

POSITION DESCRIPTION

TEAM LEADER WORKS (HEYWOOD)

Position Details

Department:	Infrastructure Services
Unit:	Works
Classification:	Band 5
Date Reviewed:	July 2024
Award:	This position is subject to the Glenelg Shire Council's Enterprise Agreement

Values & Behaviours

Glenelg Shire Council is a values-based organisation that aims to attract, develop and retain people with ability, passion and potential within a culture of continuous learning and high performance.

Respect

Innovation

Integrity

Teamwork

Service
Excellence

Equal Employment Opportunity and Human Rights Principles

Glenelg Shire Council is an equal opportunity employer who embraces diversity through our organisation and community. We ensure fair, equitable and non-discriminatory consideration is given to all applicants, regardless of age, sex, disability, marital status, pregnancy, sexual orientation, race, religious beliefs or other irrelevant factor. Glenelg Shire Council is committed to the Human Rights principles and responsibilities of freedom, respect, equality and dignity.

Child Safe Standards Commitment

Glenelg Shire Council is committed to the safety, participation and empowerment of all children. Reducing and removing the risk of child abuse will be at the centre of our decision-making concerning children in our organisation.

Council has zero tolerance for child abuse and all allegations and safety concerns will be treated seriously and acted upon. Council will actively listen to children, ensuring their voices are heard and considered in decisions that affect their lives. This approach is reflected in Council's Community Engagement Framework and Youth Charter.

Position Objectives

- To supervise staff, program and coordinate maintenance and capital works.
- To coordinate forward programming of maintenance activities to ensure effective management of the Road Management Plan.
- To assist in the review of and ensure compliance with quality procedures.

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Key Responsibilities & Performance Standards

The key responsibilities and performance standards may be modified from time to time to ensure that the desired outcomes are in accordance with the Annual Plans which seek to achieve Council's stated goals as identified in its Council Plan. Without limiting the above, the key responsibilities and the performance standards of the Officer will include:

- Respond to customer service requests/complaints in accordance with Council's Customer Service Charter and contractual obligations.
- Supervise and coordinate the operations of contractors, Works Unit and others when required ensuring the safe and satisfactory delivery of services in accordance with any contractual requirements and relevant legislation.
- Supervise and coordinate maintenance activities, internally or via contract as delegated.
- Supervise capital new, upgrade and renewal works as delegated.
- Contribute to, develop and manage contracts as required for effective delivery of tasks.
- Accountable for works under general supervision in accordance with contract specification and quality requirements and in achieving production rates and outputs in line with budget and contract needs.
- Contribute to and ensure compliance with quality procedures or relevant contract specification.
- Effective supervision of staff to ensure multiskilling, training/licences, safety and quality assurance practices are consistent across the Works Unit.
- Manage the Heywood Works Depot.
- Assist in the management of out of hours emergency response services.
- Participate in relief and recovery activities as reasonably required within the municipality during and after an emergency event.

The Manager may direct the Officer to carry out such duties as are within the limits of the employee's skill, competence and training, provided such duties do not promote a narrowing of the employee's skill base.

The position will require the achievement of performance standards and indicators determined on an annual basis and subject to ongoing review.

Confidentiality

The Officer must not, whether during or after the Officer's employment with Council, make any improper disclosure or use of:

- Any information or trade secrets of the Council;
- The position of the Council or of any Councillor or Council Officer on any confidential matter; or
- Any other information whatsoever, the disclosure of which may be detrimental to the interests of the Council or of any other person who has provided it to the Council on a confidential basis, unless the Officer is required to disclose the information by law. The Officer must use the Officer's best endeavours to prevent the improper publication or disclosure or use of any such information by anyone else.

Organisational Relationships

Reports to: Works Coordinator

Supervises: Works Unit
Contractors

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Accountability & Extent of Authority

- The position is accountable and has authority to perform the duties listed under Key Responsibilities and Performance Standards, and for making decisions for the effective and efficient performance of such duties in accordance with stated Council policies and guidelines.
- Taking appropriate action in an emergency.
- Accountable for works under general supervision in accordance with Council policy and quality requirements.
- Accountable for efficient and effective use of resources at all times.

Judgement & Decision Making

- Exercise initiative and responsibility when dealing with customers, maintain appropriate records and participate in decision making about provision of maintenance works.
- Ability to provide advice to customers.
- Ability to determine the best route to ensure the resolution of an inquiry.
- Ability to judge the relative importance/urgency of requests and tasks to Council.
- Ability to solve complex problems or technical problems not previously encountered.
- Provide written and verbal advice to customers where required.

Management Skills

- Ability to plan and organise work to achieve specific and set objectives
- Ability to provide on-the-job guidance, advice and training to supervised staff.
- Proven time management skills.
- Ability to demonstrate initiative.
- Ability to solve problems.
- Ability to be flexible in work methods.

Skills & Knowledge Required

- Capable of learning new techniques and work practices.
- Interpretation of relevant requirements relating to the functions and tasks assigned including legislation, policies, procedures and precedents.
- Sound computer skills relating to the functions assigned.
- Contract Management knowledge.

Interpersonal Skills

- Effective oral communication skills.
- Skills in written communication enabling the preparation of routine correspondence
- Ability to work in a team environment and to promote a team approach to work practices.
- Ability to provide the highest levels of co-operation to all staff and clients.
- Ability to discuss and resolve problems.
- Ability to work without direct supervision.
- Demonstrated ability to coordinate and supervise a team of workers and other resources within set parameters and despite conflicting pressures.

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Qualifications & Experience

- Relevant skills suitable to the position.
- Demonstrated experience in the supervision of staff
- A current driver's licence is essential for this position.
- Relevant practical experience in Local Government would be beneficial.

Employee Risk Management Responsibilities (including OH&S)

The following items are the duties of each employee:

- To take reasonable care for their own safety and the safety of others affected by their acts or omissions;
- To co-operate with their employer in relation to any action taken to comply with the OH&S Act;
- Not wilfully or recklessly interfere with or misuse anything provided in the interest of health and safety;
- Not wilfully place at risk the health and safety of any person at the workplace;
- Report all safety hazards and risk exposures, including losses to their supervisor;
- Maintain physical security of all property, equipment and buildings within your jurisdiction and control;
- All staff are required to actively reduce Council's exposure to losses related to security, public liability and professional indemnity, fraud and corruption and reporting areas of concern.

Key Selection Criteria

- Suitable experience and/or qualification relevant to the requirements of the position.
- Demonstrated experience in effective management and supervision of staff.
- Excellent communication skills.
- Contract management/administration knowledge.
- Sound computer skills and knowledge of various software programs.
- A current driver's licence is essential for this position.
- Ongoing satisfactory Police Check.
- Valid Working with Children Check card (Employee).

Signatures

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Employee's Name

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Employee's Signature

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Date

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Manager's Signature

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Date