



## MOUNT ISA CITY COUNCIL POSITION DESCRIPTION

<b>POSITION:</b>	Team Leader Urban Construction
<b>EMPLOYMENT STATUS:</b>	Full Time
<b>AWARD CLASSIFICATION:</b>	Foreman Level 6 Queensland Local Government Industry (Stream A) Award - State 2017 in conjunction with Mount Isa City Councils Certified Agreement
<b>DEPARTMENT:</b>	Infrastructure Services
<b>SECTION:</b>	Urban Construction

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### POSITION OBJECTIVE

This role is responsible for the supervision, coordination and the programming of activities of urban construction personnel and subcontractors to meet the delivery requirements of Council's annual Capital Works Program in Urban Construction.

The role will also include actively maintaining and pursuing all relevant Council safety, environmental, customer service, reporting and accurate recording processes and procedure with all relevant project activities.

The role requires a sound management of the quality of work performed whilst providing strong people/supervision/leadership and effective communications with a focus on maintaining productivity, cost effectiveness within budget allocation.

<b>Position Reports to:</b>	Manager Capital Works and Operation
<b>Reports to this Position:</b>	Leading Hand and Urban Construction Crew
<b>Other Direct Contacts:</b>	Team Leader Urban Maintenance Departmental Managers Other Departmental Team Leaders / Supervisors External & Internal Customers Contractors Suppliers

### REQUIREMENTS OF THE POSITION

#### Skills, Knowledge and Experience

- Demonstrated ability in the use and maintenance of equipment and plant utilised in road construction and drainage type works;
- Demonstrable sound knowledge of building and construction industry methodology and best practices including best industry accepted practices relevant to this position;
- Ability to develop signage plans for job site including safety plan and traffic management plans, determine and apply correct signage, setting out and erection;
- Capable of accurately reading and interpreting road works design plans, and setting out of civil construction and road works;
- Extensive experience in the effective supervision and motivation of staff whilst building team ship;
- Good written communication skills with demonstrated knowledge of budgetary matters;

- Excellent interpersonal communication skills to deal with a wide range of people and provide quality customer service with a high level of customer service aptitude;
- Must be able to maintain accurate work diaries, prepare purchase orders for procurement requirements within the delegations of this position, maintain accurate records and statistical data (such as defect and accident reports and QA reporting data etc.) and provide clear comprehensible input into the stream's monthly Council report;
- Must be able to exercise a high level of confidentiality and ability to exercise discretion in a professional manner essential;
- Self-motivated with strong time management, problem solving and decision making abilities;
- Understanding of other legislative requirements and responsibilities such as environmental, work place health and safety, equal opportunities employment and workplace harassment policies;
- High level of computing familiarity of Microsoft Suite programs including excel, word, outlook;
- Extensive experience (minimum of 5 years) in roadwork construction and maintenance methods and techniques, preferably in a supervisory position.

### **Qualifications/Licenses**

- Certificate II in Civil Works or related discipline or equivalent demonstrable experience to successfully undertake the requirements of this position;
- Queensland General Safety induction (Construction Industry) White Card (essential);
- Implement Traffic Management Plan (essential);
- Current "C" class manual Driver's Licence (essential).

### **Training**

- Must be willing to undertake and successfully complete training deemed essential for the position in accordance with Councils Training Matrix.

### **KEY RESPONSIBILITIES**

This position is responsible for the following areas and includes but is not limited to:

- Supervision and delivery of Council's works program for urban construction including road works, concreting, pavement treatments and culvert installation;
- To supervise the day-to-day construction operations within urban construction to meet deliverable expectations set by the capital works programme and organise machinery repairs as appropriate;
- Record staff attendance and any hire plant (Rollers, Graders and Trucks etc) that is hired by council to undertake works within this stream of operations using Microsoft Excel spread sheets.
- Liaise with other sections of the Council to program, obtain and utilise plant, materials and equipment as required;
- Ensure that Council equipment is kept clean and maintained;
- Ensure that works and plant used are correctly recorded on job sheets/time sheets and materials used on jobs recorded in daily diaries;
- Ensure plant and equipment is operated in a safe, effective and efficient manner and in accordance with manufacture's operating specifications;
- To meet the requirements of SAFEPLAN (Council's Safety Management System) or system supported by council in carrying out responsibilities;
- Provide and maintain high level of confidentiality;
- Maintain professional standards and integrity;
- Owner of required processes, procedures and policies for Urban Construction.
- Contribute to the promotion and image of Council and maximise good public relations;
- Provide detailed and comprehensible input into Council's Monthly report or other reports and surveys as required;
- Required to follow any other lawful and reasonable directives provided by your Supervisor or more senior officer;
- Council reserves the right to change these duties at any time.

**Physical Requirements**

- It is an inherent requirement of the position to be able to occasionally lift weights up to 20kg;
- Work outdoors in all weather conditions;
- Sit continuously for extended periods of time;
- Walk on uneven terrain.

This position requires the incumbent to maintain a level of fitness to be capable of carrying out the physical requirements of the position.

**KEY PERFORMANCE INDICATORS**

- Provision of professional advice in accordance with relevant legislation and recognised industry standards;
- All assigned tasks completed professionally and on time;
- Regular and systematic performance reporting to the Manager Capital Works and Operations, evidenced through the completion of projects within agreed timeframes and budget;
- Accountable for positive health and safety practices;
- High level of confidentiality maintained;
- High level of participation and commitment to team outcomes;
- All liaisons carried out in a professional manner being a positive ambassador for Council;
- Consistently meets corporate obligations;
- Develops, promotes and complies with council policies and procedures.
- Effectively process customer complaints ensuring compliance with Councils Policy and Procedure;

Note: These key performance indicators will be reflected in the annual performance review associated with the position.

**DELEGATION AUTHORITY AND ACCOUNTABILITY**

- As per Council's Delegations of Authority;
- Authorise expenditure in accordance with Council's Procurement Policy;
- Authorise timesheets and leave in line with relevant policies;
- Other delegations as determined by the CEO or Council.

**ORGANISATIONAL COMMITMENTS**

To comply with the requirements of all Mount Isa City Council policies and procedures as amended from time to time, including but not limited to:

- Comply with customer service standards;
- Comply with Council's Code of Conduct;
- Comply with and actively promote and ensure compliance with Council's EEO Policy;
- Comply with Human Resources policies and procedures;
- Comply with Work Health & Safety legislation, policies and procedures;
- Comply with Records Management policies and procedures.

**WORK HEALTH AND SAFETY**

All employees of Council have a legal obligation to comply with Work Health and Safety legislation including Council's Work Health and Safety Management System; Safeplan and Council policies, procedures and work instructions. This framework is established to ensure the health and safety of employees, contractors, visitors, volunteers and the public.

Employees are required to perform all work and associated functions in a safe manner and to identify and report any concerns, near misses and incidents/accidents to Councils WH&S Officer and Supervisor.

## GENERAL

All employees must comply with all reasonable and lawful directives given in the workplace and must undertake other duties associated with the role, as reasonably directed and within the scope of the requirements of the role.

Position Descriptions do not provide a definitive list of duties and responsibilities and as such Council reserves the right to alter this position description from time to time. Council expects employees to accept variations to their work within the classification level therefore Council may initiate changes through consultation with the position holder. On an annual basis the employee and appropriate Supervisor/Department Manager should review the position description for currency.

## SELECTION CRITERIA – Team Leader Urban Construction

SELECTION CRITERIA		WEIGHTING (%)
SC1	Demonstrated knowledge and experience in road construction methods and their applications with experience in labour, plant and equipment utilisation;	30%
SC2	Ability to apply knowledge and practical skills on the job, including plan reading interpretation and application;	25%
SC3	Proven leadership qualities and staff motivation skills; with excellent interpersonal communication skills both written and verbal;	20%
SC4	Demonstrated ability in the safe and correct operation and maintenance of equipment and plant (mechanical and motorised), including risk assessment, hazardous substance management and PPE	15%
SC5	High level time management and organisational skills with the ability to identify and problem solve.	10%

## AUTHORISATION

Director: Renee Wallace

Signature: \_\_\_\_\_

Date: 16/06/2019

Date originated: 08/04/2019

Date reviewed: 7 May 2021

**EMPLOYEE DECLARATION**

I, the undersigned acknowledge receiving a copy of the Team Leader Urban Construction Position Description:

Name: \_\_\_\_\_

Signature: \_\_\_\_\_

Date: \_\_\_\_ / \_\_\_\_ / \_\_\_\_