

# POSITION DESCRIPTION



<b>Position number</b>	TBC	<b>Directorate</b>	Infrastructure and Delivery
<b>Position Title</b>	Team Leader Creswick Works	<b>Work Group</b>	Operations
<b>Classification Band 5 (Physical/Community)</b> This role requires the employee to demonstrate good problem-solving skills and able to show good application of both technical and administrative knowledge to be able to provide advice and guidance to others. It works with minimal supervision and plans own and team workloads and is accountable for meeting objectives of role. Extent of authority is still bound by organisational requirements but does have some freedom to make a decision from a range of options best suited to the situation.			
<b>Reports To</b>	Coordinator Works	<b>Location</b>	Daylesford Depot and various locations within municipality
<b>Tenure</b>	Permanent full time	<b>Date Approved</b>	February 2024
<b>VALUES &amp; INCLUSION</b> Hepburn Shire Council values and appreciates a diverse and inclusive workplace. All staff are to adhere to organisational values and respect diversity and inclusion in the workplace. Council has a zero tolerance for child abuse and acknowledges the cultural safety, participation and empowerment of all children, especially children from Aboriginal and Torres Strait Islander, or culturally and/or linguistically diverse backgrounds and those with a disability. Council staff must ensure that their behaviours and actions are consistent with these standards at all times.			

## PRIMARY OBJECTIVE

Lead, supervise and plan all activities of the Creswick maintenance and civil works team to deliver high quality works in a safe and efficient manner. Undertake a range of technical and administrative duties to ensure that all relevant staff, plant, vehicles, equipment and related components are in place so that Council's programme of works is able to be achieved.

## HEALTH AND SAFETY/RISK MANAGEMENT

Staff are required to follow workplace health and safety requirements and obligations in accordance with legislative frameworks, Council policies and workplace procedures at all times. Staff will also observe and comply with Council's Risk Management Policy, program and the application of sound risk management practices within the workplace and the community.

## KEY DUTIES AND RESPONSIBILITIES

1. Provide guidance, leadership and supervision to operational staff to ensure all work undertaken is in line with organisational and industry and safety standards.
2. Lead and oversee the operations of the Creswick Depot site.
3. Organise and work with the Coordinator Works to complete reactive works, conduct inspections and plan a work schedule to comply with the works schedule and Road Management Plan (RMP) requirements
4. Create and maintain an appropriate future maintenance schedule and ensure that resources are available and allocated safely and efficiently within budget and timelines
5. Undertake other administrative duties such as (but not limited to) reports, responding to enquiries, completing and costing of time sheets accurately, procurement and inventory management for good operational running of the department
6. Authorised to direct operations of work maintenance crews/operators on site (including contractors)

7. When required, report and record non-compliance of plant, equipment and vehicles to the Team Leader Workshop and/or Works Coordinator.
8. Effectively deliver a daily Toolbox/Pre-start meeting for the maintenance team, including safety discussions, daily task allocation and communication of critical information (e.g. weather events or site conditions)
9. Ensure Customer Requests are overseen within RMP intervention levels or internal operations service standards.

## SELECTION CRITERIA

### Essential

- Certificate III in Civil Construction or lesser formal qualifications with several years' experience in a similar road maintenance or related field role.
- Knowledge of and/or competency in Traffic Management
- Leadership skills and experience form a similar working environment
- Effective communication skills both written and verbal
- Well-developed interpersonal skills with a strong focus on customer service focus
- A contemporary working knowledge of Occupational Health and Safety
- Hold a current Victorian Drivers Licence – Minimum level - Medium Rigid Truck
- OH&S White Card
- Ability to demonstrate and display the Hepburn Shire Council values - accountability, respect, excellence, trust and fun.

### Desirable

- Certificate III in Civil Constructions
- Heavy Rigid Truck License
- Additional qualification in road maintenance or related discipline will be highly regarded Other relevant certificates and/or competencies are also desirable
- Knowledge of levels, topography, plan reading, pegging site requirements and processes in construction works
- Additional training competencies (e.g., Backhoe/Loader operation etc.).

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### Employee Acknowledgement

As occupant of the role, I have read and understood the duties, responsibilities and other requirements consistent with a Band 5 Employee and as outlined in this position description:

Name: \_\_\_\_\_  
Signature: \_\_\_\_\_  
Date: \_\_\_\_\_