

Upper Lachlan Shire Council



Position	Team Leader Maintenance Gang
Reports to	COORDINATOR
Group	INFRASTRUCTURE
Band/Level	B1\L4
Grade	9
Date revised	2023

Primary Purpose

Guide the day-to-day work of the maintenance 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 maintenance work crews to ensure organisational, management and legislative requirements are met.
- Undertake maintenance and improvement works including but not limited to road repair and pothole patching, footpath maintenance and repair, stormwater and culvert drainage maintenance and minor construction, street and gutter cleaning and litter control and roadside litter patrolling, 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
Maintenance 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 road pavement maintenance and construction of sealed and unsealed surfaces, drainage and the use of small plant/equipment.
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 certification.
7. Current Class C Drivers Licence.
8. MR Licence

Desirable Criteria

1. Certificate IV in Civil Construction.
2. Implement Traffic Control Plans and 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.

Name (please print)

Signature

Date

SALARY PROGRESSION CRITERIA

Team Leader Maintenance 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	Sound knowledge of WHS and WorkCover regulations in relation to road maintenance/construction and public safety
2	Knowledge of Councils' standard traffic control procedures
3	Applies knowledge of Shire to identify work locations
4	Road pavement maintenance and drainage work
5	Basic excavation and shovelling
6	Bitumen patching work
7	Roadside facility erection and maintenance
8	Have experience in interpersonal skills in supervising works.
9	Industrial certification to operate a Forklift

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	Use two way radio effectively
2	Street and gutter cleaning
3	Successfully undertaken a formal supervision training course.

4	Ensures load is correctly covered, distributed and does not exceed legal limits.
5	Liaise effectively for the delivery / removal of materials from work site
6	Road spotting for line marking
7	Apply Traffic Control Plan
8	Drainage maintenance
9	Cleaning up in public places, carrying materials.
10	Industrial certification to operate a Backhoe and/or Front end loader
11	Demonstrated ability to erect traffic control devices and equipment in accordance with approved traffic control plans (TCPs).
12	Demonstrated understanding of the risks associated with Manual handling and Hazardous substances.

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	Maintain accurate and current records.
2	Demonstrate ability to organise, plan and supervise teams work with general assistance from supervisor.
3	Sound knowledge of asset maintenance strategies.
4	Ability to determine specific job requirements, including tools, equipment and material quantities
5	Ability to read plans, i.e. minor maintenance / construction plans
6	Ability to read levels.
7	Maintains effective work practices.
8	Contributes effectively to work environment.

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	Meets all requirements of the position description.
2	Consistently communicated effectively with supervisor, team members and the public.
3	Applies Council's policies, practices and procedures in the work place.

4	Quality and quantity of work consistently meets requirements.
5	Determine whether work is within scope of responsibilities / duties.
6	Experience in the maintenance and minor construction of retaining walls and gabion works.
7	Shoring & Trenching Certification
8	Certificate IV in Frontline Management
10	Chainsaw Certificate

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