

Role Description



Position Title Crew Leader – Drainage

Position Number OPS195

Purpose of Role

To lead a crew engaged in the operational maintenance of council's civil infrastructure, with a focus on drainage assets.

Specific Responsibilities

- Provide direction and day to day supervision of an assigned maintenance work crew under limited guidance from the supervisor.
- Plan daily work, including measuring and calculating quantities of materials required, and maintain accurate and timely work records.
- Perform general labouring on construction and maintenance projects as required, or directed by the supervisor, in an effective and timely manner.
- Identify roads/drainage infrastructure defects and their causes, and be able to correctly identify materials and methods including appropriate allocation of heavy plant for repair of defects.
- Assist to develop and review plans and maintenance schedules.
- Liaise with technical staff with respect to their areas of expertise, gaining advice and providing feedback with respect to the condition of infrastructure.
- Support supervisors and management decision making and provide effective guidance to staff.
- Correctly use and maintain plant and equipment provided, including all personal protective equipment, in accordance with manufacturer's instructions, council's safety policy and procedures.

Work Experiences and Skills – essential

- Demonstrated relevant experience in a similar role or role requiring a similar skill set.
- Demonstrated knowledge of civil engineering construction practices and procedures related to transport related infrastructure particularly roads and drainage.
- Demonstrated knowledge of a variety of heavy plant required to repair roads/drainage infrastructure defects.
- Demonstrated computer, numeracy, written and verbal communication skills sufficient to effectively communicate with the public and team members, and to undertake administrative duties necessary for the role, including interpreting plans and maps, and keeping accurate records.
- Sound experience in undertaking manual tasks in a safe conscious manner.
- Demonstrated ability to lead a small team, and work in a team environment.

Academic, Trade Qualifications and other Licences - essential

- Current MR class driver's licence.
- Construction Induction Card competency that has been used or obtained within the past 2 years.
- Current high risk work dogging (DG) licence or willing to obtain within 6 months of commencement.

Recordkeeping

In accordance with council's recordkeeping guideline, ensure that full and accurate records are made of all business transactions conducted on behalf of council and that these records are appropriately kept and stored in the appropriate corporate information management systems.

Health, Safety and Environment

Ensure your safety and that of your work colleagues at work whilst complying with council's workplace health and safety policies, procedures and practices. At no time are you to perform work duties in an unsafe manner. You must always ensure all risks associated with your work tasks are identified and control actions are implemented before work commences.

Work Location

You may be required to perform your role from any work location within the region.

Diversity Undertaking

You may be required to perform duties outside the specific responsibilities within the limits of your skill, competence and training.

Organisational Expectations

Our mission

We will serve the community to create a region of opportunity and a vibrant lifestyle, while focussing on excellence and sustainability.

Our values

Council proudly upholds the following values in its daily operations with customers, external partners and staff:

- Respect
- Service
- Integrity
- Teamwork
- Sustainability

Respect	Service	Integrity	Teamwork	Sustainability
<i>starting point</i>	<i>this is what we do</i>	<i>how we do it</i>	<i>working together</i>	<i>outcome</i>
<ul style="list-style-type: none">▪ We listen to people▪ We treat people fairly and consistently▪ We embrace diversity and opinions▪ We treat others as we wish to be treated	<ul style="list-style-type: none">▪ We seek to understand the needs of those we serve▪ We strive to exceed expectations▪ We communicate clearly▪ We take a positive approach▪ We are proud to serve our community	<ul style="list-style-type: none">▪ We are ethical and honest▪ We take responsibility for our actions▪ We act within statute and law▪ We take pride in the manner in which we perform our duties	<ul style="list-style-type: none">▪ We promote a friendly, supportive work environment▪ We inspire and encourage innovation▪ We develop and maintain relationships▪ We work collectively to achieve common goals▪ We work collaboratively with our community and external partners	<ul style="list-style-type: none">▪ We focus on the future▪ We respect the environment▪ We demonstrate leadership by example