

POSITION DESCRIPTION

Position Title:	Roads Team Leader
Position Number/s:	INF- 028
Employment Type:	Full Time, Permanent
Agreement:	Charters Towers Regional Council Union Collective Certified Agreement 2023
Award:	Queensland Local Government Industry (Stream A) Award – State 2017
Classification:	Level 4
Directorate:	Infrastructure Services

POSITION OBJECTIVE

The Roads Team Leader is responsible for the day-to-day supervision and co-ordination of Roads Construction and Maintenance staff, resources and activities.

The objectives of this position are to ensure that all Roads Construction and maintenance works are executed in a safe and efficient manner and delivered in accordance with Council standards.

These objectives will be measured through the efficient and economical utilisation of plant, labour and materials, with strong emphasis on compliance with Council's Safety Management System.

ORGANISATIONAL RELATIONSHIPS

Reports to: Roads Coordinator

Directly Supervises: Roads Leading Hand

DELEGATIONS

In accordance with Charters Towers Regional Council's Register of Delegations

KEY RESPONSIBILITIES

1. Provide high quality direction and supervision to Leading Hands and their work teams on-site relating to maintenance and/or construction work on roads and drainage.
2. Contribute to the compliance of Road Infrastructure's Program of Works by ensuring Leading Hands and their work teams are undertaking:
 - a. The required standard of work within a given period of time.
 - b. Compliance with Council's Safety Management System, Relevant Council Policies, Codes, Regulations and Tender requirements as applicable.
 - c. Performance of work within budget constraints.
3. Ensuring that all staff are suitably trained and equipped to undertake their respective tasks in a safe and productive environment.
4. Provide positive input, leadership and support to achieve the efficient and effective operational outcomes of the section.
5. Liaise with the Roads Coordinator on any maintenance or construction issues and regularly report on issues relating to work performance, compliance, safety or human resources.
6. Effectively supervise and lead direct reports in a manner consistent with contemporary human resource management practices and principles.
7. Effectively engage with key stakeholders and actively promote and adhere to Council values.

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8. Carry out manual labour duties and operate plant (qualified to operate) as required, to achieve successful outcomes for Council.
9. This position is identified as being required to participate in an on-call roster as rostered and appropriately respond to calls received.
10. Comply with Council's Workplace Health and Safety Management System including; WHS policies, SWMS, procedures and lawful instructions or directions given in the workplace. Employees must comply with their obligations under the *Work Health and Safety Act 2011*. These obligations include reporting of injuries, incidents and hazards, not to wilfully injure yourself or someone else and wearing and maintaining personal protective equipment according to Council procedure. Supervisors also have obligations to ensure consultation takes place for issues and changes that may impact safety.
11. Comply with reasonable and lawful directives given in the workplace and undertake any other duties associated with the role, as reasonably directed and within the scope of the requirements of the role.

POSITION REQUIREMENTS

| Knowledge, skills and abilities |

Essential:

- Extensive experience within a road construction and maintenance environment.
- Understanding of civil construction and maintenance techniques including emerging practices and technologies.
- Knowledge and understanding of quality assurance, environmental and risk management systems.
- Proven people management skills and experience.
- Demonstrated time management skills.
- The ability to successfully impart knowledge and instructions to subordinate staff.
- Substantial written and verbal communication skills including the ability to liaise with a wide range of people at all levels.
- Proven ability to understand and implement procedures and directions.
- Thorough knowledge and commitment to safe working practices, with the ability to identify, resolve and report workplace health and safety issues appropriately.

| Education/Qualifications |

Essential:

- General Safety Induction Certificate (Construction Industry) "Blue/White Card".
- Certificate III in Civil Construction or equivalent relevant experience.
- Traffic Management Implementation accreditation.

Desirable:

- Traffic Controller accreditation.
- Current First Aid and CPR accreditation.
- Working Safely Near Live Electrical Lines & Apparatus accreditation.
- Bridge Inspector Level 1 accreditation.
- Agricultural Chemical Distribution Certificate (ACDC) accreditation.
- Polesaw and/or chainsaw competencies.
- RII certificate/s of competency (or equivalent) in one or more of the following: Watercart, Front End Loader, Backhoe, Excavator, Grader, Skidsteer, Loader, Tractor/Slasher, Tip Truck, Roller.

| Licences |

Essential:

- Possession and maintenance of a Queensland 'C' Class Driver Licence.

Desirable:

- Possession and maintenance of a Queensland 'HR' Class Driver Licence (or higher).

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PHYSICAL REQUIREMENTS/POSITION ENVIRONMENT

- This position requires the incumbent to undertake field work exposed to inclement weather.
- The ability to carry out the physical requirements of the position – manual handling, physical labour.
- This position may be required to work weekends and/or overtime as directed.
- This position may be required to work and camp throughout the Council region.
- This position will require the ability to participate in an on-call roster.
- Council is committed to providing and maintaining a safe and healthy workplace. This includes taking all steps that are reasonably practicable to prevent the spread of preventable occupational diseases. In accordance with Councils P0199 Vaccinations and Health Monitoring Procedure, positions exposed to occupational diseases will be subject to the Workplace Immunisation Program.

ORGANISATIONAL COMMITMENT OBLIGATIONS

Personal Leadership

- Demonstrates effective relationship building.
- Positively influences others.
- Takes responsibility for own development.
- Actively seeks feedback on performance and learns from experiences.
- Accepts accountability with responsibility.
- Treats Council resources (finances, plant, equipment etc) with respect.
- Demonstrates a commitment to ensuring resources are utilised efficiently and effectively.

Policy and Procedure

- Be aware of, and act in accordance with all Council policies and procedures, including those in relation to Anti-Discrimination, Workplace Bullying and Sexual Harassment, Equal Employment Opportunity, Workplace Health and Safety, Integrated Management System, Quality, Environment, and Customer Service.

Workplace Health and Safety

- Assist new workers in the understanding of carrying out work tasks and recognising hazards in the workplace.
- Ensure incidents, hazards and near misses are reported to the supervisor.
- Advise the supervisor or team leader of unsafe conditions or activities in the workplace.
- Work in a safe manner that will not endanger you or any other person.
- Use and maintain PPE provided by council in accordance with the manufacturer's requirements.
- Report any defective or damaged plant and equipment to your supervisor or team leader.
- Do not remove or interfere with anything provided at the workplace in the interests of health and safety.
- Support and participate in any work health and safety consultative process.
- Fulfil health and safety performance requirements and attitude expectations.
- Participate in and complete any required health and safety training and actively support its implementation at the workplace.
- Partake in the return and rehabilitation plan for a workplace injury.

Environment

- Charters Towers Regional Council is committed to achieving a high standard of environmental care in its activities as a local government. Council recognises that responsible environmental management is increasingly important, with greater expectations being placed on all organisations to minimise their impact on the environment.

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POSITION DESCRIPTION AUTHORISATION

Position descriptions cannot provide a definitive list of duties and responsibilities. This position description is subject to change from time to time as Charters Towers Regional Council may be developed or restructured. Any such reorganisation of duties shall be the subject of discussion with the position incumbent.

Supervisor: _____ **Signature:** _____
(Name)

Date: _____

**Executive
Manager:** _____ **Signature:** _____
(Name)

Date: _____

POSITION ACCEPTANCE

I accept the Position Description as stated above and acknowledge that it may require amending or updating periodically due to changes in responsibilities or organisational requirements. Changes to position descriptions will be in accordance with the position classification and consistent with the purpose for which the position was established.

Incumbent: _____ **Signature:** _____
(Name)

Date: _____