

POSITION TITLE: Team Leader **POSITION NO:** 2134

EMPLOYMENT TYPE: Permanent Full Time

CLASSIFICATION: Level C to D (depending on qualifications and experience)

CERTIFIED AGREEMENT: Field Staff **AWARD:** QLGIA

DEPARTMENT: Infrastructure

BRANCH: Works

REPORTS TO: Supervisor Works

ORGANISATIONAL VALUES: Honesty Respect Accountability Integrity Unity

1. PRIMARY ROLE

Provide skilled assistance to Supervisors and teams responsible for the delivery of construction and maintenance activities to the State and Council controlled transport assets.

2. KEY RESPONSIBILITIES

Key duties and responsibilities may include, but are not limited to:

1. Lead and manage allocated teams to maximise the overall performance of the team to deliver allocated works effectively, efficiently and in line with Council values.
2. Read and interpret plans and instructions and provide daily progress reports to the Supervisor as required.
3. Supervise employees, contractors and/or other subordinate employees.
4. Demonstrated ability to understand directions and to communicate information and instructions effectively with internal and external stakeholders.
5. Exercise responsibility for work groups including the completion of work assignments, standards of work quality and/or compliance with regulations, codes, and specification.
6. Assist senior officers with the establishment of work programmes of a complex nature.
7. Assist in completing and implementing project management, forward resource and procurement plans and provide support to the team in periods of absence of the Supervisor using discretion and judgement.
8. Ensure all required documentation is completed ensuring the correct level of data is provided to manage Councils WHS obligations and Asset Management systems.
9. Liaise with stakeholders affected or involved with any assigned works with a high level of professionalism.
10. Complete additional activities and reasonable directions given by management including labouring duties, and operation of plant and equipment when required.

3. ADDITIONAL FACTORS

- Participation in after hours and weekend work is a requirement of this position
- Level of fitness required to undertake a broad range of physical tasks
- Working outdoors in hot conditions

4. ACADEMIC, TRADE QUALIFICATIONS AND OTHER LICENCES - MANDATORY

- Minimum requirement of a current C Class driver's licence
- General Safety Induction for Construction Worker Certification (White Card)
- Minimum requirement of a Certificate III in Civil Construction
- Certificate IV Civil Construction (desirable or willing to obtain)
- MR Truck Licence (desirable)
- Plant Tickets (desirable)

5. KEY SELECTION CRITERIA

1. Substantial practical experience in a similar role, preferably in a local government environment.
2. Demonstrated working knowledge of techniques and guidelines for road construction and maintenance, and relevant quality assurance.
3. Proven leadership skills with the ability to stimulate a high level of performance and foster teamwork within all members of the team including contractors.
4. Sound literacy and numeracy skills with the ability to undertake calculations associated with level control and costings, project budgets and associated paperwork.
5. Computer skills with knowledge of the MS Office Suite and Corporate Software Systems (e.g., Technology One).
6. Demonstrated experience in logistics and the efficient and effective allocation of staff and resources, establishing work priorities and meeting deadlines.

WORKPLACE HEALTH AND SAFETY

The employee will comply with their health and safety duties as detailed in the *Work Health and Safety Act 2011* and Council's Workplace Health and Safety Management System Plan. Employees will also comply with: -

- Their health and safety duties as stated in Council's procedure titled Work Health and Safety Duties and Responsibilities.
- Instructions given by the manager and/or supervisor in respect of the health and safety of themselves and other persons.

CUSTOMER SERVICE

The employee will provide excellent customer service to internal and external customers.

FRAUD, CORRUPTION AND RISK MANAGEMENT

- Report any risks identified (including fraud and corruption) in the performance of duties and responsibilities related to routine day to day activities and special projects.
- Participate and contribute to the conduct of a documented risk assessment that includes fraud and corruption prevention, evaluation, analysis and mitigation of Council's risk exposure.

INTELLECTUAL PROPERTY

Security of Council information viewed or accessed during the performance of duties is contained in the provisions of the Employee Code of Conduct. Subsequently, employees are required to ensure the security and appropriate intended use of Council information at all times.

AUTHORISATION	
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