

Position Description

Road Maintenance Team Leader

08 October 2024

Position Number

500116

Directorate

Economy, Growth and
Infrastructure

Department

Operations and Parks

Reports to

Road Maintenance
Coordinator

Classification

Band 6

Employment Status

Permanent Full time

Location

Onsite

About the role

The Roads Maintenance Team Leader will involve the supervision, development, maintenance and at times construction of Council's Roads infrastructure.

The key objectives are to:

- Plan and develop services appropriate to the current and future needs of the community. Ensuring customer-focused service delivery for programs relating to roads, footpaths, street sweeping and drainage maintenance as well as minor capital improvements
- Provide specialist advice to the Operations Department and wider organisation with respect to assets including: sealed and unsealed roads, footpaths, street signage, street sweeping and drainage maintenance, litter collection and asset inspections.
- Ensure the road maintenance teams provide services to the standard of quality and efficiency required by the community as detailed in Council's business plan and related service agreements.
- Provide leadership to the road maintenance teams in a manner which promotes and supports the participation and cooperation of staff to foster a performance orientated culture, through efficient and effective resource management.

Key responsibility areas

Customer Service

- Ensure compliance with Councils customer service charter and other related service documents, by providing efficient, accurate written and/or verbal responses to all customers (internal or external) detailing the basis for decisions relating to areas of responsibility under the roads maintenance unit.
- Always represent Council professionally including public meetings and other forums in accordance with Councils Code of Conduct and values
- Foster and develop a culture of service excellence based on collaborative problem solving, accountability and respect.
- Actively role model these behaviours and ensure these are being role modelled by Team Leaders and leading hands in their day-to-day operations

Maintenance and Work Programming

- In accordance with agreed service levels, prioritise and schedule the day-to-day operations in accordance with Council's Road Management Plan, service documents and maintenance programs. Regularly reviewing and at times adjusting accordingly to complete in a timely and efficient manner
- Prepare detailed submissions to assist and participate in the development of current and future work programs for services delivered by the Roads Maintenance Unit.
- Conduct investigations providing recommendations and detailed specialist advice to Council officer's regarding Road Maintenance and related activities.
- Recruit and supervise roads maintenance staff, appraising performance as required. Assisting in developing corrective actions in consultation with the coordinator where objectives, standards or service delivery obligations are not being met.
- Manage and audit assigned contracts and contractors in accordance with Council policies and procedures.
- Ensure communication and dissemination of information, including performance results, to staff and senior management occurs.
- Ensure that all operations are conducted in accordance with Council's OH&S systems and processes and reporting is occurring as required.
- Ensure all works are undertaken with sensitivity to the local environment and understanding of council's environmental management obligations
- Promote, embrace and engage staff to develop a culture of continuous improvement, identifying, implementing and maintaining continuous improvement systems and procedures.
- Maintain administrative reporting, which includes accurate records and statistics relating to the performance of the unit.
- Assist with the preparation of clear and concise Council reports in the correct format and containing relevant information for Council's consideration

Financial Administration and Risk

- Ensure that all expenditure commitments are undertaken in accordance with the Council's Procurement Policy
- Assist in the development of risk assessments and develop safe work method statements
- Comply with occupational health and safety legislation, risk management requirements and all Council policies
- Conduct toolbox meetings taking minutes and actioning items as required
- Induct contractors and staff to required systems, procedures and processes
- Undertake day to day supervision of contractors
- Ability to prepare reports and correspondence for senior staff
- Monitor budget expenditure and provide reports as requested
- Check and sign off all employee timesheets and provide advice and required paperwork to the people and performance team in a timely manner

About you

Key Selection Criteria

1. Proven experience in developing and delivery of maintenance and improvement programs in road maintenance, construction or other engineering areas ideally in a local government setting is preferred
2. Intermediate information technology skills.
3. Proven ability to manage contractors to deliver elements of the roads and drainage maintenance program
4. Demonstrated commitment to learn and ability to manage and contribute to a team.
5. Demonstrated knowledge of Microsoft Office applications. Experience in budget management and monitoring
6. Demonstrate experience in daily leadership of multi-skilled teams to create a positive, performance-oriented culture focused on achieving the objectives and work programs on the team

Pre-employment check

- | | |
|--|--|
| <input checked="" type="checkbox"/> National Police Check | <input type="checkbox"/> Full COVID Vaccination |
| <input checked="" type="checkbox"/> Valid Victorian driver's license | <input checked="" type="checkbox"/> Pre-employment Medical |
| <input checked="" type="checkbox"/> Working with Children Check | |

About Mitchell Shire

All employees at Mitchell Shire are expected to provide the highest standards of performance and customer service to ensure Council achieves its Vision, Values and meets organisational objectives.

Vision

As we grow, we will be leaders in protecting the environment and preserving the country feel and liveability of our unique communities, with visionary planning for a cohesive, prosperous, safe, and healthy future.

Values

Mitchell has adopted the following values as fundamental to the way in which all staff within the Council will operate in their dealings with each other and the community. These are:



Working Together



Respect



Customer Service Excellence



Accountability



Continuous Improvement

Structure

Mitchell Shire Council consists of the following three Directorates:

- Advocacy and Communities
- Economy, Growth and Infrastructure
- Organisational Performance

Position requirements

Accountability and Extent of Authority

- The Team Leader is accountable to the Coordinator for participating in the efficient running of the Operations Department
- Accountable for the efficient undertaking of various functions within the Operations Department
- Accountable for providing accurate and timely professional advice to the Operations Department, staff and contractors and other Council Departments
- The incumbent will be required to be accountable for operational and staffing matters at the local level
- The freedom to act is governed by clear objectives and budgets, prior consultation with senior staff is generally available however there will be times that this position is required to use their own judgements based on knowledge and experience without consultation
- Regular reporting is required to ensure adherence to procedures
- This position has direct accountabilities for achieving compliance with regard to Road Management Plan inspections and defect response times

Judgement and Decision Making

- The work involves solving problems using procedures and guidelines and the application of professional or technical knowledge, or knowledge acquired through relevant experience
- Judgements and decisions in relation to general operational matters, staffing issues, road management plan inspections and defects will be required by the incumbent
- Whilst guidance and advice is usually available the incumbent may be required to go outside of standard processes and guidelines at times and without an opportunity to consult when there are issues relating to the safety of employees, contractors and/or Council assets

Specialist Skills and Knowledge

- Knowledge of civil engineering and/or construction principles
- Knowledge of construction and/or maintenance and/or parks and gardens techniques and materials
- Information technology skills especially in the use of computer for reporting, data and spreadsheet preparation
- An understanding of the role and functions of the Operations staff to whom the position provides support
- Detailed understanding of the Mitchell Shire Council RMP
- An understanding of Business Services and Targets of Operations Department and understanding of the long-term goals of the Engineering and Infrastructure Directorate and an appreciation of the strategic goals of the Council

Management Skills

- Ability to plan, develop, manage time, prioritise work and to achieve objectives from within a set timetable
- Ability to weigh-up options and make logical decisions
- An understanding of Occupational Health and Safety legislation
- An understanding of the Road Management Act and related regulations and codes of practice
- An understanding of Risk Management and Equal Employment principles and practice

Interpersonal Skills

- Ability to relate to persons from diverse backgrounds
- Ability to act within and promote Council Values
- Absolute integrity, trustworthiness and professionalism are required of this position
- Ability to discuss and resolve problems of a technical and general nature
- Ability to promote team cohesion
- Ability to lead by example
- Highly developed teamwork and communication skills

Qualifications and Experience

Essential

- Experience in team leader role
- A valid Victorian license which must be maintained at all times.
- Experience in maintenance programming
- Construction Induction training card (white card)
- Experience in staff and contractor supervision
- Appropriate Occupational Health and Safety Authority Licenses
- Certificate in Civil Engineering III or trade qualification or equivalent or demonstrated experience commensurate with the level of formal qualification

Desirable

- First aid Certificate Level 2 + C.P.R.
- Electrical Spotters Ticket
- Chainsaw training
- Forklift Qualification
- Skid Steer Qualification
- Knowledge of Local Government
- Heavy Rigid licence
- Traffic Management Qualification