5.3.** Capacity to work outdoors in all weather conditions.
- 5.4.** Capacity to sit for long periods of time.
- 5.5.** Demonstrated ability to perform physical labouring duties.
- 5.6.** Demonstrated ability to work in confined areas and at heights.

6. Accountability and Extent of Authority

- 6.1.** Authorised to undertake work in accordance with various internal maintenance arrangements.

6.2. Accountable for fulfilling obligations under the Occupational Health and Safety Act and Councils Occupational Health and Safety Policy.

6.3. Authorised to take appropriate action to ensure the safety of Staff, Contractors and members of the public.

7. Judgement and Decision Making

6.1 Tasks are generally undertaken using established procedures and are clearly defined.

6.2 Problem Solving will require some originality in approach with solutions usually based on previously encountered procedures and practices.

6.3 Guidance and advice will always be available.

8. Knowledge and Skills

7.1 Specialist Skills and Knowledge

7.1.1 Demonstrated ability in completing various maintenance and construction activities.

7.1.2 Demonstrated ability to drive and operate plant and equipment relevant to outdoor maintenance and construction.

7.1.3 Developed observation skills and ability to identify hazards, interpret plans, drawings and works instructions.

7.1.4 Ability to safely sign work sites in accordance with the Traffic Management Code of Practice.

7.1.5 Basic computer skills.

7.2 Management Skills

7.2.1 Ability to effectively and efficiently utilise resources.

7.2.2 Ability to reach objectives within a time frame.

7.2.3 Ability to work with no supervision on occasion.

7.2.4 Ability to manage time effectively, facilitating strong team performance.

7.3 Interpersonal Skills

7.3.1 Ability to communicate verbally and in writing.

7.3.2 Ability to liaise with customers, contractors and suppliers.

7.3.3 Ability to lead a team effectively through strong communication

9. Qualifications and Experience

9.1. Certificate III in Civil Construction is preferred or relevant experience in outdoor maintenance and construction.

9.2. Demonstrated industry experience relating to road maintenance and construction activities.

9.3. Traffic control certification: stop slow bat/ implement traffic control plans.

9.4. Chainsaw certification - trim and crosscut and current First Aid level 2 certificate.

9.5. Certificate of competency in the operation of front-end loader/ backhoe.

9.6. Previous experience in supervision of work teams.

9.7. A current driver's licence - heavy rigid licence is preferred.

10. Key Selection Criteria

9.1 Certificate III in Civil Construction is preferred or relevant experience in outdoor maintenance and construction.

- 9.2 Demonstrated industry experience relating to road maintenance and construction activities.
- 9.3 An understanding of construction principles and procedures.
- 9.4 A current driver's licence- heavy rigid licence is preferred.
- 9.5 Certification in Traffic Control: stop slow bat/implement traffic control plans.
- 9.6 Chainsaw certification - trim and crosscut and current First Aid level 2 certificate.
- 9.7 Previous experience in supervision of work teams.
- 9.8 Previous experience working within a team environment.
- 9.9 Knowledge of Occupational Health & Safety practices.

Authorised by: Director – Community & Infrastructure

Date:

Employee's Signature:

Date:
