

Position Title	Team Leader Roads Operations
Department	City Assets
Unit	Roads Operations
Team	Roads Operations
Supervises	Roads Operations Maintenance Teams and associated contractors
Reports To	Coordinator Roads Operations
Grade	G
Date Prepared	6/10/2022
Date Last Updated	10/05/2023

Our Vision & Values: A leading organisation that collaborates & innovates



We are committed
to **safety**



We work as
one **team**



We act with
integrity



We care about
our **customers**



We **continuously**
improve

Primary purpose of position

To manage Roads Maintenance operations throughout the LGA and lead a team of internal staff and contractors to achieve Council business plans and priorities.

Accountabilities

- Assist the Coordinator Roads Operations with the operation of the units Maintenance activities
- Provide assistance and advice to staff, customers and the community where necessary
- Ensure all works comply with relevant acts and standards
- Promote and mentor a positive culture of the teams and members ensuring teams are adequately resourced to undertake their duties
- Control, monitor and respond to program departures
- Ensure the operating of minor plant items/hand tools in accordance with SWP's provided
- Maintain and develop professional knowledge and keep abreast of initiatives and changes in areas related to the position
- Operate and maintain computing systems for the collection and processing of resources
- Supervise and direct teams to ensure the efficient and effective use of resources
- Provide appropriate training to staff as required
- Finalise completion of work requests as allocated
- Provide monthly reports detailing the status of work programs in line with service agreements and rosters
- Prepare and authorise purchase requisitions in line with budget delegations and allowances
- Other duties as required from time to time as directed by Coordinator of Roads Operations

Position capabilities and level

Below is the full list of capabilities and the level required for this position. The capabilities in bold are the focus capabilities for this position. Refer to the next section for further information about the focus capabilities.

Capability Profile – Supervisor		
Capability Group	Capability Name	Level
 Personal Character	Lead Self	Adept
	Display Resilience	Intermediate
	Act with Integrity	Adept
	Safety and Accountability	Adept
 Relationships	Communicate and Engage	Intermediate
	Customer and Community Focus	Intermediate
	Work Collaboratively	Intermediate
	Influence and Negotiate	Intermediate
 Results	Plan and Prioritise	Intermediate
	Think and Solve Problems	Intermediate
	Innovate and Improve	Intermediate
	Deliver Results	Adept
 Resources	Finance	Foundational
	Assets and Tools	Intermediate
	Technology and Information	Intermediate
	Procurement and Contracts	Foundational
 People Leadership	Manage and Develop People	Foundational
	Inspire Direction and Purpose	Intermediate
	Optimise Workforce Contribution	Foundational
	Lead and Manage Change	Intermediate

Focus Capabilities

The focus capabilities for the position are those judged to be most important at the time of recruiting to the position. That is, the ones that must be met at least satisfactory level for a candidate to be suitable for appointment.

CBCity Capability Framework - Focus Capabilities

Group & Capability	Level	Behavioural Indicators
People Leadership		
Manage and Develop People	Foundational	- Clearly explains work required, expected behaviour and outputs - Gives regular feedback about positive behaviour and areas for improvement - Provides appropriate support to enable development - Recognises ongoing performance issues and seeks advice on managing them
Personal Character		
Safety and Accountability	Adept	- Is prepared to make decisions within own level of authority - Takes an active role in managing issues in the team - Coaches team members to take responsibility and follow through - Implements safe work practices and manages work health and safety risks - Identifies and manages other risks in the workplace
Relationships		
Customer and Community Focus	Intermediate	- Identifies and responds quickly to customer needs - Demonstrates a thorough knowledge of services provided - Puts the customer and community at the heart of work activities - Takes responsibility for resolving customer issues and needs

* Focus Capabilities are those judged to be the most important at the time of recruiting to the position. The mix of “focus” capabilities can change over time, reflecting changing work priorities and current team strengths.

Delegations

Decisions associated with this position are to be made in accordance with the Delegations of Authority (Policy186) approved by the Chief Executive Officer.

Code of Conduct

All staff are required to adhere to the Code of Conduct (CP25).

Work Health & Safety

All staff are required to adhere to Council’s WHS&E Responsibilities and Authorities document (REF229) and associated policies and procedures.

Records Management

All staff are required to comply with Council’s Records and Information Management policies, procedures and guidelines.

Qualifications and Experience

Essential Qualifications

- Tertiary qualifications in civil road construction or similar relevant experiences
- WH&S White Card
- Class C drivers licence

Essential Experience

- Previous leadership experience involving planning and coordination of a number of simultaneous projects in road construction operations
- Previous leadership roles in Civil construction works
- Excellent customer service liaison skills
- Ability to use Microsoft Word & Excel Pathway

Desirable Qualifications and or Experience

- Traffic control certification
- Plant operators licences/competency assessment

HUMAN RESOURCES USE (SELECT YES OR NO)	YES	NO
Does this position fall under the definition of child related employment?	☐	☒
Does this position require incumbent to undergo criminal reference check?	☐	☒
Does this position require incumbent to demonstrate good driving Licence class required: C Class Drivers Licence	☒	☐
Will incumbent need to make disclosure of pecuniary interest?	☒	☐
Could there be a conflict of interest with secondary employment?	☒	☐