



Position Description – Field Leader – Civil Maintenance

Division	City Operations
Portfolio	City Maintenance
Business Unit	Civil and Property Maintenance
Level	ME8
Reports To	Workgroup Leader – Civil Maintenance
Prescribed Position	No

Position Objective

The Field Leader – Civil Maintenance is responsible for undertaking works and leading a team in the delivery of drainage and footpath maintenance activities, including, but not limited to; operating plant and equipment, general labouring and truck driving duties on a variety of road works, footpath and drainage projects within the City of Charles Sturt.

The Field Leader – Civil Maintenance is expected to encourage and demonstrate the objectives of Safety leadership, Operational excellence, Customer experience and People experience.

Key Responsibilities

- Lead and supervise the work team in the delivery of drainage maintenance, installations and repairs including but not limited to:
 - Directing the team with daily work activities and tasks in line with required service levels and deliverables;
 - Where required, interpreting plans to ensure works are undertaken in accordance with technical specifications;
 - Ensuring work orders are completed and actioned in accordance with associated procedures;
 - Ensuring team members commence and finish work at the appropriate times and that all lunch and tea breaks are in accordance with the Award;
 - Identifying and appropriately responding to, and addressing technical issues and problems relevant to work requirements;
 - Maintaining effective relationships with contractors and suppliers;
 - Where required, provide information for job costing estimates and budget preparation;

- Undertaking works by safely operating plant, equipment and machinery relevant to the works required;
- Monitor performance standards by carrying out reserve auditing in the area of responsibility;
- Actively foster a culture of collaboration, innovation and continuous improvement with work team.
- Provide supervision and leadership to the work team by:
 - Undertaking active on-site leadership and direction, induction and training, and ensuring administrative duties such as daily records and timesheets are completed;
 - Giving support, mentoring and encouraging team contributions, and notifying the Workgroup Leader or Coordinator of concerns with team member performance, development or wellbeing;
 - Promoting a 'one team' culture within the Portfolio; and
 - Demonstrating an understanding of the Portfolio strategic direction and purpose.
- Interact with members of the community, contractors, suppliers and colleagues in a professional way by:
 - Demonstrating active listening, showing empathy, and subject matter expertise in the provision of advice and resolution of matters;
 - Clearly and appropriately conveying information relevant to the area of expertise; and
 - Actively delivering an innovative customer experience that's effortless, delivered with care and exceeds our customers' expectations.
- Follow defined information management practices, policies and procedures of Council records.
- Perform other duties as reasonably requested by the Workgroup Leader or Coordinator.
- Ensure plant and equipment requirements of the work team are undertaken, including:
 - Completion of all prestart and routine checks and inspections and that plant has SOP's in conjunction with WHS procedures;
 - Notifying Fleet Services on plant and equipment related matters ensuring faults are promptly reported and fixed;
 - The completion and accuracy of plant usage sheets for the team; and
 - Where required, liaising with, and supporting activities associated with materials and equipment suppliers and hire companies.
- Positively contribute to our constructive culture by living our values which guide decision making and delivery of outcomes for our community.
- Actively deliver an innovative customer experience that's effortless, delivered with care and exceeds our customers' expectations.

- Responsible for being actively involved in the identification and management of the day to day risks of their activities and projects.
- Take reasonable care for your own and others health and wellbeing in accordance with the Work Health & Safety Act 2012 and with Council's Work Health & Safety Managements Systems.
- Promote and maintain a child safe environment and take action as per Council's Children and Vulnerable Persons Policy.

Selection Criteria

Skills

- Experience in, or willingness to lead individuals and teams by motivating, encouraging team contributions and driving effective performance.
- Experience in overseeing works related to drainage maintenance including an ability to interpret work orders and plans, and experience with coordinating suppliers and contractors.
- Demonstrated verbal and written communication skills to express information clearly and appropriately for the intended purpose.
- Interpersonal skills to establish and maintain effective relationships across a variety of groups.
- Sound digital literacy skills in various Microsoft applications with the ability to apply technical skills to Council's software systems.
- Demonstrated problem solving skills to assess issues, identify and explore suitable solutions, and resolve problems appropriately.

Knowledge

- Understanding of the use and operations of a variety of associated drainage maintenance plant, equipment and machinery.
- Sound understanding of employer responsibilities under the Work Health and Safety Act 2012 (SA).
- Knowledge of relevant Council policies and procedures related to drainage maintenance and engineering works.
- Knowledge of employer responsibilities in creating and maintaining child safe environments.
- Understanding and appreciation of the Charles Sturt community, Council's strategic direction, and employee values.

Experience

- Experience in delivering quality customer service in an operational environment.
- Proven experience in drainage maintenance.

- Proven experience in civil construction and civil maintenance operations.
- Proven experience in plant and equipment associated with civil construction and civil maintenance operations.

Qualifications & Requirements

Certificate III in Civil Construction or related field and/or commensurate demonstrated experience in lieu of formal qualifications	Desirable
MR Truck Licence	Essential
Work-Zone Traffic Management Certificate	Essential
White Card Accredited	Essential
Excavator / Backhoe / Skidsteer Ticket	Desirable