

Position Description

TEAM LEADER UNSEALED ROADS

Alpine Shire Council's Values - ICARE

Innovation | Collaboration | Accountability | Respect | Empowerment

Our shared values and behaviours are integral to how we go about our work, interact with each other and our community.

Child Safety Commitment at Alpine Shire Council

Alpine Shire Council is committed to being a child safe organisation. Every child and young person has the right to feel safe. All our employees have a shared responsibility to protect children and young people from harm and abuse. Alpine Shire Council have established policies, procedures and training to achieve these commitments.

Diversity & Inclusivity at Alpine Shire Council

Alpine Shire Council is an Equal Opportunity employer. We value people of all abilities, people from culturally and/or linguistically diverse backgrounds and First Nations peoples. We are committed to upholding a safe, inclusive and respectful workplace that values the contribution of all

POSITION OVERVIEW

As Team Leader Unsealed Roads, you will be responsible for leading, supervising and coordinating maintenance and construction activities on unsealed roads ensuring safety, efficiency and compliance with organisational directives and the required legislative standards.

We are invested in our people and champion a culture where diverse perspectives are valued, learning is encouraged, and your contribution has real impact. If you're motivated, community-minded, and looking to build a meaningful career in local government, you'll find opportunity and purpose at Alpine Shire.

CLASSIFICATION AND RELATIONSHIPS

Classification:	Band 4 Alpine Shire Council Enterprise Agreement
Reports to:	Senior Team Leader Roads
Supervises:	Unsealed Roads Crew (Plant Operator), Drainage Leading Hand, Environmental Crew and contractors (as necessary)

KEY DUTIES AND RESPONSIBILITIES

Key duties and responsibilities include:

- The application of relevant civil construction knowledge and appropriate practices.
- Supervision and direction to team members, plant operators and on-site contractors.
- Coordinating daily maintenance operations including the efficient use of plant, materials and equipment.
- Daily recording and reporting of outputs, repairs and works completed.
- Operating and maintaining plant and equipment safely and effectively
- Complying with the Occupational Health & Safety Act, Regulations and Codes of Practice.
- Ensure all worksites comply with Council's health and safety policies and traffic management requirements.
- Competently and safely driving/ operating/using/maintaining vehicles, plant, machinery, equipment and tools in accordance with manufacturer's specifications and Regulations.
- Provide a high level of customer service to internal and external stakeholders.
- Identify ineffective and inefficient processes, methods and practices and use of resources.
- Provide recommendations and assist with implementation of improvements.

Accountability and extent of authority

Supervise civil works to maximise efficiencies and continually seek to increase effectiveness

- Provide external contractors and internal works staff with instructions
- Regularly update and report to Senior Team Leader Roads and/or Works Coordinator
- Ensure appropriate documentation is up to date
- Ensure works are within budget and carried out in the most cost-effective manner

Supervise and organise weekly tasks in the works area to maximise efficiencies and continually seek to increase effectiveness

- Update and report to Senior Team Leader Roads and/or Works Coordinator
- Ensure works are completed within timelines
- Ensure plant and equipment are utilised in an efficient manner
- Provide advice and support on a range of issues within the civil maintenance area

Perform the duties of a plant operator/general purpose employee

- Assist with the logistics for a wide variety of council supported events, including traffic management, road closure, street cleaning, signage, banner erection and removal, lighting displays and the like.

Operate and maintain equipment required for use in the civil area

- Operate plant and equipment in accordance with safe operating procedures
- Perform daily checks on plant and equipment and report major defects to Administration Officer (Depot Operations) and or Senior Team Leader Roads
- Carry out regular maintenance and attend to any minor defects
- Provide advice and support to staff on any plant and equipment issues
- Treat plant and equipment with respect, and operate it in the most effective and cost-efficient manner

Emergency management

- Assist Council in dealing with any emergency situation including the operation of Council and/or the wellbeing of the community in consultation with the immediate supervisor or manager.

Other duties

- Promote Council and its activities regularly, proactively and positively
- Record the need for maintenance and/or repair of Council assets observed during normal duties. If the matter can be readily dealt with, rectify on the spot, otherwise liaise with relevant employees to ensure prompt rectification.
- Assist the Senior Team Leader Roads and or Works Coordinator to develop and manage agreed annual maintenance expenditure projects, including unsealed road re-sheeting / drainage and sealed road resealing program.

- Duties are to be performed under direction and/or supervision of Senior Team Leader Roads and/or Works Coordinator and in accordance with individual work plan, the department business plan, work schedules, maintenance schedules, service standards, manufacturer's specifications and relevant Acts and Regulations, as appropriate.
- Display a punctual, reliable and positive approach to work.
- Review and update work procedures as directed and report on system weaknesses and methods of control.
- Continually review and improve work methods associated with this role.
- From time to time the employee may be required to undertake duties in addition to those above, but which fall within the employee's capabilities, experience, skills, competence or training in consultation with their supervisor and or manager.
- Adherence to responsibilities described in this document, all employees must comply with the Alpine Shire Council's Code of Conduct and Corporate Policies.

Judgement and decision making

- Problem solving will require some originality in approach, with solutions to issues coming from previously encountered situations.
- Decisions are generally made in accordance with documented and established procedures and practices and industry standards.
- Tasks to be performed will involve selection from a range of techniques, systems, equipment, methods or processes. The employee is required to select the most appropriate option, so as to achieve the best outcome. Personal judgment may be required.
- Guidance is always available from Senior Team Leader Roads.
- Complex or sensitive matters must be referred to Works Coordinator or Operations Engineer.
- Ability to follow procedures

Team Leader Management skills

- Ability to work effectively and with minimal supervision.
- Ability to manage your time and plan your day.
- Ability to manage time and establish priorities.
- Ability to promote safe teamwork and safe work practices.
- Ability to train other staff in areas outlined in this position description.
- Ability to project a positive image in communicating with both internal and external customers at all times.
- Ability to communicate effectively both verbally and in writing.
- Ability to gain cooperation and assistance from team members and other employees.
- Able to discuss and resolve problems amicably.

Interpersonal skills

- Well-developed oral and written communication skills with customers, other employees and members of the public

- Display a punctual, reliable and positive approach to work
- Able to identify problems, suggest solutions and make improvements.
- Willing to seek guidance and advice when required.
- Willing to undertake training relevant to the position.
- Respond positively and enthusiastically to assigned tasks.
- Ability to work flexibly and co-operatively as part of a team.
- Display a punctual, reliable and positive approach to work.
- Display and promote a positive image of Council through appearance, attitude and performance of tasks.

EXPERTISE

Qualifications

Mandatory

- Working with Children Check
- National Police Check and pre-employment medicals.
- Certificate 3 in Civil Construction or equivalent extensive experience in current civil maintenance and construction practices.
- Current Victorian Driver's licence.

Training will be provided for the successful applicant, but any existing skills or competencies as described below will be well regarded:

Desirable skills & competencies

- Control traffic with a stop/slow bat (RIIWHS205D)
- Implement traffic management plan (RIIWHS302D)
- Heavy Combination Truck licence.
- Operate and maintain chainsaws (AHCMOM213)
- Prepare to work safely in construction industry (CPCCWHS1001)
- Accredited Competency Certificates (or competency but not ticketed) in relevant earthmoving machinery including (but not limited) to Front End Loader, Backhoe, Grader, Excavator, Roller, Skid Steer, Dozer or Forklift.

Specialist knowledge and skills

- Safe and competent operation and maintenance of vehicles, plant, machinery, tools and equipment.
- Extensive working knowledge of current civil maintenance and construction practices. Knowledge of Alpine Shire Council Plan and relevant Council strategies, and an understanding of how these documents impact upon the employee's position and role in the organisation.
- Able to provide instruction and on the job training in civil maintenance, construction and plant and equipment practices and techniques to works staff.
- Ability to identify hazards and ability to rectify in a safe manner.

Experience

- Experience in current civil maintenance and construction practices.
- Experience in implementing and monitoring traffic management plans.
- Experience in maintaining and repairing heavy equipment.
- Experience using an iPad, understanding of basic IT and experience in emails.
- Demonstrated capacity to provide good customer service/public relations skills.
- Proven ability to work with limited supervision.
- Understanding of the role and its organisational context including relevant policies and procedures.
- Knowledge of and ability to effectively use relevant technology systems and applications relating to key responsibilities.
- Proven developed multi-tasking and problem-solving skills and the ability to work independently, prioritise tasks and meet deadlines.
- Similar experience in a role is desirable.

HEALTH, SAFETY AND RISK DUTIES AND RESPONSIBILITIES

Nothing is more important than the health and safety of yourself and those around you. You must:

- Perform all tasks in a manner that does not place at risk the health and safety of any person
- Seek assistance when unsure of how to perform a task
- Ensure you observe, understand and comply with all Occupational Health and Safety Legislation, Regulations, Codes of Practice, Policies, Procedures and directives
- Regularly inspect your work environment for hazards
- Immediately report all workplace incidents, accidents, near-misses and hazards to a supervisor
- Support the return-to-work plan for any injured worker when returning to work
- Council Employees do not smoke in any workplace or when engaged in work related activities. Smoking is an issue for both Council and employees as it impacts on both the work and personal life of the smoker and other employees and in some cases the reputation of the Council

PHYSICAL REQUIREMENTS

Daily work will be performed in an outdoor environment, as such:

- You will be exposed to those conditions normally encountered in an outdoor environment
- Physical demands are moderate to strenuous, consisting of the ability to sit, stand, stoop, reach, bend, climb, lift and pull using safe manual handling practices
- You must be able to see and hear in the normal range, with or without correction, and communicate well both verbally and in written form, and must be

- able to be understood
- You must have the stamina to work long hours, if assigned, and must be willing
- to work an irregular schedule, which may include weekends, holidays, evenings,
- and/or varying shifts
- The work environment may include uneven surfaces and up and down stairs