



## JOB OVERVIEW


<b>JOB TITLE</b>	Council Works Team Leader		
<b>JOB LOCATION</b>	Community Based	<b>WEEKLY HOURS</b>	Full Time, 38 hours per week
<b>DIVISION / DEPARTMENT</b>	Core Services	<b>SALARY</b>	Level 4
<b>DIRECT REPORTS</b>	Nil	<b>WORKING CONDITIONS</b>	Travel may be required including stays in remote communities
<b>REPORTS TO</b>	Council Services Manager	<b>EMPLOYMENT CONDITIONS</b>	Victoria Daly Regional Council Enterprise Agreement 2018 – 2021.

## POSITION DETAILS

<b>JOB PURPOSE</b>	<p>Intensive hands on supervision to lead the Council Works Team to ensure the upkeep and maintenance of recreational, parks, streets, gardens, facilities and operations of minor civil works are met. The delivery of Waste Management services are undertaken including domestic and commercial collections and the management of the landfill site within the Community is within Council standards.</p> <p>This position calls for physical labour to be undertaken outside in all weather conditions, including both dry and humid heats. It is expected that the occupant is able to work in these types of conditions.</p> <p>Areas of work are not all within the current Community boundary and therefore the occupant must be prepared to travel at times and spend time away from home.</p>
<b>DUTIES AND RESPONSIBILITIES</b>	<ol style="list-style-type: none"> <li>1. Manage, oversee and provide intensive hands on supervision for the day to day operations of Council Works Team within the Community and designated surrounding areas.</li> <li>2. Provide leadership and support to the Council Works staff to ensure the effective and efficient delivery of services are being met.</li> <li>3. Create, implement and monitor work plans for the Council Works area.</li> <li>4. Ensure the maintenance and construction at parks, road verges, airports, cemeteries and recreational areas throughout the Council, including but not limited to:             <ul style="list-style-type: none"> <li>• Plant and tree maintenance</li> <li>• Grounds maintenance</li> <li>• Reticulation, installation and maintenance</li> <li>• Turf/grass care, fertilising, weed and pest control</li> <li>• Whipper snipping and mowing operations</li> <li>• Removal and disposal of debris and litter from parks, gardens, street and reserves</li> <li>• Assistance with other community landscaping and gardening projects</li> <li>• Undertake a continuous improvement recycling programme</li> </ul> </li> <li>5. Ensure the waste collection, disposal and the ongoing maintenance and minor works at the community landfill site as per the Council standards.</li> <li>6. Manage the construction, maintenance and delivery of minor civil works.</li> <li>7. Maintain all the equipment and plant used in a safe, clean and serviceable condition.</li> <li>8. Advise the Council Services Manager when equipment and machinery are not working or have been damaged.</li> <li>9. Maintain a safe working environment and ensure WHS regulations are adhered to.</li> <li>10. Conduct and report Tool Box meetings.</li> <li>11. Ensure the policies and procedures of the Council are adhered to and all resources are effectively deployed.</li> <li>12. Prepare any required reports for the Council Services Manager.</li> </ol>

## QUALIFICATIONS, EDUCATION, EXPERIENCE & KNOWLEDGE

<b>EDUCATION REQUIREMENTS</b>	<ol style="list-style-type: none"> <li>1. Chemical Handling Certificate (desirable or able to obtain)</li> <li>2. Relevant Plant Competencies (desirable)</li> <li>3. A White Card (desirable or able to obtain)</li> </ol>
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	<ol style="list-style-type: none"> <li>4. A First Aid Certificate (desirable or able to obtain)</li> <li>5. MR Licence (essential)</li> <li>6. Tertiary qualification, certificate or experience in Parks &amp; Gardens (desirable)</li> </ol>
<p><b>EXPERIENCE &amp; KNOWLEDGE REQUIREMENTS</b></p>	<ol style="list-style-type: none"> <li>1. Ability to lead and develop a team.</li> <li>2. Ability to manage time frames within a multi-functional team.</li> <li>3. Ability to report on the areas within Council Works to the Management, Executive and Council.</li> <li>4. Demonstrated written and oral communication and interpersonal skills.</li> <li>5. Experience in various gardening practices such as ground maintenance, landscaping, mowing, turf/grass care, weed control and other parks and gardens functions.</li> <li>6. Experience in using equipment and plant applicable to the Council Works environment.</li> <li>7. Technical Skills and able to train staff.</li> <li>8. Experience in minor civil works and waste management.</li> <li>9. Demonstrated sound knowledge of Work Health &amp; Safety processes and principles.</li> </ol>
<p><b>OTHER REQUIREMENTS</b></p>	<ol style="list-style-type: none"> <li>1. Criminal History Check (recent within 3 months)</li> <li>2. Current MR Drivers Licence</li> </ol>
<p><b>PHYSICAL REQUIREMENTS</b></p>	<p>The position holder's employment conditions are as set out in the holder's letter of employment offer and in the Victoria Daly Regional Council Enterprise Agreement 2018-2021.</p>
<p><b>APPROVED BY RUSSELL ANDERSON CHIEF EXECUTIVE OFFICER</b></p>	<div style="display: flex; justify-content: space-between; align-items: center;"> <div data-bbox="306 882 805 1014" style="text-align: center;">  </div> <div data-bbox="805 882 991 1014" style="text-align: center;"> <p><b>DATE APPROVED</b></p> </div> <div data-bbox="991 882 1532 1014" style="text-align: center;"> <p>27/11/2020</p> </div> </div>