



RMO Team Leader

PD Version – April 2025

Next Review – April 2027

Mission

“By 2030 Cabonne Council will be ADAPTIVE, RESILIENT & PERFORMING organisation to maximise opportunities and to overcome the challenges faced by Council and our community.”

Values

SAFETY

RESPECT

PRIDE

TEAMWORK

Our COMMUNITY

Cabonne Council is a Child Safe Organisation that is dedicated to respecting children and young people. We prioritise their voices and views and we are committed to taking proactive measures to always keep children safe.

Position Details

POSITION NO(s):	TO604, TO605, TO606
DIVISION:	Operations
DEPARTMENT:	Transport Infrastructure
UNIT:	Transport
TEAM:	Delivery
POSITION LOCATION:	Molong, Cudal, Orange
EMPLOYMENT TYPE:	Permanent Full Time – 38 hrs/wk
SALARY SYSTEM GRADING:	Grade 5-6
REPORTING TO:	Transport Area Supervisor
NO. OF DIRECT REPORTS:	Approx 5
NO. OF INDIRECT REPORTS:	0
WORK FROM HOME:	This position is not suited to WFH arrangements.

Purpose of the Position

To assist with the facilitation and supervision of team operations to ensure the timely delivery of a quality Road Maintenance service within the Cabonne shire in accordance with Council's maintenance works programs and specified standards.

Key Duties & Accountabilities

Supervision & Operational Activities

- Assist with the supervision and participate with a 'hands on' approach in the provision of road maintenance activities including monitoring the methods of staff under your control, providing on the job instruction and ensure they meet the guidelines provided by Council.
- Facilitate and carry out roadside litter collection.
- Carry out relevant Environmental Checks and maintain roadside vegetation.
- Operate all plant and equipment in a safe and competent manner.
- Follow up customer requests issued through Councils Request system and Maintenance Management System.
- Assist with the implementation and the ongoing administration of Council's Road Management Plan.
- Prepare for works including arranging materials and resources.

- Set out and establish worksites and road works in accordance with relevant legislative guidelines and procedures.
- Communicate, solve, and discuss work problems with relevant staff /members of the public as required.
- Undertake tasks and duties as directed consistent with skill, competency, and training.

Work Health & Safety

- Comply with Council's WHS Policy and procedures including applicable SWMSs, SOPs, project/event safety management plans.

Code of Conduct and Ethical Behaviour

- Council staff must comply with all provisions made within Council's Code of conduct.
- You must not conduct yourself in a manner that:
 - Is likely to bring council or other council officials into disrepute.
 - Is contrary to statutory requirements or the council's administrative requirements or policies.
 - Is improper unethical.
 - Is an abuse of power.
 - Causes, comprises or involves intimidating or verbal abuse.
 - Constitutes harassment or bullying behaviour under this code or is unlawfully discriminatory.
- You must act lawfully and honestly and exercise a reasonable degree of care and diligence in carrying out your functions.

Qualifications and Experience

Qualifications:

Essential

- Construction Induction Certification (White Card).
- Class C driver's licence.
- Current traffic control certification

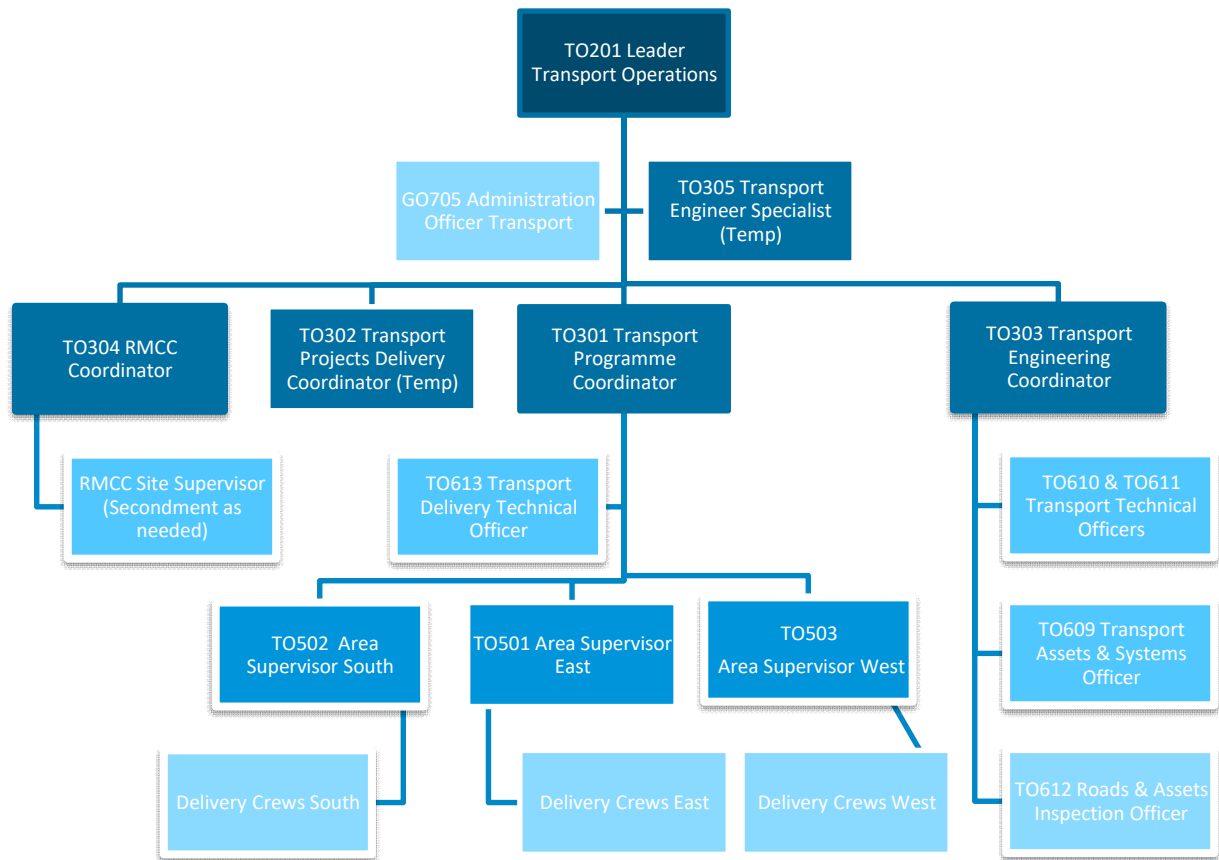
Desirable

- Working near overhead powerlines training
- Class HR driver's licence

Skills & Experience:

- Sound knowledge and experience in road maintenance operations.
- Sound communication skills.
- Experience leading a small team.
- Ability to manage time, set priorities and organise own work and that of subordinate employees.
- Ability to perform calculations and estimates.

Organisational Team



Cabonne Capability Framework

HIGH QUALITY SERVICE AND ASSET DELIVERY	
 MANAGING BUDGETS	- We are responsible financial custodians of public funds. - We adhere to good governance, financial management processes and systems. - We exercise our fiduciary duties and ensure budgets are managed sustainably with due regard for our long-term Financial Planning and Strategic Asset Management Plans.
 MANAGING RISKS	- We proactively identify threats and opportunities impacting on our objectives. - We actively manage these positive and negative risks to be at acceptable levels within our resources to achieve optimum outcomes for Council. - We ensure our risk-based decisions are appropriately recorded and are understood. - Risks to our people's safety is our priority we will reduce these risks as low as is reasonably practicable to ensure they are safe at work.
 MANAGING SERVICE DELIVERY	- We ensure council services are delivered in a timely manner with quality to meet the needs and expectations of our communities and stakeholders. - We manage our assets efficiently to ensure they are fit for purpose and sustainable for our communities into the future.
 MANAGING PROJECTS	We manage our projects through diligent project management processes and systems to ensure they are on time, on budget and delivery quality outcomes for key stakeholders.
ADAPTING, INNOVATING AND IMPROVING THE WAY WE WORK	
 INNOVATION & IMPROVEMENT	- We drive a culture of continuous improvement that encourages innovation, maximises value and eradicates waste. - We look to solve problems and make daily improvements. - We foster curiosity and questioning on the status quo to identify and maximise opportunities.
DEVELOPING AND VALUING OUR PEOPLE	
 LEADING PEOPLE	We provide leadership through valuing and respecting our people by: - Making the best use of their abilities. - Ensuring they are well informed of issues and changes that affect them. - Recognising effort and giving credit where credit is due. - Being honest and constructive in guidance and feedback given around their performance and behaviours. - Ensuring our workplace culture contributes to the overall wellbeing of our people.
 MANAGING SELF	As Council employees we display initiative and resilience, modelling appropriate behaviour, valuing safety, respect for others, and a willingness to continue developing and learning.
ENGAGING AND BUILDING RELATIONSHIPS WITH OUR KEY STAKEHOLDERS	
 MANAGING RELATIONSHIPS	- We expect quality customer service with a commitment to timely responsiveness to our community and stakeholders, so they are aware of our actions and decisions as soon as practicable. - We take time to ensure our communication methods are clear and appropriate to their audience to minimise misunderstandings and confusion. - We seek to actively engage and work collaboratively with our community on projects, problems and issues that affect them.