

PART 1 – POSITION DETAILS

Position Title	Team Leader, Maintenance
Position Number	
Division	Environment and Infrastructure
Business Unit	Transport and Civil Infrastructure
Pay Rate	Operational Band Level 4 (O4)
Reports to	Field Supervisor, Maintenance
Hours	76 hours per fortnight
Status	Permanent
Date of last review and update	November 2017

NORTHERN BEACHES COUNCIL'S VISION AND VALUES

Our Vision is “Delivering the highest quality service, valued and trusted by our community” critical to this are our values of Trust, Respect, Integrity, Teamwork, Service and Leadership.

DIVISION

Environment and Infrastructure

The Environment & Infrastructure Division is responsible for a range of functions which support the whole of Council to deliver high quality services to our Northern Beaches bush land, rural and coastal community. The Division comprises of the following business units - Transport and Civil Infrastructure, Parks and Recreation, Property, Natural Environment & Climate Change, Waste Management & Cleansing and Capital Projects.

PART 2 – BUSINESS UNIT OVERVIEW

Transport and Civil Infrastructure is responsible for the provision, management and maintenance of urban infrastructure and the delivery of transport, traffic and urban infrastructure services. Transport and Civil Infrastructure has both internal and external clients and provides service across a range of functional areas including:

- Traffic and Transport Network Management
- Transport and Civil Infrastructure Asset Management
- Parking Management
- Construction and Maintenance of Civil Infrastructure
- Engineering and Delivery of Capital Works
- Plant, Fleet and Stores Management
- Business Operations

Transport and Civil Infrastructure is committed to providing quality services and striving to improve methods and procedures and develop new and innovative solutions to deliver services in a safe, cost effective and environmentally sustainable manner.

PART 3 – ROLE PURPOSE & KEY RESPONSIBILITIES

Transport & Civil Infrastructure Maintenance Team

Reporting to the Maintenance Field Supervisor the role is to coordinate and undertake predominately maintenance with some construction activities on Council's civil infrastructure including roads, kerb and gutter, drainage, footpaths and streetscape infrastructure in accordance with the Asset Management Plan(s).

The role will lead a civil maintenance team (labour, plant and materials) with a strong focus on outcome based performance, including developing and implementing service improvements and enhancing customer experience, safe delivery of works for staff and public, no environmental incidents, value for money, and zero avoidable complaints.

Key to this role will be coordination and collaboration with team members including Field Supervisor/s, RADIO's, the Assets team, the Operations Support team and Customer Services. This includes other business units such as Parks & Recreation and Property.

Team Leaders will be expected to have a proactive approach to communicating with, and responding to, customer requests.

It is noted there will be requirements from time to time for the maintenance teams to support and undertake construction activities operations when required due to resourcing requirements and as directed by the Maintenance Coordinator and / or the Construction & Maintenance Manager.

Key Responsibilities

- Acceptance for overall responsibility and performance of the team including all related requirements for WHS, Environmental, quality, time, cost and public interactions.
- Ability and proven performance to manage, motivate and lead a small team.
- Identify and facilitate the delivery of productivity efficiencies in maintenance operations
- Ability to accurately measure and order materials and organise plant and labour resources.
- Excellent customer service skills.
- Excellent verbal and competent written skills.
- Ability to negotiate and resolve conflicts.
- Ability to work unsupervised and implement solutions to minor technical issues within delegation.
- Ability to motivate the team to produce a high quality product that complies with Australian Standards and Council Standards.
- Compliance with all Council WHS Systems Requirements and related WHS Regulations and Acts.
- Individual responsibility to ensure protection of public and road users from work areas including security of work site.
- Management of labour, plant and materials to conduct works efficiently, safely and effectively. This includes planning and scheduling.
- Liaison with internal and external stakeholders to resolve and implement solutions.
- Mentoring and development of other construction team staff, including identification of training needs.
- Responsibility to provide all supporting documentation related to the team including time sheets, WHS – prestart / toolbox / risk assessments / worksite inspection forms / site diary, delivery docketts and similar.

- Proactively communicate and liaise with internal and external customers (including public utilities and residents) in relation to works.
- Maintaining or assistance in the timely collating and reporting of required data and records in relating to construction and maintenance activities, including but not limited to; works undertaken, timeframes, cost of works, unit rates, hours of tasks undertaken by Crews, productivity and output measures and plant utilisation rates.
- Participation in weekly toolbox talks or as required.
- Management of contractors including site induction, directions of work and contract performance.
- Monitor and ensure safe working practices and traffic control are maintained (WHS).
- Individual responsibility to ensure all related workers on site work in accordance with WorkCover and WHS requirements including leading daily prestart briefings and risk management procedures.

People Leadership

- Role model the Northern Beaches Councils values and behaviours
- Lead and motivate other team members and provide clear goals and vision for the team
- Engage in regular feedback to all team members
- Empower the team to take action and make decisions
- Share relevant operational and strategic information to all members of the team
- Encourage and support the professional development of the team
- Provide expert knowledge and advice on the resolution of issues
- Be aware of the well-being of the team.

Operational

- Support and contribute to the team to achieve the team's annual budget
- Ensure compliance with Council processes and procedures
- Support and contribute to the team to report on key metrics relevant to the team
- Build and maintain productive relationships with internal and external stakeholders
- Support and contribute to the team to evaluate and monitor performance to ensure accurate and efficient service is provided to both internal and external customers
- Ensure compliance with relevant federal, state, local and statutory regulations including the requirements of the Code of Conduct, Equal Employment Opportunity (EEO) principles, the Work Health and Safety (WHS) Act, the Local Government Act and the requirements of ICAC
- Learn, promote and support compliance with Work Health and Safety policies and procedures
- Participate in WHS in meetings, reviews and within team activities.

Business Performance

- Support and contribute to the team to identify and implement cost savings
- Support and contribute to the team to identify and implement any possible alternative income and revenue generation and identify and implement new processes, procedures or systems to improve efficiency
- Actively participate and contribute toward the integration of core services across council
- Support and contribute to the team in the development of plans and actions to achieve Business Unit outcomes
- Continuous improvement measures for the minimisation of incidents / accidents within the TCI Unit by working within agreed tolerances
- Working within agreed tolerances on set budget/cost estimates/ time constraints
- Submission of mandatory records and data required for the TCI Unit.

PART 4 – ESSENTIAL CRITERIA

Educational & Experience Requirements

- Extensive knowledge and/or experience in similar or related roles and services combined with appropriate qualifications
- Demonstrated experience to plan, manage and deliver allocated projects within WHS requirements as well as time and budget constraints
- Demonstrated Civil Construction experience in road, footpath, drainage, retaining structures techniques and practises
- Competent knowledge of construction materials properties (concrete, AC etc)
- Competent knowledge of Australian Standards and Council Standards relating to construction works
- Competent knowledge of the related Code of Practices for the various work activities
- Thorough understanding of the capability of plant and machinery
- Certificate IV in Work, Health and Safety (gained or in process of gaining within 6months)
- White Card
- Proven experience in management and/or participation in civil construction teams over large geographic areas within a values driven organisation
- Current Class 1C (minimum) NSW/ RMS Licence or equivalent
- Traffic control qualifications / tickets
- Confined space qualifications and / or experience
- Demonstrated experience in managing field responses in emergency situations and responding to multiple priorities
- Demonstrable track record of productivity improvements
- Plant management and utilisation experience.

Capabilities and Knowledge

- Demonstrated ability to manage resources and ability to implement and coordinate work schedules
- Demonstrated experience in and commitment to providing excellent customer service including the ability to provide clear, timely accurate advice to internal and external customers
- Ability to work independently with minimal supervision together with a commitment to working in a team environment and multi-skilling
- Demonstrate ability to make decisions and act with initiative to identify and resolve problems
- Ability to manage workload, identify priorities, meet set deadlines
- Demonstrated commitment to EEO, WHS and ethical practice principles
- Physical requirements to undertake works demanded of role
- Demonstrated skills and experience in key construction fundamentals such as:
 - Materials and cost estimating
 - General Asphaltting
 - General Concreting (including formwork / reinforcement)
 - Basic Drainage Works (stormwater / subsoil)
 - Temporary Structures
 - Basic Earthworks
 - Basic Flexible / Rigid pavement construction
 - Knowledge of plant operations (Backhoe / Excavator / Loader / rollers / water carts / road saws etc)

- Use of power tools
- Ability to set out works and levelling
- Plan reading
- Implementation and maintenance of Erosion and Sediment Controls

PART 5 – DESIRABLE CRITERIA

- Knowledge and understanding of the local government act and relevant regulations including the Roads Act
- First Aid Qualifications
- Experience of working in ISO9001 and ISO14001 (or equivalent) Quality Systems.

OTHER INFORMATION

As a requirement of the role, the role may be required to operate out of a different depot to the location of current employment depending on where the advertised roles work is located.