

George Town Municipality

Position Description

Position: Team Leader Infrastructure and Works

1. The Position

Reporting to the General Manager, the Team Leader Infrastructure and Works has the responsibility for supervising and controlling works construction and maintenance programs within the Municipality which encompasses all aspects of road construction and maintenance, parks and gardens, verges, reserves, streets, trees, waste management, footpaths, drainage, bridges, sporting facilities, street furniture, public facilities and any other Council managed Infrastructure Assets.

The initial focus of this role will be on improving the efficiency and effectiveness of Depot Operations (Works) followed by the inclusion of Engineering Services.

Scope

The position is responsible for the management of staff and resources for the effective and efficient achievement of the Works Program area observing Council policy, statutory requirements and budgetary thresholds whilst adhering to Council's Management Plans.

The occupant will possess strong leadership skills, communications skills, a professional attitude, strong negotiation skills and the ability to meet tight deadlines.

A demonstrated high level of consciousness in relation to WH&S within the area is required.

2. Department

Infrastructure and Works

3. Reports To

General Manager

4. Base Work Location

Municipality of George Town, Northern Tasmania., George Town TAS 7253

5. Agreement Cover

Contract of Employment



PF NUMBER:**ESPROF****POS NUMBER:**

| | |
|-----------------------|---------------------------------------------------------------------------------------------------------------------------|
| POSITION TITLE | Team Leader |
| PACKAGE RANGE | Around \$90,000 plus superannuation (up to 13%) and a vehicle with commuter use. Full private use subject to negotiation. |
| DEPARTMENT | Infrastructure & Engineering Services |
| SUPERVISES | Works Crew |
| DATE | Revised July 2018 |
| TERMS | Permanent - Full Time |

| | |
|--------------------|------------------------|
| APPROVED BY | |
| NAME | Justine Brooks-Bedelph |
| POSITION | General Manager |
| SIGNATURE | |

KEY RESPONSIBILITIES

Infrastructure Management

- Manage Works operations for the purpose of ensuring maximum efficiency, effectiveness, innovation and utilisation of technology;
- Provide construction, maintenance and reconstruction services to the community for all public roads, bridges and associated infrastructure;
- Construct and maintain road drainage systems and causeways;
- Construct and maintain Park & Sporting Grounds and associated facilities;
- Manage Council's Works Depot and Store facilities and oversee store services;
- Investigate and develop specific Rolling Works Programs and priorities for Management and Council approvals for the Works Program area;
- Plan for, provide, maintain and ensure maximum utilisation of Council plant and equipment to meet organisational and program needs;
- Ensure work is completed in accordance with agreed standards of time, cost and quality. Advise management and/or customer promptly when standards are not likely to be satisfied and remedial action is required;
- Be available when required to liaise with and resolve queries and complaints from ratepayers and attend to issues referred by the Manager of Infrastructure & Engineering Services and carry out site and condition inspections of an engineering nature as required;
- Provide base information to enable the updating of Council's asset register and carry out sound asset management practices and policies including work to assist in asset valuation and use of asset management data and computer software to produce works programs and estimates;
- Maintain an effective rapid response capability to minimise disruption to the community due to infrastructure failure and in emergency situations;
- Ensure Council assets and property under your control are secured to minimise risk of loss or damage

Financial Management

- Assist and contribute to the review/s of the Works Program area budget;
- Maintains absolute probity of financial management and reports to management any projected variances to budget allocations;
- Ensures adequate resources are available, within budgetary constraints, for achievement of the Works Program;
- Provide management with financial projections for infrastructure costs for current and future w

People Management

- Provide effective situational leadership, (Directing, Coaching, Supporting and Delegating) to all staff within the Works area to effectively embrace a culture of continuous improvement, teamwork, customer service excellence and change management;
- Continually review and implement the most appropriate Works area structure, staffing and working relationships to achieve Councils objectives;
- Ensure all Works staff have clearly defined responsibilities, objectives and performance criteria covering their positions;
- Provide clear communication to staff and involve staff in determination of the most appropriate solutions to problems;
- Keep staff regularly informed in all facets regarding the Works area (i.e. toolbox meetings);
- Undertake regular staff performance appraisals as per Council policy;
- Provide regular and constructive feedback to all Works staff and provide training opportunities according to Councils' policies and procedures;
- Resolve staff problems, issues or grievances equitably;
- Provide advice and counseling of staff when inappropriate performance or behavior is encountered;
- Act as the interface between Works staff, the General Manager and the leadership team.

Risk Management

- Actively promote risk management principles to Works staff
- Ensure that risk assessments and reporting of incidents and accidents are undertaken and any issues raised are appropriately managed;
- Participate in risk management audits for the Works area;
- Ensure all works are undertaken in accordance with statutory and common law requirements

Safety

- Assist in the ongoing development and implantation of Council's WH&S management systems;
- Undertake duties with compliance to the WH&S Act and regulations, Workplace Standards Tasmania, Codes of Practices, Australian Standards and Council's WH&S policies and procedures;
- Safety training - ensure all employees are correctly inducted/trained and holds the necessary licenses and qualifications to perform their duties;
- Complete and review incident and hazard reports for all incidents (accidents) that occur and hazards that are identified in the workplace;
- Potentially hazardous or dangerous situations are reported immediately to the General Manager, logged in the WHS Management System and rectified;
- Consistently promote a safety culture and ensure all staff comply with safety requirements including the wearing of PPE&C, SOP's, JSA's, manual handling, hazard identification and site safety requirements.

Environment

- Liaise with Council's Environmental Services Officers with respect to environmental issues pertaining to construction and maintenance works;
- Set up planned environmental measures and ensure they operate effectively;
- Monitor the ongoing effectiveness of environmental protection measures and suggest improvements where required;
- Report all environmental incidents & accidents to the General Manager and correct authorities.

Customer Service

- Project an image of council which is courteous and efficient;
- Respond to all requests from the public in a prompt and courteous manner;
- Manage the operations of the Works Request System for the Works area;
- Adopt and encourages the principles of continuous improvement and customer service in all facets of the Works area;
- Establish and maintain a close liaison with relevant statutory authorities, other organisations and clients as appropriate;
- Provide current and accurate information to the General Manager, rest of Leadership Team and other staff as required.

Other Duties & Responsibilities

- Comply with Councils Code policies and procedures and provide leadership to Works staff in this area;
- Exercise legislative and regulatory functions with consistency, transparency and without bias;
- Develop, review and /or implement Councils policies and procedures relevant to the Works area;
- Monitor the effectiveness of Council's external plant hire contractors in relation to efficient utilisation compliance with WH&S obligations and responsibilities;
- Ensure all contracts executed by Council under the Team Leader's control are responsibly controlled and administered;
- Provide formal reports to Council and attend meetings when required;
- Undertake any training in accordance with training programs and statutory requirements;
- Undertake specific projects as required;
- Ensure that all work conforms to the Councils business excellence approach of quality and value for money;
- Other duties as may be reasonably requested by the General Manager.

KEY RELATIONSHIPS
(External and Internal Customers, Supplier, Colleagues, etc)

| Internal | Nature of Relationships |
|-----------------------------------------------|--------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|
| General Manager, Leadership Team Staff | <ul style="list-style-type: none"> • Work as an active team support member to achieve the objectives of the George Town Council as a whole • Works with individuals to solve problems internally and across directorate boundaries • Support and assist other staff members as required |
| Internal & External Customers | <ul style="list-style-type: none"> • Ensure the needs of all external and internal customers are assessed and where possible, met. Keep General Manager informed where services are not meeting internal and external customers expectations. |

DELEGATIONS & AUTHORISATIONS
(Local Government Act, Purchasing, Info Systems etc)

| | |
|-----------------------------|-----------------------------------------------------------------------------------------|
| Purchasing | Council signatory - for procurement, within the approved budget, to the value of 50,000 |
| Financial Delegation | Nil |
| IT Systems Access | Restricted to appropriate system access. |

GEORGE TOWN COUNCIL VALUES (STRATEGIC PLAN 2016-2026)

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|-------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|---------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|
| <p>Community</p> <p>We involve people in decisions that affect their lives, we value our citizens and we develop and support them to be resilient and effective, we have empathy and seek to understand perspectives, we support and empower people through our work</p> | <p>Heritage and Environment</p> <p>We understand that the health of the environment underpins our social and economic prosperity as well as the health and well being of our community, heritage is our legacy from the past, what we live with today, and what we pass on to future generations, we understand that we are custodians of our natural environment and as such have an obligation to protect and manage it wisely</p> |
| <p>Accountability</p> <p>We take ownership of the quality and demonstrable impacts of our work, we ensure that our decisions and actions are evidence based and outcome focused, we are considered and transparent about how we use public resources</p> | <p>Transparency</p> <p>We seek feedback from all directions to achieve open communication and foster collaboration, we offer constructive feedback to others that is timely, specific and descriptive</p> |
| <p>Respect</p> <p>We treat people with fairness, respect, objectivity and courtesy, we listen and communicate honestly and clearly, we seek to understand other's perspective, experiences and contributions, we recognise and value people's diversity, equality and human rights, we will not discriminate</p> | <p>Innovation</p> <p>We are flexible, creative and responsive to changing needs, we have the courage to take informed risks and try something new, we are reflective and seek feedback to inform and shape our work, we are supportive of innovation, both within Council and within the Community</p> |
| <p>Can do</p> <p>Our "can do" culture is something we're proud of – the uniting elements that binds our organisation together.</p> | |

POLICIES, PROCEDURES & AGREEMENTS

Dispute/Grievances Procedures

George Town Council strives to achieve a work place which fosters a productive and harmonious working environment and where work related concerns or grievances are managed promptly, impartially and justly. To effectively deal with work related grievances, employees are required to become familiar with the dispute procedures contained in the George Town Council Enterprise Bargaining Agreement or as stated in the Team Leader's contract of employment.

Confidentiality Agreement

It is a requirement of George Town Council that all new or transferring employees sign a confidentiality agreement. The policy and agreement will be included in the recruitment package.

Reporting of Incidents

All employees are required to report any incidents or hazards immediately using the processes in place, irrespective of how minor they may seem at the time.

Computer Use Policy (Electronic Media)

It is a requirement of George Town Council that all new or transferring employees sign a Computer Use Policy – (Electronic Media). This policy agreement will be included in the recruitment package

Work Health & Safety Act/Risk Management

Team Leaders and Supervisors will:

- Familiarise themselves with Council's Risk Management Policy and Framework;
 - Actively participate in training provided in relation to risk management;
 - Employ risk management principles and practices and the tools outlined in the Risk Management Framework while undertaking strategic decision making and daily tasks;
 - Report any hazards and incidents that may have the potential risk exposure to Workers, Council, and the general public;
 - Positively assist with investigations related to incidents that have occurred as a result of a hazards or incident;
 - Develop and manage risk treatment plans for risks owned by them;
 - Take notice of and implement recommendations from risk management audits conducted in the workplace;
 - Maintain risk management manuals and records in area of responsibility;
 - Assist in the effective operation of a Safety Management System
- Ensure that adequate fire protection and security arrangements are in place to protect Council's assets

Workers will:

- Assist in the provision of a safe and healthy work environment and comply with the Work Health & Safety Act 2012, its amendments, Regulations, related Codes of Practice and Australian Standards;
- Ensure that risk management factors are fully considered when changing or setting up new work sites, work programs or undertaking new projects;
- Ensure all accidents are reported;
- Review with Team Leader/Supervisors and Workers all aspects of the risk management program on a regular basis, including workplace inspections and risk management audits;
- Consult with the Health and Safety Committee and Health and Safety Representatives where appropriate to resolve risk management issues;
- Ensure ongoing instruction, consultation and assessment with Workers in the proper use of plant, equipment and materials and enforce safety rules and practices that apply to Workers' work;
- Ensure reporting and investigation of all accidents, incidents, injuries or near misses within the work area under their control;
- Participate in audits of activities under their control; and
- Report any risk identified associated with Council asset, work sites or work systems

Fraud Prevention

George Town Council is committed to the investigation, deterrence and prevention of all forms of fraud in accordance with its Fraud Control Policy. All fraud is damaging to the Council and community through financial loss, adverse publicity and loss of public confidence

Sustainability

In the role of Team Leader – Infrastructure and works, your role will consider the following sustainability requirements:

1. Achieve and/or improve financial sustainability;
2. Manage asset in a way that maximises asset service delivery and manages related risks;
3. Develop, implement and improve planning & development strategies that improve the quality of life for communities through supplying access to facilities and services;
4. **Community satisfaction** – (a) planning & development (b) community involvement (c) infrastructure (d) waste management (e) recreation, cultural facilities and programs (f) community health and safety (g) overall satisfaction

QUALIFICATIONS, SKILLS, KNOWLEDGE & EXPERIENCE

Essential

- Proven ability to manage projects and to organise, plan, lead and coordinate the activities of work groups to proactively resolve issues with minimum guidance;
- Demonstrated ability to communicate and interact at all levels on technical advice and policy issues to both internal and external customers;
- Proven ability to perform successful negotiations and conflict resolution to achieve satisfactory outcomes;
- Proven ability in the use of effective decision making and problem solving techniques/processes;
- Proven word processing, spreadsheet and database skills;
- Ability to analyse issues and provide relevant information to management;
- Ability to investigate and assess infrastructure and provide reports and advice on assessments undertaken;
- Demonstrated understanding of WH&S legislation, Codes of Conduct and regulations and a proven ability of implementation in the work placed.
- Knowledge of relevant safety standards and principles;
- Knowledge of asset management principles;
- Ability to monitor and control budgets;
- Ability to provide accurate estimates for construction and maintenance projects
- Class C Drivers Licence

Desirable

- Experience in managing parks, reserves and associated infrastructure
- Experience in managing Depot, plant and fleet operations
- Knowledge and experience in the preparation of engineering design documentation suitable for tendering and in all aspects of contract management and administration
- Knowledge of the legislative requirements pertaining to the engineering field in Local Government
- Commitment to undertake any further training as necessary
- Ability to attend meetings as required

Selection Criteria

- Tertiary Qualification in Civil Engineering or a related discipline and extensive practical relevant industry experience **AND/OR** detailed knowledge and at least five (5) years experience in managing roads and bridge construction and maintenance activities, managing civil projects with a good knowledge of recent technical developments in these areas;
- Sound knowledge of both the public and private sector road construction and maintenance industry, relevant legislation and experience dealing with regulatory and funding bodies;
- Demonstrated knowledge and at least five (5) years experience in a management position, with budget accountability and supervision of staff;
- Strong people management skills, leadership and communication skills with particular emphasis on performance management and staff development;
- Knowledge of Asset Management concepts and strategic development;
- Demonstrated computer skills including the ability to operate computerised systems, databases, spreadsheets, reports, GIS software (MapInfo) and word processing programs and e-mail to a proficient level;
- Demonstrated understanding of Equal Opportunity, Work Health & safety (WH&S) and Anti-Discrimination procedures

I agree to perform the duties detailed in this position description in a manner consistent with the Organisation's Values:

Employee's Signature:

Date: