

POSITION DESCRIPTION

TEAM LEADER CIVIL WORKS (ASPHALT & CONSTRUCTION)

POSITION DETAILS

POSITION No:	9233	UNIT:	Roads & Capital Works
EMPLOYMENT STATUS:	Full Time	LOCATION:	Cleary's Gates Depot
DIVISION:	City Amenity	CLASSIFICATION:	ME Level 5-6

OBJECTIVES

MISSION STATEMENT

Working together to make Hobart a better place for the community.

DIVISION OBJECTIVE

The City Amenity Division incorporates the following Units: Parks and Recreation, Bushland, Roads and Capital Works, Stormwater, Cleansing and Solid Waste, Projects and Support Services, including Emergency Management.

The principal purpose of the Division is to provide a high standard of excellence in respect of these programs in the City's approach to customers and in the management of community assets and the provision of services.

POSITION OBJECTIVE

This position is responsible for overseeing a team of Labourers in the undertaking of a range of civil asphalt, construction and maintenance activities and ensuring plans are correctly adhered to, machinery is correctly operated, safety procedures are adhered to and timesheet and costing data is accurately recorded.

KEY FUNCTIONS AND RESPONSIBILITIES

- Provide leadership to the team and lead by example in respect of Council values and unit initiatives.
- Establish work objectives in consultation with the Field Supervisor Civil Construction and ensure the team delivers works in accordance with predetermined targets.
- Assist in the development of construction plans and provide guidance to team members in the interpretation of plans as required.
- Ensure electronic timesheets and costing data is completed accurately for the works crew.
- Operate plant and machinery in accordance with operations manuals, safety requirements and workshop standing instructions and ensure appropriate direction is provided to those under supervision.



City of **HOBART**

- Undertake construction, asphalt and maintenance activities and ensure that work performed individually and by the team is of the standard required by Council's integrated management system.
- Perform tasks and mentor trainees in screeding, rendering and finishing concrete as well as setting up formwork and undertaking asphalt works.
- Lay pipe accurately to line and grade from a developed plan and mentor trainees in such tasks.
- Contribute to the objectives and performance targets of the Civil Works Unit.
- Provide quality customer service characteristics to external stakeholders that is consistent with the Council's Customer Service Charter.

Work Health & Safety: To take reasonable care that your acts or omissions do not adversely affect the health and safety of yourself or others in the workplace, to comply with any reasonable instructions given to you by the Council and to comply with the requirements of any and all WHS policies and procedures.

To implement the Council's WHS Management System, to ensure that the work for which you are responsible is carried out in accordance with this System and the WHS legislation and to provide appropriate WHS information, instruction, training and supervision to workers for whom you are accountable.

Note: Whilst the key functions and responsibilities for the role are set out above, the Council may direct an employee to carry out such duties or tasks as are within the limits of the employee's skill, competence and training.

ORGANISATIONAL RELATIONSHIPS

REPORTING RELATIONSHIPS

1. INTERNAL

The Team Leader Civil Works (Asphalt & Construction) will report to the Coordinator Construction Projects, Roads & Capital Works.

This role will predominantly liaise with employees from within the Road Maintenance & Capital Works work group.

2. EXTERNAL

This role will be required to liaise with members of the general public and equipment or material suppliers as required.

3. DIRECT REPORTS

The Team Leader Civil Works will be required to directly supervise up to ten (10) employees or contractors.

SELECTION CRITERIA

1. Demonstrated experience in the Civil Construction Industry with completion of Certificate 4 in Civil Construction, a Medium Rigid Truck Licence and a White Card,
2. The ability and interest to obtain a Frontline Management qualification.
3. Demonstrated ability in supervising employees in a high risk civil construction environment and an ability to train and mentor Trainees.
4. Worksite Traffic Management skills and the ability to understand and apply a range of safety and quality controls to a high risk work environment.
5. Demonstrated experience in the operation of small plant such as compaction equipment, quick cut saws, jackhammers and power tools etc.
6. Demonstrated experience in the operation of excavators, rollers, skid steel loaders and other related construction plant.
7. Well developed communication skills with the ability to effectively provide instruction and develop a rapport with team members and external clients.
8. Current Drivers Licence and Police Check.