



## Position Description

### Field Leader – Construction

|                            |                                    |
|----------------------------|------------------------------------|
| <b>Division</b>            | Asset Management Services          |
| <b>Portfolio</b>           | Field Services                     |
| <b>Business Unit</b>       | Civil Maintenance and Construction |
| <b>Level</b>               | ME8                                |
| <b>Reports To</b>          | Workgroup Leader – Construction    |
| <b>Prescribed Position</b> | No                                 |

### Position Objective

The Field Leader – Construction is responsible for undertaking works and leading a team in the delivery of capital works projects relating to drainage, footpaths and road reconstructions at sites across the Council area.

The Field Leader – Construction is expected to encourage and demonstrate the City of Charles Sturt's Field Services objectives of Safety leadership, Operational excellence, Customer experience and People experience.

### Key Responsibilities

#### Safety leadership

- Follow defined Work Health and Safety (**WHS**) legislation, policies and procedures related to the work being undertaken in order to ensure own safety, and that of others in the workplace.
- Responsibility for and actively involved in identifying and managing risk in day to day activities and projects.
- Demonstrate a 'safety first' culture including:
  - Supporting Field Services leadership with the identification of training needs of team members in relation to WHS policies, procedures, Safe Operating Procedures (**SOPs**) and Safe Work Procedures (**SWPs**);
  - Leading a positive safety reporting culture that reports all incidents, near misses and hazards and supports safety learning and improvements from this; and
  - Regularly monitoring daily risk assessments and contribute to increasing risk awareness of the work team.

- 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.

### **Operational excellence**

- Lead and supervise the work team in the delivery of capital works construction projects 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; and
  - Actively foster a culture of collaboration, innovation and continuous improvement with work team.

### **People leadership**

- 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 – Construction or Coordinator Civil Maintenance and Construction of concerns with team member performance, development or wellbeing;
- Promoting a 'one team' culture within the Field Services Portfolio; and
- Demonstrating an understanding of the Field Services strategic direction and purpose.

### **Customer experience**

- 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.

### **General**

- Perform other duties as reasonably requested by the Workgroup Leader – Construction or Coordinator Civil Maintenance and Construction.
- Positively contribute to our culture by living our values which guide decision making and delivery of outcomes for our community.
- Follow defined information management practices, policies and procedures of Council records.
- 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 construction capital works projects 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 construction and civil 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 construction and civil maintenance.
- 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 construction project works.
- Proven experience with plant and equipment associated within construction.

## Qualifications

|                                                                             |           |
|-----------------------------------------------------------------------------|-----------|
| Certificate III in Civil Construction or demonstrated equivalent experience | Essential |
| MR Truck licence                                                            | Essential |
| A current driver's licence                                                  | Essential |
| Work-Zone Traffic Management certificate                                    | Essential |
| White Card Accredited                                                       | Essential |
| Excavator / Backhoe / Skidsteer ticket                                      | Desirable |
| Understanding of civil plan reading                                         | Desirable |