

## Team Leader Roads

<b>Team</b>	<b>Infrastructure Works</b>
<b>Division / Department</b>	City Services & Assets / Roads & Traffic
<b>Location</b>	Depot Five Dock
<b>Classification/Grade/Band</b>	<b>Grade 6</b>
<b>Position Code</b>	<b>CB0112</b>
<b>Date position description approved</b>	June 2020

### Council overview

The City of Canada Bay is an active and vibrant city that captures the energy, diversity, pride and potential of its community.

### Primary purpose of the position

- Manage a team of operational staff to ensure all Council roads and assets are maintained in accordance with service and agreements and to schedule, with the efficient and effective allocation of resources.
- Assist the Coordinator Infrastructure Works to ensure the team is adequately resourced to meet assigned targets, provide feedback to clients and residents and resolve minor maintenance issues.
- To plan works allocated by Coordinator Infrastructure Works including all safety requirements for work sites

### Key accountabilities

#### Technical/Operational

- Manage the preparation and maintenance of Council roads, paths and assets to required standards.
- Carry out works as per supplied plans and specifications to ensure the project management brief is undertaken and maintained for the duration of the project.
- Carry out construction, maintenance and repair of civil infrastructure including road pavements, footpaths and asphalt etc.
- Carry out private works estimates and jobs as required.
- Carry out works as per supplied plans and specifications to ensure the project management brief is undertaken and maintained for the duration of the project.
- Develop works programs, including rosters and the allocation of resources, to ensure that projects /maintenance are managed in accordance with budgets, schedules and matrix's and comply with relevant acts and standards.

- Assist with quality control and project documentation including service agreements, private works and tenders when required.
- Ensure that all projects are constructed in accordance with design and comply with all relevant acts and standards.
- Operate minor plant associated with road and path maintenance including (but not limited to): Compactor plate, single foot compactor; Concrete vibrator; Concrete saw; Small rollers; Jackhammer, drills and grinding machines.
- Undertake a variety of tasks which include manual handling and use of hand tools such as shovels, crowbars, brooms and rakes.
- Undertake road maintenance type patching including excavation by small jackhammer, laying, screeding and finishing, using vibrating plate.
- Assist with the planning and implementation of annual roads program.
- Perform duties in a manner that constantly seeks to build and improve on abilities
- Review and maintain vehicles, equipment, plant and accessories on a daily basis.
- Ensure traffic control plans are prepared and implemented for all worksites.
- Erect temporary barricades as directed and control traffic through worksites as required.
- Identify and report road/asphalt management related issues and identify and recommend areas for improvement.

### **Management & Leadership**

- Demonstrate leadership on a daily basis with a proactive approach to leadership, promotion of quality work ethic and performance management.
- Establish, direct and lead operational staff on a daily basis, including the preparation of daily work routines, to ensure the efficient and effective use of time and resources.
- Ensure staff follow all Council policies and procedures in relation to WHS e.g. protective clothing being worn by staff, hazard identification.
- Organise and plan safety in, at and on work sites.
- Ensure the completion and provision of accurate documentation and reporting forms including timesheets, hazard report forms, WHS documentation and forms etc.
- Manage an established record system including job numbers, plant numbers & costing allocations.
- Act in the position of Coordinator Infrastructure Works as required.
- Monitor staff performance, encourage team development, conduct regular performance reviews and provide feedback as required.
- Undertake minute and action toolbox talks with team when required.
- Provide on the job training and development of staff.

### **Financial**

- Prepare quotes and estimates for Council private works in a timely manner.
- Requisition stores and supplies as required and prepare and authorise purchase order requisitions within budget delegations and Council procurement policy.

### **Communication, Consultation & Engagement**

- Collaborate and communicate with other civil Infrastructure team members to create an enthusiastic and motivated atmosphere where staff work with a sense of urgency.
- Exercise initiative and judgment in following up or redirecting matters when the Director is unavailable to ensure that time frames and targets are met.
- Design and implement new administrative procedures/practices (where required) with other departmental staff, Managers and the Director.

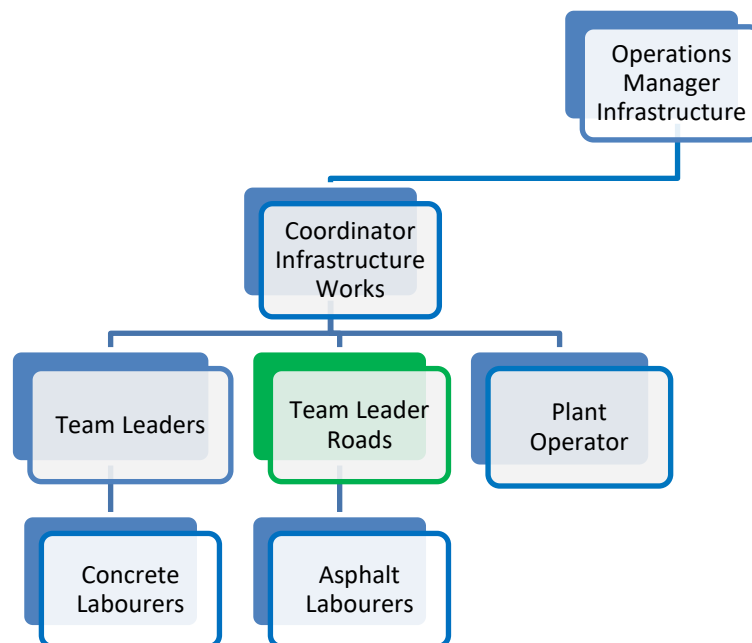
- Develop and implement a high standard of service to the community, which is founded on a helpful, courteous and equitable approach.

### General

- To comply with the operational responsibilities unique to the position as outlined in the attached schedule.
- Collaborate and communicate with Divisional staff and others within the organisation to create an enthusiastic and motivated atmosphere where staff work with a sense of urgency.
- Proactively support management in the process of workplace reform, service competitiveness and the achievement of objectives by proactively working to identify process, policy and operational improvements.
- Maintain a commitment to workplace safety, risk mitigation and EEO, acting to rectify where necessary.
- Support a respectful and positive workplace environment by complying with the Workplace Behaviour Standards and Expectations Policy and responsibilities identified in section 2 of the Schedule of Operational Responsibilities outlined below
- Carry out additional tasks within your skills set and related to strategic planning as assigned by your Supervisor.

## Position/Department Structure

This position reports to Coordinator Infrastructure Works



## Essential Knowledge, Skills and Experience (Essential Criteria)

- Minimum 5 years' experience working in an asphaltic environment combined with demonstrated experience acting in a leadership role, motivating, leading, mentoring and managing the workload of others.
- Demonstrated commitment to maintaining and improving knowledge, with the ability to solve problems and recommend and implement improvements
- Demonstrated ability to work in a self-directed manner, participate effectively as part of a team, follow instructions and work within a set timeframe.

- Excellent communication and customer service skills.
- Basic computer skills with the ability to maintain accurate written and computerised records undertake calculations and complete forms.
- Willingness to undertake rotational aspect of role and undertake duties in different areas of Council as deemed appropriate by supervisors.
- Ability to clearly understand and adhere to Council's policies associated with EEO, Discrimination & Harassment and Work Health Safety.
- Current WHS Induction Training for Construction Industry Workers
- Traffic Control Certificate – Level 3
- Current MR Drivers Licence
- Sound working knowledge of TechnologyOne software, including CiAnywhere
- Experience with the use of mobile technology in the workplace

## Desirable Knowledge, Skills and Experience (Desirable Criteria)

- Current HR Licence
- Experience working in local government

## Agreement

We the undersigned agree that the position description and competencies contained herein are accepted as appropriate for the performance of this position.

Signed: \_\_\_\_\_ Date: \_\_\_\_\_  
 Appointed employee

Signed: \_\_\_\_\_ Date: \_\_\_\_\_  
 Director

# SCHEDULE OF OPERATIONAL RESPONSIBILITIES

## 1. Work, Health & Safety Responsibilities

### 1.1. Worker

A worker's responsibilities include, but are not limited to:

- 1.1.1. Taking reasonable care for his/her own health and safety.
- 1.1.2. Taking reasonable care that his or her acts or omissions do not adversely affect the health and safety of others.
- 1.1.3. Compliance, so far as the worker is reasonably able with any reasonable instructions that are given by Council or a Person Conducting a Business or Undertaking (PCBUs) for City of Canada Bay where applicable.
- 1.1.4. Cooperating with any reasonable policy or procedure of the City of Canada Bay or PCBUs working at or for City of Canada Bay or where applicable at the workplace that has been notified to workers.
- 1.1.5. Reporting all incidents, hazards and near misses to their direct supervisor.
- 1.1.6. Actively participating in injury management and rehabilitation programs.
- 1.1.7. Using Personal Protective Equipment (PPE) where required and in accordance with the manufacturer's instructions.
- 1.1.8. Maintaining all tickets, licences, operative training etc, required for the job either by legislation or through Council's or a PCBU's policies and procedures and advise Team Leaders of any change to these.
- 1.1.9. Attending all specified training and induction courses.
- 1.1.10. Contributing to workplace practice and procedure reviews.
- 1.1.11. Advising Team Leaders/Coordinators of any WHS issue that they believe should be addressed in the workplace.
- 1.1.12. Ensuring all hazards identified are reported to their immediate supervisor and appropriate forms completed.
- 1.1.13. Participating in workplace inspections.
- 1.1.14. Ensuring appropriate supervisory staff are advised of any person who is not engaging or complying with safe work practices or Council policies and procedures.

### 1.2. Coordinator/Supervisor

In addition to the responsibilities of a worker, a Coordinator's/Supervisor's responsibilities also include, but are not limited to:

- 1.2.1. Providing advice to the Manager on WHS issues.
- 1.2.2. Organise prompt provision of first aid or medical attention for injured workers when required.
- 1.2.3. Ensure incidents and injuries are recorded in the Incident Injury Reporting book within 48 hours of the incident occurring.
- 1.2.4. Ensure all incidents and hazards are investigated and remedial actions are initiated in their area of responsibility.
- 1.2.5. Report incidents and accidents to the RAW Coordinator and if serious in nature, to the WHS Coordinator.
- 1.2.6. Cooperate with the WHS Coordinator in any incident or accident investigation that may be required.
- 1.2.7. Providing alternative duties/employment for injured workers as an integral part of the return to work process.

- 1.2.8. Consulting with workers and other stakeholders to ensure the Injury Management Program and Rehabilitation Program operate effectively.
- 1.2.9. Including safety training and equipment in budgets.
- 1.2.10. Ensuring the staff under your area of responsibility hold and maintain all tickets, licences, operative training etc required for their job by legislation or through the organisation's policy/procedures, and ensure a record of certification is maintained.
- 1.2.11. Ensuring all workers have attended relevant induction and essential safety courses.
- 1.2.12. Monitoring the use of Personal Protective Equipment (PPE) in accordance with Council's policies.
- 1.2.13. Undertaking workplace inspections in accordance with the City of Canada Bay's policies and corrective action taken if required.
- 1.2.14. Ensuring purchases comply with the City of Canada Bay's requisition procedures and purchasing policy.
- 1.2.15. Maintaining awareness of legislation which regulates activities you are responsible for.
- 1.2.16. Advising managers of any person who is not engaging or complying with safe work practices or the organisation's policies and procedures.
- 1.2.17. Ensuring hazards identified are investigated, assessed and remedial actions adopted to eliminate or control risks.
- 1.2.18. Ensuring all measures (including procedures and equipment) that are adopted to eliminate or control risks to health and safety are properly used and maintained.
- 1.2.19. Ensuring workers are supervised by a competent person.
- 1.2.20. Ensuring amenities are maintained in a safe and healthy condition at all times.

### **1.3. Manager**

In addition to the responsibilities of a worker, this position is also responsible, as a Manager, for:

- 1.3.1. Advising the Executive of WHS issues.
- 1.3.2. Organise prompt provision of first aid or medical attention for injured workers when required.
- 1.3.3. Ensure incidents and injuries are recorded in the Incident Injury Reporting book within 48 hours of the incident occurring.
- 1.3.4. Ensure all incidents and hazards are investigated and remedial actions are initiated in their area of responsibility.
- 1.3.5. Report incidents and accidents to the RAW Coordinator and if serious in nature, to the WHS Coordinator.
- 1.3.6. Cooperate with the WHS Coordinator in any incident or accident investigation that may be required.
- 1.3.7. Providing alternative duties/employment for injured workers as an integral part of the return to work process.
- 1.3.8. Ensuring all workers attend appropriate induction courses/programs and that all such training is fully documented.
- 1.3.9. The inclusion of health and safety requirements, including safety training and equipment in budgets.
- 1.3.10. Performing the required workplace inspections and audits as per the City of Canada Bay's policies, and ensuring required remedial action is completed and recorded.
- 1.3.11. Ensuring that all equipment purchased meets the City of Canada Bay's WHS requirements and is maintained and inspected in accordance with designers, manufacturers and suppliers, recommendations or Council's policies and procedures.
- 1.3.12. Performing on the job inspections to ensure compliance with working procedures for safe working practices.

- 1.3.13. Ensuring all Job Plans and Position Specifications include responsibilities under the City of Canada Bay's WHS policy.
- 1.3.14. Ensuring safe work method statements are developed and implemented in consultation with relevant personnel for tasks that are identified as high risk tasks.
- 1.3.15. Effective procedures are in place, and are implemented, to identify hazards.
- 1.3.16. All required work activities have a corresponding Safe Work Method Statement (SWMS) which are provided to workers and PCBUs undertaking the work activity.
- 1.3.17. Programs are in place for issue, use and maintenance of Personal Protective Equipment (PPE).
- 1.3.18. Appropriate amenities are available for all workers and PCBUs whilst they are in the workplace.
- 1.3.19. That documents used in relation to the WHS Risk Management System are retained in a secure environment.

## 2. Workplace Behaviour Standards and Expectations

### 2.1. Employees' Responsibilities

- 2.1.1. In addition to complying with Equal Employment Opportunity (EEO) legislation and Council's Workplace Behaviour Standards and Expectations Policy employees are responsible for:
- 2.1.2. Embracing diversity and supporting inclusive workplaces
- 2.1.3. Recognising different styles and perspectives
- 2.1.4. Contributing to open communication and information sharing
- 2.1.5. Taking seriously any incidents of bullying or harassment for themselves and other employees and reporting them promptly

In addition to the responsibilities of an employee, this position is also responsible, as a Manager, for:

### 2.2. Managers' Responsibilities

- 2.2.1. In addition to complying with Equal Employment Opportunity (EEO) legislation and Council's Workplace Behaviour Standards and Expectations Policy managers are responsible for: promoting open communication, sharing information
- 2.2.2. Not diminishing or seeking to excuse reported instances of harassment or bullying
- 2.2.3. Providing constructive, regular, reasonable performance guidance
- 2.2.4. Embracing diversity and supporting an inclusive workplace
- 2.2.5. Recognising and appreciating different working styles and perspectives
- 2.2.6. Allocating duties fairly, setting clear expectations and realistic deadlines
- 2.2.7. Monitoring potential for and acting promptly on, bullying or harassing behaviour

## 3. Sustainability Responsibilities

Contribute to Council's environmental sustainability objectives and targets through active participation and compliance with Council's policies & procedures.

## 4. Record Keeping Responsibilities

Comply with Council's Records Management Policy and the State Records Act 1998.

## 5. Designated Person Classification

This position is not classified as a "designated position" under section 449 of the Local Government Act 1993 and is therefore not required to complete a 'Disclosures by Councillors and Designated Persons Return'.

## 6. Code of Conduct Obligations

Comply with the requirements of Council's Code of Conduct.

## 7. Delegations

Delegations for the position are listed in the Register of Delegations and are to be exercised in accordance with the requirements of the register and the "Delegations Practice Guide".

## 8. Organisation Values

### 8.1. Creativity

All staff are encouraged to explore opportunities and new ideas.

### 8.2. Fun

We choose to create a great place to work.

### 8.3. Leadership

We inspire and enable staff to bring out the best in themselves and each other.

### 8.4. Teamwork

We treat each other the way we would like to be treated.

### 8.5. Respect

We work together collaboratively, and in support of each other.

## 9. Acknowledgement

I have read and understood, and agree to comply with, the Operational Responsibilities as outlined above:

Initialled: \_\_\_\_\_  
Appointed employee

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

Initialled: \_\_\_\_\_  
Director

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



**SKILL PROGRESSION & ASSESSMENT RECORD**



<b>Generic skills – Apply to all salary steps</b>							
Common Skills	Standard for the use of skills	N/A	Employee		Reviewer		Comments
			Standard Met		Standard Met		
			Yes	No	Yes	No	
<i>Accept responsibility for and manage own work</i>							
Work area is well organised and safe in accordance with relevant standards/policies							
Instructions are clearly understood and factors effecting work requirements are identified and appropriate action taken							
Workload is reviewed and prioritised within allocated timeframes							
Responsibilities and duties are performed in accordance with work standards and Council policies, procedures and code of conduct							
Appropriate persons are informed if additional support is required to complete allocated work within agreed timeframes							
<i>Communication</i>							
Communication with staff at all levels is appropriate to the workplace standards and promotes co-operation at all times							
<i>Code of Conduct, organisational policies, operating management standards and procedures</i>							
Comply with the requirements of Council's Code of Conduct							
Comply with Workplace Behaviour Standards & Expectations Policy							
Comply with all organisational policies, operating management standards and procedures							
<i>Customer Service</i>							
Communication with the public is conducted in a courteous manner and the information provided is accurate and timely in accordance with Council policy							
A standard of personal presentation and contact with customers is in accordance with Council policy and guidelines							
Complaints or disputes are identified and resolved promptly or referred to the appropriate person(s)							
<i>EEO</i>							
The principles of equal employment opportunity are observed and implemented							

<b>Generic skills – Apply to all salary steps</b>							
Common Skills	Standard for the use of skills	N/A	Employee		Reviewer		Comments
			Standard Met		Standard Met		
			Yes	No	Yes	No	
<i>Maintain Records</i>							
Confidentiality of information and records is maintained							
Records are secured, accessible, accurate and up to date							
Complies with Council's Records Management Policy and the State Records Act 1998							
<i>Organisational Values</i>							
<i>Creativity</i> – Explore, and encourage others to explore, opportunities and new ideas							
<i>Fun</i> – Maintain a positive attitude and get to know others in the workplace							
<i>Leadership</i> – Inspire and enable themselves and others to reach their full potential							
<i>Respect</i> – Treat others the way you would like to be treated							
<i>Teamwork</i> – Work together collaboratively and in support of each other							
<i>Sustainability</i>							
Contribute to Council's environmental sustainability objectives and targets through active participation and compliance with Council's policies and procedures							
<i>WHS and Risk Management</i>							
Take reasonable care for the health and safety of themselves and others							
Cooperate with any reasonable policy or procedure of Council in relation to WHS							
Reports all incidents, hazards and near misses to their direct supervisor							
Use Personal Protective Equipment (PPE) where appropriate							
Maintain all tickets, licences, operative training etc., required for the job.							
Attend all specified training and induction courses							
Participate in workplace inspections							

## Essential Qualifications and Experience

### Step 1

Skills	Standard for the use of skills	N/A	Employee		Reviewer		Comments
			Standard Met		Standard Met		
			Yes	No	Yes	No	
<b>Undertake concrete, drainage and capital works projects</b>							
Work undertaken includes trowel, broom and final finish to required standard.							
Assist in planning jobs to ensure materials and labour are available to ensure works are undertaken in a cost effective manner.							
Basic material quantity requirements are calculated in accordance with plans and/or specifications.							
Environmental protection requirements are identified in accordance with environmental plans and regulatory obligations and applied.							
Feedback is provided to Coordinator in relation to work undertaken.							
Carry out construction works as per capital works programs							
Project management of capital works programs							
<b>Lead a team</b>							
Involve in defining or clarifying goals and priorities							
Team achievements are assessed to ensure achievement of standards defined by works matrix							
Own behaviour reflects acceptance of team membership and is consistent with a team participative approach							
Onsite training is provided to staff							
<b>Plan and prepare work</b>							
Identify work requirements from request/work orders or equivalent and clarify/confirm with appropriate parties or by site inspection.							
Identify, apply and monitor Occupational Health and Safety standards, statutory requirements, relevant legislation codes, regulations and standards, environmental requirements and enterprise procedures throughout the work procedure.							
Identify, requisition, obtain and inspect materials, equipment and resources							

**Essential Qualifications and Experience**

**Step 1**

Skills	Standard for the use of skills	N/A	Employee		Reviewer		Comments
			Standard Met		Standard Met		
			Yes	No	Yes	No	
required to satisfy job plan for compliance with job specifications.							
Daily work activities are clearly defined, integrated and prioritised to meet council work schedules.							
Plan work in accordance with job requirements, appropriate plans, drawings and standards and, if necessary, by site inspection							
<b>Operate plant and equipment</b>							
Understands the use of and is able to demonstrate the use small plant and equipment regularly used in work to team members in accordance with manuals and specifications.							
Reports any faults or problems to Workshop Team Leader.							
<b>Maintain plant and equipment</b>							
Daily preventative maintenance is carried out in accordance with requirements (clean and serviceable).							
Repairs and adjustments to plant and equipment are made in accordance with manufacturer's specifications for day to day operation.							
Recurring problems are reported to Operations Engineer.							
<b>Traffic Control</b>							
Work instructions including plans, specifications quality requirements and operational details relevant to the tasks are obtained, confirmed and applied to the allotted task.							
Traffic control devices are set up according to traffic control plan							
The work area is clearly defined and separated by traffic control devices							
Traffic controllers are located according to the traffic control plan							
<b>Read and interpret plans</b>							
Ability to identify types of plans and drawings used in the construction or maintenance of assets							
<b>Handling chemicals and other hazardous materials safely</b>							

## Essential Qualifications and Experience

Step 1							
Skills	Standard for the use of skills	N/A	Employee		Reviewer		Comments
			Standard Met		Standard Met		
			Yes	No	Yes	No	
Understands and is able to identify chemicals regularly used in the workplace.							
Uses and stores chemicals, flammable liquids and other hazardous materials in the appropriate manner to minimise risk.							
Usage and quantities and types of chemicals applied are documented in database in accordance with statutory requirements.							
<b>Supervision of sub-contractors</b>							
Activities of subcontractors are monitored to ensure compliance with WH&S and environmental regulations.							
Progress is monitored and records are maintained in accordance with organisational standards.							
Changes to meet unforeseen requirements, resources, reallocation / rescheduling and the extent of the change are communicated promptly for approval.							
<b>Provide service to customers</b>							
Customer needs and expectations are clarified and agreed upon with customers.							
Council's position and the extent of assistance that can be provided, including arrangements are identified and clarified with the customer.							
Communication with the public is conducted in a courteous manner and in accordance with council policy.							
Council procedures are followed when dealing with difficult customer situations.							
<b>Inspections and reporting</b>							
Possesses a relevant motor vehicle licence.							
Demonstrates a safe record in driving.							
Inspection of green space areas and Council assets is undertaken.							
Green space areas and assets are inspected and maintenance requirements are identified and assessed.							

Step 2							
Skills	Standard for the use of skills	N/A	Employee		Reviewer		Comments
			Standard Met		Standard Met		
			Yes	No	Yes	No	
<b>Lead a team</b>							
Team members are kept informed of council's directions, objectives, plans and priorities relevant to the team							
Team members are encouraged to share ideas regarding work practices							
Opportunities for team members to discuss problems that directly or indirectly affect their work are regularly provided							
<b>Plan and prepare work</b>							
Modify job requirements to meet unforeseen requirements and promptly communicate the extent of change to all those affected in accordance with job requirements, where required.							
Undertake and monitor tasks to ensure compliance with plans, work matrix and customer requests/ECM.							
<b>Read and interpret plans</b>							
Locate and identify key features on a construction or maintenance plan.							
Recognise commonly used symbols and abbreviations							
<b>Supervision of subcontractors</b>							
Participates in the procurement of services of subcontractors in consultation with coordinator and in keeping with Council's policy and probity requirements.							
<b>Provide services to customers</b>							
Effective communication is used that is appropriate to the relationship with the customer and the purpose of the interaction.							
Requests for information are actioned or the customer is referred to appropriate information source for further assistance.							
Relevant council policies, procedures, works and restrictions are clarified to the public in a comprehensive and courteous manner.							
In the event of a complaint, corrective action is taken where possible or a resolution process is mutually agreed upon.							

Step 3							
Skills	Standard for the use of skills	N/A	Employee		Reviewer		Comments
			Standard Met		Standard Met		
			Yes	No	Yes	No	
<b>Lead a team</b>							
Strategies for the achievement of goals are developed in consultation with team members							
Team progress and performance are monitored against agreed performance standards and time lines, and feedback is provided to the team							
Potential or actual conflict between team members is identified promptly and the action taken is appropriate and in accordance with council policy and legislative requirements in consultation with coordinator							
<b>Plan and prepare work</b>							
Request/ receive work requests, interpret, clarify and convey to appropriate parties in accordance with Council procedures and job requirements.							
Plan work in accordance with job requirements, appropriate plans, drawings and standards and budget constraints.							
<b>Supervision of subcontractors</b>							
Participates in the procurement of services of subcontractors in consultation with coordinator and in keeping with Council's policy and probity requirements.							
Identifies types of subcontractors to be utilised on individual projects.							
<b>Provide Services to Customers</b>							
Referrals made to other people or departments are conducted in such a way as to minimise inconvenience to the customer.							
Information provided to the public is accurate and timely.							
Customer <b>feedback is reviewed</b> in consultation with work group and changes or improvements are considered.							

Step 4							
Skills	Standard for the use of skills	N/A	Employee		Reviewer		Comments
			Standard Met		Standard Met		
			Yes	No	Yes	No	
<b>Lead a team</b>							
Difficulties in meeting work requirements are identified and solutions are sought within the team							
Team members are encouraged to conduct self-assessment and develop their skills							
The contribution of all team members to outcomes is acknowledged							
Options for resolution of the conflict are identified which allow for constructive responses to be negotiated with Coordinator.							
<b>Plan and prepare works</b>							
Make provision for recycling or re-use of materials where possible.							
Income and expenditure estimates per project are clearly supported by valid reliable and relevant information as defined by Council policy							
<b>Estimation and costings</b>							
Material quantities and equipment requirements are calculated to ensure an on-going work program and matrix is maintained according to the scope of the project.							
Work program is monitored and adjusted to ensure the site is developed according to the needs of management and/or the client, and to ensure that project outcomes are reached within designated time lines.							
Material quantities are ordered and checked for quantity and quality.							
<b>Read and interpret plans</b>							
Read and interpret job specifications from drawings notes and descriptions							
Standards of work and finishes are identified from project specifications							
Location dimensions for ancillary works are identified							



Step 4							
Skills	Standard for the use of skills	N/A	Employee		Reviewer		Comments
			Standard Met		Standard Met		
			Yes	No	Yes	No	
<b>Supervision of subcontractors</b>							
Engage services of subcontractors by the placement of an order in consultation with coordinator and in keeping with Council's policy and probity requirements.							
<b>Provide service to customers</b>							
Opportunities to enhance quality of service are identified and appropriate action is taken.							
Any <b>necessary documentation</b> is obtained, completed and processed according to council procedures.							
A positive image of council is presented and maintained in all dealings with the public.							
A calm and conciliatory approach to <b>difficult customer</b> situations is demonstrated with a focus on constructive problem solving.							

Step 5							
Skills	Standard for the use of skills	N/A	Employee		Reviewer		Comments
			Standard Met		Standard Met		
			Yes	No	Yes	No	
<b>Support teamwork initiatives</b>							
Fosters an environment where team members support team and organisational goals.							
Supports open communication within the team generally and at team meetings.							
Resolves conflict within the work team.							
<b>Budgeting</b>							
Provide detailed and accurate input into budget estimate preparation as requested. All relevant people are kept informed of resource decisions and usage.							

Step 5							
Skills	Standard for the use of skills	N/A	Employee		Reviewer		Comments
			Standard Met		Standard Met		
			Yes	No	Yes	No	
Income and expenditure estimates per project are clearly supported by valid reliable and relevant information as defined by Council policy							
Work Health and Safety							
Actively participates and contributes to Work Health and Safety initiatives within the workplace							
A proactive approach to Work Health and Safety is demonstrated (participation in committees reference groups etc.)							
Read and interpret plans							
Ability to measure and to take quantities from plan in conjunction with coordinator							
Ability to estimate from plan in conjunction with coordinator							

Step 6							
Skills	Standard for the use of skills	N/A	Employee		Reviewer		Comments
			Standard Met		Standard Met		
			Yes	No	Yes	No	
Budgeting							
Records of resource allocation and usage are current and complete according to relevant legislation and procurement policy requirements.							
Actual income and expenditure are checked against budgets at regular designated intervals							
Variations from expected budget estimates or expenditure are identified and addressed and/or reported according to council requirements							
Work Health and Safety							
Actively participates and contributes to Work Health and Safety initiatives within the workplace							

Step 6							
Skills	Standard for the use of skills	N/A	Employee		Reviewer		Comments
			Standard Met		Standard Met		
			Yes	No	Yes	No	
A proactive approach to Work Health and Safety is demonstrated (participation in committees reference groups etc.)							
<b>Recording of chemicals and hazardous materials</b>							
Usage and quantities and types of chemicals applied are documented in database in accordance with statutory requirements.							
<b>Use of technology</b>							
Able to apply basic organisational software (eg Microsoft Word, Excel. Outlook) to facilitate work.							
ECM data is entered, checked and amended in accordance with organisational and task requirements.							
Data entry meets designated timeframes.							
<b>Ordering and purchasing</b>							
Undertakes ordering and purchasing in accordance with Council's policies and procedures and within delegated authority.							

**Agreement**

The skills descriptors are current and accurately reflect the requirements of the position.

Manager name: \_\_\_\_\_ Signature: \_\_\_\_\_ Date: \_\_\_\_\_

Employee name: \_\_\_\_\_ Signature: \_\_\_\_\_ Date: \_\_\_\_\_