

Position Description

Senior Team Leader - Civil

Position Title:	Senior Team Leader - Civil	Directorate:	Infrastructure & Works
Position Number:	100931	Department:	Capital Works
Employment Status:	Full-Time	Position Type:	Outdoor Employee
Employment Type:	Permanent	Location:	Work Centre
Classification Structure:	Grade 3		
Reports to:	Coordinator – Capital Works		

PRIMARY PURPOSE:

This role provides specialised coordination of civil construction works, including roads, footpaths and related infrastructure. The Senior Team Leader applies advanced skills and knowledge across construction methods, materials and systems, while leading the effective planning, scheduling and delivery of programmed works. The role requires a high level of capability in coordinating resources, managing timeframes, forward planning and organising crews to ensure efficient and compliant project outcomes.

ORGANISATIONAL REPORTING RELATIONSHIPS:

1. Internal:

- The **Senior Team Leader** reports to the **Coordinator – Capital Works** on all operational and management matters.
- The role is a key contributor to the Civil Construction Team and will liaise with the Chief Executive Officer, Directors, Managers and all other employees of Council.

2. External:

- The role will liaise with external stakeholders such as members of the public, ratepayers, community members, industry suppliers, service providers, visitors and contractors.

Accountabilities And Responsibilities

Operational Responsibilities / Job specific	• Operate and supervise high-risk construction works including heavy plant machinery operation with minimal supervision, taking ownership of on-site decisions to maintain workflow, quality and safety. • Implement, monitor and uphold quality control measures across all works. • Exercise sound judgement and discretion, applying advanced skills with a high level of accuracy. • Supervise, support and guide team members, including contributing to training and development. • Interpret detailed construction plans and specifications to ensure accurate delivery of works. • Foster a productive team environment and contribute to effective, practical decision-making on site.
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	• Maintain strong working knowledge of Work Health & Safety requirements, actively promoting and enforcing safe work practices. • Lead daily pre-starts and ensure Safe Work Method Statements (SWMS) are understood, applied and followed. • Oversee plant and equipment use, ensuring servicing requirements are met and faults are identified and reported promptly. • Ensure all documentation, including work orders and customer requests, is completed accurately dealt with in a timely manner. • Coordinate the installation, removal and recording of traffic control and signage in accordance with relevant standards. • Undertake site inspections, investigations and risk assessments, implementing controls and reporting outcomes as required. • Apply a high level of practical knowledge across civil construction and maintenance activities to guide works on site. • Ensure completion and accuracy of timesheets and associated administrative requirements. • Undertake other duties as directed, consistent with the level and responsibilities of the role.
Team Work and Collaboration	▪ Collaborate with all council employees and proactively share knowledge to help build and maintain skills and capability. ▪ Perform duties in a manner that fosters cooperation and maintains positive working relationships with team members. ▪ Show respect for others and their viewpoints, contributing to an inclusive and respectful workplace culture. ▪ Deliver high-quality, compliant work and advice that earns trust and promotes respect from colleagues and the community. ▪ Work collaboratively with team members and stakeholders to achieve outcomes effectively and on time. ▪ Assist in the delivery of daily team operations, participating in team meetings, and allocating work tasks. ▪ Contribute to an inclusive workplace culture by respecting diverse perspectives and encouraging open, constructive communication ▪ Take ownership and responsibility for delivering activities that benefit the community and align with council goals, strategic and annual plans.
Customer Service	▪ Represent the Council in a professional and positive manner ▪ Ensure that a high standard of customer service is maintained to both internal and external customers. ▪ Identify and contribute to opportunities for continuous improvement in service delivery.
Organisational Responsibilities	▪ Actively participate in professional development and training activities and contribute to the achievement of individual performance objectives. ▪ Take ownership of work priorities to ensure tasks are completed accurately, efficiently, and to a high standard. ▪ Ensure all assigned work is delivered within agreed timeframes, budgets, and quality expectations. ▪ Support and promote a diverse and inclusive workplace culture that prioritises the safety and wellbeing of children, young people, the community, and employees.

	▪ Employees may be required to perform additional duties that are within the scope of their skills, competencies, and training, consistent with their classification level. These duties may be undertaken across various areas of the Council, as directed, to support organisational needs and service delivery. ▪ This role may require reasonable after-hours activities and overtime when required by business needs.
Governance, Risk and Compliance	▪ Undertake all activities in accordance with Council's code of conduct, values, policies, procedures, delegations and legal obligations. ▪ Comply with Work Health and Safety (WHS) policies, procedures and safe work practices. ▪ Promptly report hazards, incidents, injuries or unsafe practices in accordance with Council requirements. ▪ Ensure adherence to all relevant legislation, regulations, and organisational standards to maintain compliance with legal, safety, and certification requirements. ▪ Proactively identify areas of non-compliance and support the implementation of corrective actions. ▪ Maintain current knowledge and expertise in relevant fields, including awareness of industry best practices and updates to legislative and regulatory frameworks. ▪ Monitor compliance with applicable Acts, Regulations, and standards to meet legal and certification requirements, report non-conformances and implement corrective actions as needed. ▪ Participate in professional development and training activities and maintain up-to-date certifications and complete all mandatory compliance and training requirements.

Key Selection Criteria	
Essential Qualifications	▪ White Card ▪ A Certificate IV in Civil or Building Construction ▪ Experience supervising or leading civil construction crews ▪ Experience in planning and coordinating daily site construction works
Desirable	▪ Strong understanding of Local Government construction or maintenance environments ▪ Experience using job management systems, field apps, or digital reporting tools ▪ Experience managing subcontractors or coordinating multiple work crews ▪ Traffic management exposure or coordination
Licences	• Current registration to work with vulnerable people (RWVP) • Medium Rigid Truck "MR" Class license
Skills and Experience	• Minimum five years' experience in a similar role, with proven ability to lead and contribute effectively within a diverse team. • Strong problem-solving, communication, literacy, and interpersonal skills with the ability to work effectively with others, build positive working relationships and lead small teams when required.

	▪ Strong organisational, time management, and multitasking skills with high attention to detail and the ability to prepare, review, and manage documentation and data accurately. ▪ Sound understanding and practical application of WHS and quality control principles, with the ability to always maintain compliance and confidentiality. ▪ Demonstrated experience operating heavy plant and equipment (up to 24T GVM), including excavators, backhoes, tip trucks, and trailers in a road construction or maintenance environment.
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Work Environment

Glenorchy City Council is a values-based organisation, committed to attracting, recruiting, and retaining individuals who uphold our values and actively contribute to the positive culture we aspire to build.

We are dedicated to maintaining high standards of performance in all areas, particularly in relation to Community, Work Health and Safety, Diversity, and Child Safety. All employees are expected to contribute to a safe and inclusive work environment by:

- Promoting and maintaining safe working conditions and practices.
- Supporting fair and equitable access to employment, promotion, training, and personal development.
- Actively working to eliminate workplace harassment and discrimination.
- Ensuring compliance and reporting obligations to safeguard children and young people.

The behaviours and performance standards expected of all Council employees are governed by our Code of Conduct, Workplace Values, Directives and guidelines.

Please note that Glenorchy City Council is a drug, alcohol and smoke-free workplace.

Our Values



WE RESPECT EACH OTHER

We respect the skills, knowledge and diversity of our team mates
Everyone is heard and is valued
We care for the well-being and safety of each other
We check in on each other without being prompted
Listening and being listened to matters



WE ARE TRUSTED

I've got your back and you've got mine
We do what we say we will
We are empowered
Have honest and open conversations
We are trusting and trustworthy
We learn from our mistakes and share what we learn



TOGETHER WE ARE BETTER

Robust and thoughtful decision making together
Solving important problems together
We reach out to others and across teams for help
We collaborate more and handball less
Share our skills and knowledge



WE DELIVER

We serve and stand up for our community
We knuckle down and focus on what matters
We are courageous and determined to find a way
We seek opportunities to continually improve outcomes and then we act on them

Our Culture

This is OUR WAY to achieve results through our people and teams to make Glenorchy a better place every day.

WE FOSTER AND MODEL A CULTURE WHERE:

We **RESPECT** others and their viewpoints as being as important as our own
We trust and are **TRUSTED** by each other
We know that by working **TOGETHER** we achieve better outcomes
We take personal responsibility, and together we **DELIVER** for our community

ACKNOWLEDGEMENT:

I have read and agree to abide by the requirements of this position description.

Employee Name:			
Employee Signature:		Date:	