

Position Description

Team Leader Roads



Position details

Department	Infrastructure and Utilities			
Service Unit	Roads			
Reports To	Roads Coordinator			
Award Classification	Band	Operational	Level	4
	Status	Full time (Permanent)	Salary	Grade 4
Standard Hours	38 hours per week			
Staff Accountability	Direct	Nil	Indirect	4-6

This document describes the key accountabilities, duties and required capabilities of the position and is not designed to be prescriptive. The incumbent can expect to undertake other duties in addition to those described in this document, in line with changing strategic and operational requirements.

Position purpose

Lead and actively participate in the day-to-day delivery of Council's road construction and maintenance activities, providing on-site leadership and coordination of employees, plant, materials and contractors.

The position is responsible for coordinating work at the job site, providing day-to-day direction to the crew and ensuring works are completed safely, efficiently and in accordance with Council requirements, approved work instructions, specifications and traffic management arrangements.

The position supports the delivery of Road Maintenance Council Contract (RMCC) works and works closely with the Roads Coordinator to identify and escalate operational, safety, performance and resourcing matters.

Skills and competencies

The incumbent will be required to demonstrate and maintain skills and competencies relevant to the position in line with those set out in the *Local Government (State) Award* for Operational Band 1, Level 4.

Authority and delegations

The incumbent has the authority to take any reasonable action that is consistent with the accountabilities and duties of the position, as described in this document, and to ensure the safe and efficient undertaking of work activities. The incumbent's authority to act is subject to any limitation imposed by Council policies and procedures.

Under section 378 of the *Local Government Act 1993*, the General Manager may sub-delegate powers, authorities, duties or functions of Council to this position. The incumbent must exercise any delegations conferred to the position in accordance with Council's Code of Conduct and all relevant Council policies and procedures.

Position accountabilities and corporate responsibilities

Key Accountabilities

- Provide day-to-day leadership and coordination of the Roads crew, allocating work activities and providing clear direction, practical guidance and support in accordance with the work program and direction of the Roads Coordinator.
- Coordinate and actively participate in road construction, maintenance, drainage, concreting, traffic services and other civil works, ensuring works are completed safely, efficiently and to the required quality and standard.
- Monitor the progress and quality of works, identify operational or resourcing issues and promptly escalate matters outside the position's authority to the Roads Coordinator.
- Promote a positive and accountable team environment and provide feedback to the Roads Coordinator regarding employee performance, conduct, capability, training needs or other workforce matters requiring attention.
- Provide on-site safety leadership, including conducting pre-starts, toolbox talks, risk assessments and hazard identification, and ensure employees comply with Council's WHS requirements, safe work procedures and identified risk controls.
- Monitor worksite safety and changing site conditions, address unsafe practices and stop work where an immediate or uncontrolled risk is identified, ensuring hazards, incidents, injuries and near misses are reported and escalated appropriately.
- Ensure employees undertaking work activities hold the required licences, competencies, training and authorisations and that plant and equipment are operated, inspected and used safely.
- Ensure roadworks are undertaken in accordance with approved traffic management plans, traffic guidance schemes and associated controls, including ensuring traffic controls are correctly established, maintained and monitored and that employees follow approved arrangements.
- Lead and participate in the on-site delivery of Road Maintenance Council Contract (RMCC) works, ensuring works are undertaken in accordance with applicable work orders, specifications, standards, safety requirements and Council procedures.
- Monitor RMCC works for quality and progress, maintain required site-level records and promptly report defects, variations, delays or other issues to the Roads Coordinator.
- Ensure worksites are maintained in a safe and orderly condition, with appropriate consideration given to the safety of employees, contractors, road users and members of the public.
- Undertake other duties within the employee's skills, competence and training as reasonably directed.

Professional Conduct Responsibilities

- Consistently demonstrate behaviours that comply with Council's Code of Conduct and Equal Employment Opportunity (EEO) principles.

Performance Responsibilities

- Actively perform as a team member and contribute to the outcomes of work teams in a collaborative, professional and productive manner.
- Regularly review and appraise own performance against required levels and assess and improve work practices and procedures on a continuous basis to achieve or exceed Council's strategic and operational goals.

- Undertake training and attend professional development opportunities, if and as required.

Customer Service Responsibilities

- Comply with Council's Customer Service Charter and Standards and communicate with customers in a professional and courteous manner, ensuring that customer enquiries, requests and complaints are managed within required timeframes.
- Convey a professional image of Council and dress appropriately for their role, including wearing a prescribed uniform, if required.

Fraud and Corruption Control Responsibilities

- Execute work with probity, accountability and transparency in order to prevent incidences of fraud and corruption in Council's organisation and operations.
- Report any alleged or actual incidences of fraud and corrupt behaviour using relevant mechanisms outlined in Council's Fraud and Corruption Control Policy.

Risk Management Responsibilities

- Identify, assess, evaluate and treat risk relevant to the position.

Work Health and Safety Responsibilities

- Fulfil specific responsibilities, duties and due diligence requirements under the *Work Health and Safety Act* and Council's relevant safe work instructions, policies and procedures.
- Ensure that Work Health and Safety is always at front of mind and a number one priority, taking reasonable care for health and safety of individual, colleagues and members of the public.
- Participate in delivering a positive WHS culture, including having a proactive involvement in reviewing safe systems of work compliance and the implementation of continuous improvements in WHS.

Key Relationships

Who	Why
Internal	
Roads Coordinator	- Provides operational direction, work priorities and support - Receives escalation of safety, operational, resourcing and employee matters.
Manager Roads and Transport	Provides overall leadership and direction for the delivery of Council's roads and transport works program.
Roads employees	Provides day-to-day worksite leadership, direction and coordination to support safe and efficient delivery of works.
Council Staff	Collaborates on the planning and delivery of Council works and services.
External	
Transport for NSW	Liaises as required in the on-site delivery, inspection and completion of RMCC works.
Contractors and suppliers	Coordinates activities at the worksite and ensures requirements relevant to allocated works are communicated and followed.

Selection Criteria

Essential:

- Demonstrated experience in road construction, maintenance and associated civil works.
- Demonstrated ability to provide day-to-day leadership and coordination of a work crew in an operational environment.
- Demonstrated ability to plan and coordinate work activities, resources, plant and materials to achieve safe, efficient and quality outcomes.
- Sound knowledge of work health and safety requirements, including hazard identification, risk assessment and implementation of safe work practices.
- Demonstrated knowledge and experience in implementing and monitoring traffic management requirements for roadworks.
- Ability to interpret and apply work instructions, plans, specifications and relevant standards.
- Demonstrated problem-solving, organisational and time management skills.
- Effective communication skills, with the ability to provide clear worksite direction and work collaboratively with employees, supervisors, contractors and other stakeholders.

Desirable:

- Certificate III or IV in Civil Construction or a related discipline.
- Experience undertaking works associated with Road Maintenance Council Contracts.
- Relevant plant operation competencies.

Licence requirements and pre-employment screening

This position needs to attain and uphold the following licences/accreditations:

- Current NSW MR Driver Licence
- NSW Construction Card (White Card).
- Traffic Controller (TC) and Implement traffic control plans

This position requires the following pre-employment checks:

- Pre-Employment Medical.
- National Criminal History Check

Acknowledgement and acceptance

I have signed below in acknowledgement of reading, understanding and accepting the contents of this position description. I accept that, with consultation, my accountabilities, duties and required capabilities may be modified by Liverpool Plains Shire Council from time to time, as necessary.

Employee Name:

Employee Signature:

Date:

Authorisation

Approved by the General Manager:

Employee Name:

Employee Signature:

Date: