

## POSITION DESCRIPTION

<b>Position Title:</b>	Civil Construction Team Leader	<b>Directorate:</b>	Infrastructure & Works
<b>Position Number:</b>	100941	<b>Department:</b>	Works
<b>Employment Status:</b>	Full-Time	<b>Section:</b>	Capital Works
<b>Employment Type:</b>	Permanent	<b>Location:</b>	Works Centre
<b>Classification:</b>	Schedule B, Salary Point 7		
<b>Reports to:</b>	Capital Works Coordinator		

### PRIMARY PURPOSE:

The primary function of this role is to provide specialised services in the coordination of construction projects and activities (roads, footpaths etc.), including exercising advanced skills and knowledge using various systems, materials and/or specialised techniques and display high level skills in coordinating resources, managing time, forward planning and organising programmed works.

### ORGANISATIONAL REPORTING RELATIONSHIPS:

#### 1. Internal:

- The **Civil Construction** Team Leader reports to the **Capital Works Coordinator** for all operational and management matters.
- The role is a key contributor to the Capital Works team and will liaise with employees of Council and contract labour workforce subordinates.

#### 2. External:

- The role will liaise with external stakeholders such as members of the general public, community groups, ratepayers, residents, visitors, suppliers and contractors to the City of Glenorchy.

### KEY RESPONSIBILITIES:

RESPONSIBILITIES/TASKS	DUTIES
Construction and Maintenance	<p><b>Construction and maintenance of municipal assets, responsibilities and performance requirements in these areas including:</b></p> <ul style="list-style-type: none"> <li>• working without direct supervision and leading a team of employees;</li> <li>• providing a high level of Customer Services to all Council customers, internal and external;</li> <li>• undertaking and implementing quality control measures;</li> <li>• exercising discretion within the scope of the works and exercises high precision skills;</li> <li>• supervising other employees and coordinating relevant training functions;</li> <li>• reading plans and recording accurately all 'as constructed' information as required;</li> <li>• working in a team environment, and participating in a constructive manner in decision-making;</li> <li>• being familiar with Work Health &amp; Safety (WH&amp;S) requirements and actively participate in health and safety training and practical job related education;</li> <li>• ensuring regular servicing requirements of plant and equipment are met ensuring all faults and problems are reported;</li> <li>• completing all required paperwork for customer requests/ work orders and timesheets in a prompt and detailed manner;</li> </ul>

	<ul style="list-style-type: none"> <li>installing/removing and recording signage for works carried out in road reserves in accordance with recommended standards;</li> <li>carrying out inspections/investigations, risk assessments and report as required;</li> <li>completing JSEA's and / or SWMS documentation ;</li> <li>demonstrating an understanding of the range of the fundamental skills associated with construction and maintenance activities based on previous experience;</li> <li>.</li> </ul>
<b>Communication Skills</b>	<ul style="list-style-type: none"> <li>Skills sufficient to write detailed correspondence or standard reports that document facts, for example, risk assessments, incident and insurance report forms</li> <li>Assists other employees to complete required correspondence and ensures correct completion. Assists in the investigation of incidents.</li> <li>The ability to read, analyse, and interpret detailed construction plans, design specifications and safety data sheets (SDS)</li> <li>Requires the ability to inform, influence, gain cooperation from, persuade, and motivate others to a particular point of view to have effect for the medium term</li> <li>Courtesy and politeness and the ability to exchange information of a more complex or detailed nature, to give explanations and gather information; to speak and present detailed, factual information effectively to Coordinators, Managers and before a number of customers, the general public, or other employees</li> <li>Must have good oral communication skills and be able to deal with the general public and other Council customers in an effective and efficient manner</li> </ul>
<b>Team Work</b>	<ul style="list-style-type: none"> <li>The ability to give support to other team members and to work as an integral member of the Works Centre and Council</li> </ul>
<b>Financial Requirements</b>	<ul style="list-style-type: none"> <li>Responsible for complying with the Purchasing Policy. In particular, ordering materials through the GCC store and raising purchase orders, where appropriate</li> </ul>
<b>Customer Service</b>	<ul style="list-style-type: none"> <li>Promote the positive image of Council as a whole</li> <li>Ensure that a high standard of customer service is maintained to both internal and external customers</li> <li>Engage, listen to and act where appropriate on feedback from our customers</li> <li>Implement, evaluate and continuously improve quality systems and processes for the section</li> </ul>
<b>General</b>	<ul style="list-style-type: none"> <li>Assist in the achievement of agreed outcomes consistent with department business plans and budgets</li> <li>Perform any other duties as directed</li> </ul>
<b>Organisational Responsibilities</b>	<ul style="list-style-type: none"> <li>Support and adhere to Council's policies and procedures, Code of Conduct and relevant acts</li> <li>The incumbent is required to commit to use Council's electronic management system and devices to retain records and documents relating to Council business as part of their employment</li> </ul>

This role may require reasonable after-hours activities and overtime when required by business needs.

Employees may be required to undertake additional duties within the limits of their skill, competence and training, consistent with their classification level, in any area of Council, as directed.

**LICENSES/ACCREDITATIONS/QUALIFICATIONS – ESSENTIAL**

- Medium Rigid Truck “MR” Class licence
- Safe and competent operation of mechanical plant
- Confined space entry training
- White Card
- Traffic Management Accreditation

**KEY SELECTION CRITERIA:**

1. Certificate IV (Trade Level) in Civil, Horticulture or Building Construction or other relevant fields and extensive work experience.
2. Competency certificate or equivalent experience in the operation of heavy plant (up to 24T GVM) and equipment, including Excavators, Backhoes, and Tip Trucks and Trailers in a road construction or maintenance environment. Must hold a current Medium Rigid Drivers licence.
3. Capable of advanced concrete and formwork, use of precision measuring instruments, pipe laying to line and grade, with proven ability to read and interpret plans and design drawings.
4. Ability to use initiative and possess excellent problem-solving techniques and skills, including the ability to determine and apply quality control techniques.
5. Sound literacy, communication and interpersonal skills coupled with efficient time management skills and experienced in the coordinating, supervising and training groups / teams.
6. Proven experience and knowledge of Work Health and Safety.

**AUTHORISATION:**

I hereby agree that this position description accurately reflects the work requirements.

<b>Manager Name:</b>			
<b>Manager Signature:</b>		<b>Date:</b>	
<b>Director Name:</b>			
<b>Director Signature:</b>		<b>Date:</b>	

I have read and agree to abide by the requirements of this position description.

<b>Employee Name:</b>			
<b>Employee Signature:</b>		<b>Date:</b>	