



## **SOUTH GIPPSLAND SHIRE COUNCIL**

### **POSITION DESCRIPTION**

---

<b>POSITION:</b>	Operations Team Leader
<b>DIRECTORATE:</b>	Sustainable Communities and Infrastructure
<b>DEPARTMENT:</b>	Operations
<b>CLASSIFICATION:</b>	Band 4
<b>EMPLOYMENT STATUS:</b>	Full time ongoing
<b>CURRENT OCCUPANT:</b>	Vacant
<b>DATE:</b>	December 2015

---

### **ORGANISATION OVERVIEW**

South Gippsland is a place like no other. We have a diverse community and economy set in a magnificent natural environment. We serve our people with genuine well-meaning and strive always to deliver the best outcomes we can.

We are passionate about building and sustaining a great workplace, principled leadership, and providing great opportunities. Our values are present in what we do and how we do it. With a renewed focus on innovation and collaboration, valuing difference and a belief that teams can achieve amazing things, there is a lot to look forward to.

We want to genuinely make a difference to the lives of all those who touch our community, and be part of creating 'a great place for us'.

### **DEPARTMENT/TEAM**

The department of Operations is responsible for:

- Road maintenance
- Re-sheets and re-seals
- Road construction
- Private sealing service
- Emergency Management role relating to provision of plant
- Drainage and coastal management
- Parks and gardens maintenance, construction and tree maintenance
- Plant maintenance and replacement program
- Management of the Leongatha and Foster maintenance depots



- After hours maintenance response service
- Occupational Health & Safety

The department's annual operating budget is approximately \$15 M.

## **ORGANISATIONAL RELATIONSHIPS:**

### **Reports to:**

- Operations Supervisors

### **Direct Reports:**

- Operations Team Members

### **Key Internal Relationships:**

- Depot Office
- Supervisors
- Team Leaders
- Operations Team members
- Operations Coordinators
- Workshop team

### **Key External Relationships:**

- Residents
- Ratepayers
- Road users
- Key Stakeholders

## **1. POSITION PURPOSE**

- Contribute to the successful delivery of the annual works program
- Improve the skills and knowledge of the Operations Team Members
- Improved results in the quality, safety, environment and productivity of the works delivered by the operations teams
- Provide safe and competent labouring and plant operation
- Present a positive image as an employee of Council and observe Council's customer service practices and principals
- Ensure own work performed is of a high quality and meets the required service levels and standards set by Council.



## **2. KEY RESPONSIBILITIES**

- Provide leadership, supervision and on the job training to the operations staff
- Organise, plan, implement and supervise operations works
- Assist across any area of the Operations where work priorities demand helping to achieve the overall operations department objectives
- Safe and competent operation of plant and carry out labouring duties as required
- Ensure that all plant and equipment used by the crew is maintained in a safe and operational condition and that plant condition is reported
- Liaise with the public on specific projects or requests
- Ensure all operations are in accordance with the relevant Occupational Health and Safety requirements and complete all documentation required by Council's safety management system & any road & traffic management requirements
- Keep daily work records and champion the initiative to the move toward a paperless work environment
- Accountable to act in accordance with the Councils policies and procedures. Where you do not know, you are obligated to find out.
- Accountable to complete the requirements of the role, work as a valued member of the team, and do your best for the community and the Council.
- Demonstrate commitment to support and embrace a continuous improvement environment and culture within the organisation.
- Accountable to demonstrate and encourage appropriate safety practices, report inappropriate behaviours and incidents, participate in training provided, improve work practices to reduce risk.
- Champion a continuous improvement culture in Safety and Risk Management through participation in relevant training and inductions; regular walk through; conscientious attention to safety and risk issues and incidents, and support of early return to work for injured workers.

## **3. ACCOUNTABILITY AND EXTENT OF AUTHORITY**

The position is authorised to/responsible for the following: -



- Expected to exercise discretion within standard practices and processes, undertake and implement quality control measures
- Highly precise skills are required when using various materials, specialised techniques and completing the required documentation
- Provide direction, leadership and on-the-job training to supervised employees
- Make technical decisions relating to the operation of the allocated projects
- Ensuring work is carried out in accordance with the Occupational Health and Safety Act and Regulations

#### **4. JUDGEMENT AND DECISION MAKING SKILLS**

Judgement and decision making will be within the ambit of the following:

- Determining the appropriate methods, equipment and materials required for the effective and efficient completion of projects
- Make judgements in conjunction with the Supervisor on workflow and sequence of events for projects
- Procedures are clearly documented however may need to be varied, in consultation with the Supervisor, to suit specific situations
- Reasonable initiative, and problem solving skills, will need to be utilised, particularly relating to the allocated projects
- Timely guidance and counsel from the relevant Supervisor and Coordinator is always available, to make appropriate choices.

#### **5. SPECIALIST SKILLS AND KNOWLEDGE**

The skills and knowledge required to perform the duties of the position include:

- Ongoing development of skills and knowledge through attending professional development programs and taking a proactive approach to continually improving skills and abilities.
- A complete understanding of methods, equipment and selection of materials needed for designated projects.
- Skill in calculating appropriate quantities to achieve predetermined project outcomes



- Able to provide on-the-job training, to other employees, in the specialist skills required.
- Ability to determine the cause of defects from the symptoms and take appropriate course of action.
- Knowledge and understanding of OHS, Environment, Quality and Asset management system requirements.
- Understanding of how to select and operate appropriate plant and the ability to provide training on all plant machinery and equipment.
- Ability to read, translate and set out from plans, working drawings and schedules.

## **6. MANAGEMENT SKILLS**

The required management skills include:

- Ability to complete work within specified times
- Sufficient skills to plan work at least a week in advance
- Ability to organise and prioritise one's own work and that of supervised employees
- A sound knowledge of personnel policies and practices applicable to the Operations Department
- Ability to adapt to and drive change in the workplace.

## **7. INTERPERSONAL SKILLS**

Interpersonal skills include:

- Skills in oral communication with internal and external stakeholders
- Skills in written communication and numeracy to complete documentation relevant to the allocated projects
- The ability to gain cooperation and assistance from other team members, customers, members of the public and other key stakeholders, and to work as part of a team
- Ability to write routine reports and prepare external correspondence
- The ability to lead and motivate others to achieve agreed outcomes
- The ability to maintain confidentiality in interpersonal matters



- The ability to discuss and resolve personal relationship issues within the team
- The ability to work as an effective member of a team to maximise the effectiveness and efficiency of the team

## **8. QUALIFICATIONS AND EXPERIENCE**

The qualifications and experience required for the position include:

- Experience in civil works practices
- Certificate III in Civil Works or similar.
- Current Heavy Drivers Licence and plant operating experience.
- Current Worksite Traffic Management Certificate
- Construction Industry White/Red Card
- Current First Aid Certificate - Level 2
- Completed basic training in computer skill including Word Excel and Outlook

## **9. SELECTION CRITERIA**

- A variety of qualifications and/or experience listed in the above 'Qualifications and Experience' section
- Proven ability or capability to plan work for others, make resourcing decisions, deal appropriately with unforeseen circumstances
- Proven ability or capability to effectively lead people, ensure productivity and successful project and task delivery
- Ensure performance and behaviours of team members meets high level of expectation
- Clear written and verbal communication skills
- Actual skills or capability to develop and utilise computer skills required of the role
- Proven ability to assess risks, manage site safety at all times, and instil a genuine safety culture in the team
- Current Worksite Traffic Management Certificate
- Construction Industry White/Red Card



## 10. PRE EMPLOYMENT CHECKS

- Applicants may be required to complete a police check if progressing to the next selection stage.
- Applicants may be required to undergo a pre-employment medical examination if progressing to the next selection stage.
- Applicants may be required to undergo an Integrity/Psychometric assessment if progressing to the next selection stage.

<b>Acceptance of the Position – Successful Candidate to Complete</b>	
<b>Agreement:</b>	
I accept and agree to the duties in this Position Description. I understand that this Position Description is to be read in conjunction with the general Terms and Conditions of Employment and I agree to the terms and conditions.	
Name (Please print):	
Signature:	Date: