



POSITION DESCRIPTION

Position Title:	Team Leader – Civil Maintenance		
Classification:	Band 7	Status	Full Time
Group:	Infrastructure and Environment	Business Unit:	Operations
Reports to:	Coordinator – Civil Maintenance		
Direct Reports:	12	Date:	June 2025

ORGANISATIONAL CONTEXT

Cardinia Shire Council (Council) is committed to building a sustainable shire for present and future generations to enjoy. Council plays an important role in contributing to life in our community. We provide services which supports the wellbeing of our residents now and into the future.

To deliver on our commitment, we are developing a skilled and professional workforce that embraces our organisational culture, values, and demonstrates key leadership capabilities. Our culture is defined by working together, working differently, and working for the future. We value teamwork, respect, accountability, communication, and customer focus. These values underpin our work and our behaviors ensuring we deliver on the Council's vision while maintaining a healthy, engaging, and inclusive workplace.

POSITION OBJECTIVES

- Manage a Civil Maintenance team:
 - Ensuring the delivery of services aligns with Council objectives and specifications,
 - Budget is effectively monitored throughout the year to maximise resources and expenditure, and
 - Expected performance targets are successfully met.
- Ensure the provision of training and development opportunities for employees to develop and maintain essential skills maximising the effective and efficient delivery of services to the community.
- Ensure adherence and compliance with the Road Management Act, OH&S legislation, traffic management legislation, and any other applicable regulations relevant to the responsibilities of the position.
- Effectively monitor and manage budgets to optimise project outcomes and ensure the best value for money.
- Assist in the development of relevant asset management plans, policies and procedures.

KEY RESPONSIBILITIES AND DUTIES

Key responsibilities include, but are not limited to:



- Oversee and implement measures to ensure proper maintenance techniques are being undertaken by field employees and contractors.
- Stay up to date on developments and changes in civil infrastructure maintenance legislation and standards.
- Collaborate with Council partners, departments, and external organisations to achieve effective management of roadsides, underground drainage, and vehicle bridges.
- Coordinate efforts to address civil infrastructure maintenance challenges and implement solutions.
- Conduct inspections to assess the condition of civil infrastructure to identify areas for improvement.
- Respond to emergency situations as required, including After Hours Call outs. With participation in the afterhours roster for a minimum of four weeks per year.
- Evaluate the performance and effectiveness of Civil infrastructure.
- Perform risk management inspections and promote practices to minimise hazards and issues.
- Assist in the development of the relevant asset management plans.
- Oversee civil infrastructure maintenance projects, including capital works, maintenance initiatives, and infrastructure improvements.
- Assist in the development and management of budgets and resources related to civil maintenance. Assist in the budget planning for council's capital works programs.
- Provide input into public tender evaluations.
- Actively contribute to the development of continuous improvement strategies and practices for civil infrastructure maintenance management.
- Engage with residents and community members to address concerns and provide information as needed.
- Guidance and training of field employees on accepted maintenance techniques.
- Collaborate and support other employees within the operations department to achieve collective objectives.
- Promote sustainable maintenance practices that align with environmental conservation efforts.
- Ensuring projects are delivered to appropriate standards and within budget.
- Support in the development and implementation of Civil Infrastructure related policies, procedures and processes.
- Oversee the management of field staff, and contractors, including regularly starting or finishing workday on site.

POLICY AND PROCEDURE COMPLIANCE

- Adhere to, and promote, HR, IT, OH&S/Risk Management policies, procedures and practices.
- Demonstrate understanding and accountability for record keeping policy including capturing accurate data, the sensitivities involved and the release and destruction of documents.
- Ensure compliance with Council financial and procurement policies and procedures in ensuring an adequate standard of internal control over finances is maintained.
- Provide input, advice and guidance on to internal partners in relation to capital works programs and asset management plans for drainage infrastructure.

OCCUPATIONAL HEALTH & SAFETY RESPONSIBILITIES

- Take reasonable care for the health and safety of yourself and others in the workplace, ensuring we provide and maintain a working environment that is safe and without risk to the health of employees, contractors, visitors and the general public, as far as is reasonably practicable.
- Ensure all legislative and regulatory responsibilities are addressed and met in relation to occupational health and safety.

- Responsible for ongoing consultation with employees, employee health and safety representatives and supervisors to identify and eliminate hazards and risks in the workplace.
- Ensure hazards, incidents, near misses and injuries are reported immediately and recorded within the appropriate system.
- Actively participate in the planning and execution of Return-to-Work plans as required.

ACCOUNTABILITY AND EXTENT OF AUTHORITY

- Supervise and manage the day-to-day operations of a civil maintenance team function.
- Accountability for the quality, accuracy and effectiveness of the civil maintenance team function.
- Freedom to act in accordance with legislative requirements and organisational policies and processes.
- Provide leadership, specialist advice, direction and expertise on policy, goals and projects to employees, leaders and key stakeholders to support the achievement of the Council Plan and organisational strategy and goals.
- Manage business unit operational budget within set parameters and delegation of authority.
- Develop Civil Maintenance related policies, practices, and procedures.
- Accountable for the establishment of positive relationships, effective communication and providing specialist advice to internal and external partners.

JUDGMENT AND DECISION MAKING

- Operate in a specialised environment with limited day-to-day management.
- Exercise independent judgement, considering operational requirements, utilising existing policies and procedures, relevant legislation and the Enterprise Agreement to make decisions.
- Work involves the application of improvement suggestions, recommendations and problem solving.

SPECIALIST KNOWLEDGE AND SKILLS

- Demonstrate initiative in managing work outcomes, opportunities, and challenges.
- Demonstrate specialised analytical and problem-solving skills.
- Understand and work towards long term goals of the operations team and the wider organisation.
- Understanding the functionality and criticality of civil infrastructure throughout the municipality.
- Knowledge and understanding on how to interpret and the implement detailed design plans.
- Understanding the principles of continuous improvement and a quality-based approach to service development and delivery.
- Provide guidance and specialist advice to internal and external field maintenance crews.
- Ability to plan and prioritise work in a changing environment.
- Ability to manage budgets and understand correct procurement processes. An understanding is required of the long-term goals of the wider organisation and of its values and aspirations and of the legal and political context in which it operates.

INTERPERSONAL SKILLS

- Demonstrate self-awareness and a commitment to personal growth.
- Display resilience and agility in a changing work environment.
- Possess excellent communication, negotiation, and interpersonal skills with the ability to clearly articulate and present information and gain cooperation from internal and external stakeholders.
- Ability to manage a variety of tasks and issues concurrently.
- Proven ability to build and maintain productive and respectful relationships with internal and external stakeholders.

- Ability to work effectively as part of team a to deliver positive organisational outcomes.
- Proven ability to maintain high levels of confidentiality.
- Effective customer service skills, with a strong desire to provide helpful and accurate advice and assistance to employees.
- Ability to liaise with counterparts in other organisations to discuss and resolve specialist problems
- Ability to gain cooperation and assistance from clients, other employees and members of the public in the application of broadly defined activities

MANAGEMENT SKILLS

- Ability to coach, guide and lead a team to ensure effective and efficient service delivery.
- These positions require skills in managing time, setting priorities and planning and organising one's own work and where appropriate that of other employees so as to achieve specific and set objectives in the most efficient way possible within the resources available and within a set timetable despite conflicting pressures.
- Understanding of and the ability to implement personnel practices including those related to equal employment opportunity, occupational health and safety.
- Ability to make independent decisions, good judgement and work with autonomy, initiative, and minimum supervision.
- Promote a culture of learning by proactively seeking opportunities to challenge and develop team members and provides practical feedback to maximise performance.
- Support high performance through regular coaching with direct reports, and role modelling shared leadership.
- Ability to manage own time, set priorities and achieve targets within allocated budgets and resourcing.
- Lead and influence a collaborative and innovative values-based culture.
- Foster innovation and improves work practises and processes.

QUALIFICATIONS AND EXPERIENCE

- Relevant tertiary education and qualifications, or substantial relevant experience in the field of civil infrastructure maintenance.
- Experience in leading a team in a comparable environment.
- A current Victorian Drivers Licence
- Experience and knowledge of budget monitoring and management.
- Ability to work effectively with community, governing bodies, and residents.
- Experience in large project management with several components and the ability to bring projects to a successful conclusion.
- Data analysis and report writing, with a strong attention to detail.

KEY SELECTION CRITERIA

- Demonstrated experience in a similar leadership role,
- Proven experience in the supervision of employees and contractors, preferably in the areas of underground drainage, bridges, roadside maintenance or construction.
- Extensive knowledge of and experience in underground drainage, bridges and roadside maintenance techniques and practices, including the Road Management Act, risk assessments, Safe Work Method Statements
- Demonstrated experience managing budgets effectively.

- Strong communication, negotiation and interpersonal skills with the ability to clearly articulate and present information as required.
- Able to work independently and make sound decisions based on experience and good judgement.

CONDITIONS OF EMPLOYMENT

Terms and conditions of employment are in accordance with the Cardinia Shire Council Enterprise Agreement 2024 and Cardinia's policies and procedures.

Tenure This is a full time

Pre-employment checks All appointments are subject to a National Police Record Check, pre-employment medical check, and a six-month probationary period (new employees only). Certain positions may also require a Working with Children Check.