



## Position Description – Field Leader – Beach Maintenance

<b>Division</b>	City Operations
<b>Portfolio</b>	City Maintenance
<b>Business Unit</b>	Parks and Biodiversity
<b>Level</b>	ME8
<b>Reports To</b>	Workgroup Leader – Beach, Biodiversity and Mowing
<b>Prescribed Position</b>	No

### Position Objective

The Field Leader – Beach Maintenance is responsible for undertaking works and leading a team in the delivery of beach maintenance activities including sand drift fencing at coastal sites within the Council area in line with government legislative requirements.

The Field Leader – Beach 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 beach maintenance and sand drift fencing 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 auditing in the area of responsibility; and
- 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 across 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.
- 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.
- Perform other duties as reasonably requested by the Workgroup Leader or Coordinator.
- Follow defined information management practices, policies and procedures of Council records.
- 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 beach 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 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 beaches, 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 maintaining beaches and civil maintenance.
- Proven experience with plant and equipment associated within civil maintenance.

## Qualifications & Requirements

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