

Position Description

Date Reviewed:	March 2024	
Position:	Team Leader Construction	
Business Unit:	Works	
Directorate:	Operations	
Location:	Operations Centre	
Reports to:	Construction Supervisor	
Direct Reports:	3	
Remuneration:	Grade 7	
Award Classification:	Band 2 Level 2	
Hours of Work:	38 Hours Per Week 7am – 4pm 30 minute lunch break 9 day fortnight	Note: Hours may vary slightly subject to positional or seasonal change.

Council Vision & Mission

PRIDE

PASSION | RESPECT | INNOVATION | DEDICATION | EXCELLENCE

OUR VISION: A resilient, vibrant and connected community.

OUR MISSION: Provide infrastructure and services that meet the changing needs of our community.

Passion - Strive to always be at your best & to support colleagues to be at their best to provide outstanding service & outcomes.

Respect - Commit to always treating everyone in ways you would personally value being treated.

Innovation - Collaborate to creatively problem-solve with team members to generate new ideas being mindful of policy requirements.

Dedication - Be determined, resilient and relentless in delivering quality outcomes for the community regardless of the obstacles encountered.

Excellence - Commit to achieving & leading best-practice in our sector.

Position Statement

This position is responsible for coordinating the day-to-day operations of a Construction team for maximum efficiency, completing assigned Construction tasks.

Position Duties

- Organise, direct and supervise the road construction and maintenance grading activities
- Maintenance and cleaning of stormwater assets
- Supervise and guide the construction crew and conduct daily worksite inspections to monitor and deliver works in line with the assigned task
- Maintenance of minor traffic facilities
- Assist Contractors in sealing and resealing operations and asphalt laying as required
- Ensure WHS Procedures, SWMS, JSA's and SOP's are followed on work site
- Ensure all staff allocated to the works team have and use equipment safety
- Schedule the flow of jobs so as to minimise wasted time and travel time
- Provide correct cost numbers for all work
- Undertake basic clerical requirements of position
- Manage any contractors working in conjunction with team
- Record daily events, time spent on each job and activity for the Team; measure and record work completed in a site diary
- Complete and certify the correctness of timesheets for the Team
- Prepare and implement site specific Risk Assessment, updating on a daily basis and maintain records of all persons on site
- Prepare and implement Traffic Control Plans for each job, and maintain records of TCPs used
- Carry out other duties that are within the limits of the employees skills, competence and ability as required by Goulburn Mulwaree Council
- All staff are responsible and accountable for creating and keeping accurate and complete records of their business activity in accordance with Council's Records Management Policy and the Code of Conduct

Essential Selection Criteria

- Demonstrated knowledge of sealed and gravel road, drainage and other road infrastructure maintenance techniques
- Demonstrated extensive experience in a similar role
- Demonstrated staff supervisory experience, good organisational and communication skills
- Knowledge and understanding of role and responsibilities under the Work Health and Safety Act 2011
- Appropriate licences and certificates; including Class MR Drivers Licence, General Induction for Construction Work in NSW (WhiteCard) and RMS Traffic Control Level 1 & 2
- Demonstrated ability to emulate Council's values of passion, respect, innovation, dedication and excellence and to strive to achieve our vision and mission

Desirable Selection Criteria

- Demonstrated ability to interpret basic engineering drawings
- Demonstrated ability to show initiative and problem solving
- Senior First Aid Certificate
- Confined Spaces Certification
- RMS Traffic Control Certification – Level 3

Competencies

Entry Level:	Satisfactorily meets essential requirements
Level 1:	RMS Traffic Control Certification – Level 3
Level 2:	Demonstrated ability to work autonomously with minimal direction from Supervisor
Level 3:	Demonstrated ability to interpret basic engineering drawings and ability to show initiative and problem solving
Level 4:	1 year of satisfactorily demonstrating the LEAP commitments at the level required for the role

WHS Performance Measures & Responsibilities

Supervisors, Superintendents, Team Leaders	
Responsibilities:	Performance Measures:
All Supervisors are also considered as, and hold the WHS responsibilities of Workers	Refer to sheet, WHS Responsibilities and Performance Measures, All Employees/Workers.
Ensure all appropriate actions are taken to implement the WHS Policy and procedures to satisfy legislative requirements.	Staff are aware of all WHS related Policies, procedures and management systems.
Provide feedback to Managers with respect to performance monitoring and compliance with KPIs.	A reporting process to the relevant Manager has been developed for performance monitoring purposes.
Ensure staff are provided with specific WHS job/workplace training as part of their induction.	New employees have been provided with specific WHS job/workplace training.
Ensure staff use and maintain personal protective equipment (PPE) where required.	Evidence sighted that staff have appropriate PPE for job function and that PPE is used and maintained.
Hold meetings with staff to discuss WHS requirements	Evidence that regular toolbox meetings are held with staff to discuss WHS requirements (minutes kept and recorded)
Participate in incident investigations and reporting.	Evidence of assistance provided to Manager in relation to incident investigation when requested.
In consultation with workers, carry out site specific Risk Assessments and develop Safe Work Method Statements (SWMS) and Safe Working Procedures (SWPs) where required.	Evidence that site specific risk assessments have been completed. Evidence that Safe Work Method Statements (SWMS) and Safe Working Procedures (SWPs) have been developed where required. Evidence of consultation with workers.
Ensure staff performs work in accordance with Safe Work Method Statements (SWMS) and Safe Working Procedures (SWPs).	Demonstrated use of Safe Work Method Statements (SWMS) and Safe Working Procedures (SWPs).
Commitment to WHS and promote a risk assessment approach to all activities performed by Council.	Participation in formal and informal discussions, workplace inspections, hazard identification and risk assessments Contractor / visitor are subject to WHS induction.
Knowledge of WHS and related legislation	Attendance at WHS training sessions

Job Demands Checklist

The purpose of this section is to describe the physical and psychological risk factors associated with the job. Applicants must review this form to ensure they can comply with these requirements and successful applicants will be required to sign an acknowledgment of their ability to perform the job demands of the position.

Frequency Definitions

Occasional: Activity exists up to 1/3 of the time when performing the task
 Frequent: Activity exists between 1/3 and 2/3 of the time when performing the task.
 Constant: Activity exists more than 2/3 of the time when performing the task.
 Repetitive: Activity involves repetitive movements.

Demands	Description	Frequency				
		O	F	C	R	N/A
Physical Demands						
Kneeling/Squatting	Tasks involve flexion/bending at the knees and ankle, possibly at the waist in order to work at low levels		√			
Leg/Foot Movement	Tasks involve use of the leg and or foot to operate machinery					√
Hand/Arm Movement	Tasks involve use of hands/arms – e.g. stacking, reaching, typing, mopping, sweeping, sorting, and inspecting.		√			
Bending/Twisting	Tasks involve forward or backward bending or twisting at the waist.			√		
Standing	Tasks involve standing in an upright position without moving about			√		
Driving	Tasks involve operating any motor powered vehicle			√		
	Tasks involve driving vehicle on unsealed roads.	√				
Sitting	Tasks involve remaining in a seated position during task performance	√				
Reaching	Tasks involve reaching overhead with arms raised above shoulder height or forward reaching with arms extended.		√			
Walking/Running	Tasks involve walking or running on even surfaces			√		
	Tasks involve walking on uneven surfaces			√		
	Tasks involve walking up steep slopes	√				
	Tasks involve walking down steep slopes	√				
	Tasks involve walking whilst pushing/pulling objects		√			
Climbing	Tasks involve climbing up or down stairs, ladders, scaffolding, platforms, trees		√			
Working at heights	Tasks involve making use of ladders, foot stools, scaffolding, cherry-pickers etc. anything where the person stands on an object other than the ground.					√
Lifting/Carrying	Tasks involve raising/lowering or moving objects from one level/position to another, usually holding an object within the hands/arms	√				
	1. Light lifting/carrying (0-9 Kg)		√			
	2. Moderate lifting/carrying (10-15 Kg)	√				
	3. Heavy lifting/carrying (16 Kg and above)					√
Digging	Tasks involving manual digging	√				
Pushing/Pulling	Tasks involve pushing/pulling objects away from or towards the body. Also includes striking or jerking.		√			
Grasping	Tasks involve gripping, holding, clasping with fingers or hands.		√			
Manual Dexterity	Tasks involve fine finger movements – i.e. keyboard operation, writing.	√				

Demands	Description	Frequency				
		O	F	C	R	N/A
Sensory Demands						
Sight	Tasks involve use of eyes (sight) an as integral part of task performance – i.e. looking at screen/keyboard in computer operation, working in dark environment, working at night.					√
Hearing	Tasks involve working in a noisy area – e.g. workshop and/or operation of noisy machinery/equipment		√			
Smell	Tasks involve the use of the smell senses as an integral part of the task performance – e.g. working with chemicals					√
Taste	Tasks involve use of taste as an integral part of task performance					√
Touch	Tasks involve use of touch as an integral part of task performance					√
Psychological Demands						
	Working with animals					√
	Dealing with dead or injured animals etc.					√
Psychosocial Demands						
	Tasks involving customer service (members of the public & clients)	√				
	Tasks involve interacting with distressed or angry people	√				
	Tasks involve interacting with people with mental illness/disability					√
Exposure to Chemical Hazards						
Dust	Tasks involve working with dust – e.g. sawdust		√			
Gases	Tasks involve working with gases					√
Fumes	Tasks involve working with fumes – i.e., which may cause problems to health if inhaled. e.g. herbicides & insecticides, water treatment etc					√
Liquids	Tasks involve working with liquids which may cause skin irritations if contact is made with skin – e.g. dermatitis		√			
Hazardous Substances	Tasks involve handling hazardous substances including storage and/or transporting.		√			
Working Environment						
Lighting	Tasks involve working in lighting that is considered inadequate in relation to task performance – e.g. glare					√
Sunlight	Exposure to sunlight			√		
Temperature	Tasks involve working in temperature extremes – e.g. working in a cool room, working outdoors, boiler room			√		
Confined Spaces	Tasks involve working in confined spaces					√
Accident Risk						
Surfaces	Tasks involve working on slippery or uneven surfaces			√		
Housekeeping	Tasks involve working with obstacles within the area – bad housekeeping					√
Heights	Tasks involve working at heights below knee level and/or above shoulder height.					√
Manual Handling	Tasks involve manual handling.				√	
Biological Hazards						
Biological Products	Tasks involve working around wastewater/garbage etc.					√

Acknowledgement

This position description is a broad description of the accountabilities, duties and required capabilities relating to this position. The role and position are dynamic and may evolve and change over time in line with changing strategic and operational requirements.

I have signed below in acknowledgement of reading, understanding and accepting the contents of this document. I accept that, with consultation, my duties may be modified by Council from time to time as necessary.

Employee Name:	
Signature:	
Date:	