

# Upper Lachlan Shire Council



<b>Position</b>	Team Leader Drainage Gang
<b>Reports to</b>	COORDINATOR CONSTRUCTION
<b>Group</b>	Infrastructure
<b>Band/Level</b>	B1/L4
<b>Grade</b>	9
<b>Date revised</b>	2021

## Primary Purpose

Guide the day-to-day work of the drainage work crews and support team members to undertake their work efficiently, effectively and safely.

## Council Values

Council's values of sustainability, integrity, respect and professionalism guide the decisions, actions and conduct of all employees.

## Accountabilities

- Direct the day-to-day activities of the drainage work crews to ensure organisational, management and legislative requirements are met.
- Undertake construction, maintenance and improvement works including the installation of drainage structures according to approved work plans and schedules.
- Plan and allocate work and tasks and identify improvements to work systems and processes.
- Ensure safe work practices including the development and implementation of safe work method statements, risk assessments, injury and incident reporting and any other work health and safety requirements/obligations under the Work Health and Safety Act.
- Ensure consistent delivery of the highest level of customer service.
- Control traffic at worksites, including the placement of signs, lights and barriers, in accordance with relevant legislative requirements and standards.
- Collect, collate and make available information for reporting, and produce accurate and timely reports as required.
- Complete paperwork (including timesheets) accurately and within required timeframes.
- Operate small plant and equipment following safe work practices and procedures and in accordance with operating instructions.
- Monitor and report on individual and the team's work performance and progress towards the delivery of work plan goals.
- Use resources efficiently, effectively and responsibly to complete work in a timely manner.
- Maintain adopted policies, procedures, processes and systems of work, and hold team members accountable to apply them when carrying out their work.
- Contribute to the performance of Council: leading by example, demonstrating professional conduct, making the best use of knowledge, experience and skills, and being accountable for the decisions made.

- Inform, education and guide employees about their WHS responsibility to maintain a safe workplace.

The employee is required to undertake any other duties, projects or tasks as directed by their manager, which are within his/her skills, competence and training.

#### Key relationships

Internal	External
Drainage teams	Government Agencies and Authorities
Other staff	Community members

#### Essential Criteria

1. WHS General Construction Induction (White) card.
2. Contemporary knowledge and demonstrated experience in construction and maintenance of drainage structures.
3. Demonstrated ability to plan and organise work for a team, meet deadlines and manage competing work demands.
4. Proven track record leading and supporting staff to achieve work targets and objectives effectively and efficiently.
5. Demonstrated interpersonal and communication skills, including influencing and negotiation; and research and information analysis to facilitate understanding and/or decision-making.
6. Traffic controller and Implement Traffic Control Plans certification.
7. Current Class C Drivers Licence.

#### Desirable Criteria

1. MR licence.
2. Certificate of competency Backhoe (LB) and Excavator (LE).
3. Prepare a Workzone Traffic Management Plan certification.

The position description should be read and applied, in conjunction with other corporate documentation that guides decision-making, actions and conduct including, but not limited to, the Code of Conduct, Delegations of Authority, legislation, policies, procedures and plans.

I have read and understand the requirements and accountabilities of this position.

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Name (please print)

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Signature

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Date

# SALARY PROGRESSION CRITERIA

## Team Leader Drainage Gang



The emphasis at this level will be placed on the demonstrated application of the skills and knowledge required of the position. Assessments will be made based on the experience/qualifications of the jobholder and their ability to apply skills and knowledge to meet the accountabilities defined in the job description.

### MINIMUM JOB REQUIREMENT

The jobholder is required to have met the essential criteria as described in the job description.

#### STEP 1 SKILLS

Before being assessed for Step 1 Skills, the jobholder must have demonstrated achievement of all Essential Criteria described in the job description.

When the jobholder demonstrates the achievement of all Skills in Step 1, they are eligible for an increase in their rate of pay.

1	Basic knowledge of WH&S and WorkCover regulations in relation to road maintenance/construction and public safety
2	Knowledge of Councils' standard traffic control procedures
3	Able to read TCP and set up plan accordingly
4	Applies knowledge of Shire to identify work locations
5	Basic excavation and shovelling
6	Bitumen patching work
7	Roadside facility erection and maintenance
8	Driver licence – Class C
9	Use two way radio effectively

#### STEP 2 SKILLS

Before being assessed for Step 2 Skills, the jobholder must have demonstrated achievement of all Essential Criteria and Step 1 Skills.

When the jobholder demonstrates the achievement of all Skills in Step 2, they are eligible for an increase in their rate of pay.

1	Ensures load is correctly covered
2	Liaise effectively for the delivery / removal of materials from work site
3	Driver licence – Class LR

### STEP 3 SKILLS

Before being assessed for Step 3 Skills, the jobholder must have demonstrated achievement of all Essential Criteria, Step 1 and Step 2 Skills.

When the jobholder demonstrates the achievement of all Skills in Step 3, they are eligible for an increase in their rate of pay.

1	Excavation requiring support.
2	Installation of drainage structure to design plans and or line and level
3	Ability to read plans
4	Demonstrated ability to set out works accurately and to use dumpy level
5	Accredited training in trench and ground support systems.
6	Operate small compaction equipment, pumps and other minor plant effectively.
7	LF - Forklift ticket
8	Driver licence – Class MR

### STEP 4 SKILLS

Before being assessed for Step 4 Skills, the jobholder must have demonstrated achievement of all Essential Criteria, Step 1, Step 2 and Step 3 Skills.

When the jobholder demonstrates the achievement of all Skills in Step 4, they are eligible for an increase in their rate of pay.

1	Driving a truck requiring licence – Class HR
2	Ensure that load is correctly distributed and does not exceed legal limit
3	Formal construction course (i.e. Certificate I Civil construction)
4	Meets all requirements of the position description.
5	Retaining walls and gabion work

### STEP MAXIMUM SKILLS REQUIREMENT

To achieve Step Maximum Skills the jobholder must apply a superior level of skills, knowledge, Skills and expertise to the position. Step Maximum Skills will be achieved by the attainment of:-

1. Agreed competency and/or training/qualifications
2. Demonstrated efficiency and productivity improvements
3. Development and/or delivery of an innovative project
4. Continuous work improvement for a defined timeframe

Step Maximum Skills will be subject to determination and assessment by the relevant Director, in consultation with the jobholder. Before the jobholder can be assessed at Step Maximum, the jobholder must have achieved Steps 1, 2, 3 and 4 Skills.

**Note:** Skills will be obtained and/or developed from a combination of the following sources:-

- Training.gov.au
- Job-specific Skills developed by Council
- WHS standards
- Former position description skill steps