

GROUP LEADER - MAINTENANCE

Our City Vision:

Port Adelaide Enfield is a welcoming, liveable City: made by people.

Our Goals

Thriving Community	Prosperous Economy	Clean And Green City	Places For People
<i>A City where people have the opportunity to connect and flourish</i>	<i>A City with a thriving economy that enriches its local community</i>	<i>A City that values its natural environment</i>	<i>An accessible City where people love to be</i>

Organisational Capability:

Our diverse workforce is resourced to deliver meaningful outcomes.
Our systems, processes and tools are contemporary and reflect leading practice.
Our assets and finances are managed with good stewardship.

We value our constructive workplace culture:

That is supportive, takes on challenges, seizes opportunity, builds great relationships and is proud of what we deliver for our diverse community. We inspire people to be creative, grow and learn. We place no limits on what we can achieve.

Our Organisational Values

Make a Difference We serve our community well • Deliver public good • Improve the quality of people's lives • Community focussed • Deliver Council's City Plan	Grow & Improve We improve our work everyday • Innovate • Continuously improve • Problem solve • Adapt & change • Engage the community • Shape the future	Better Together We collaborate & create to deliver meaningful outcomes • Trust, honesty, integrity • Care & support each other • Work as a team • We celebrate success • We are accountable • Open communication
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The position is:

Position Title	Group Leader		
Department & Section	City Assets – Infrastructure Assets and Maintenance		
Team	Maintenance		
Reporting to	Team Leader		
Positions Reporting to it	Maintenance Workers		
Classification and Stream	GL1 – GL2		
Position Number	7105	Prescribed Position:	YES ☐ NO ☒

How does this position contribute to our community?

- Assists to achieve service standards which are part of our construction and maintenance program
- Help keep the community safe during extreme weather events
- Maintain the infrastructure that supports the safe movement of traffic through our City
- Helps to make our City a cleaner, safer place to live and work
- Complete a range of tasks with sensitivity to our heritage and natural environments
- Contributes to our community's sense of place

What does the position do?

- Provides leadership to staff responsible for maintaining roads, kerb, footpath and stormwater drainage, including the implementation and supervision of operational programs that maximise the health, safety, and aesthetics within the City of Port Adelaide Enfield
- Coordinates and oversees the team members in the delivery of programmed, scheduled and day to day operational activities within current customer service standards
- Ensures compliance with all relevant WHS policies and procedures
- Assists in the day-to-day activities and duties, maintaining and providing the Cities maintenance program including but not limited to roads, kerb, footpath and stormwater drainage
- Provides hands-on support to teams under direct supervision with planning and execution of construction and maintenance activities
- Oversees, checks and verifies daily labour time sheets, machine sheets, contractor hire sheets, material delivery sheets, plant and equipment hire sheets in absence of the Field Team Leaders
- Works closely with Team Leaders in the management of programs, reporting and updates of programs, customer complaints and requests, resolution of onsite matters, liaison with contractors and service authorities
- Help, manage, act and respond to storm, flooding and weather emergency situations
- Ensures customer service standards and requests are met, and the customer is advised accordingly
- Liaises with Team Leaders and other Group Leaders to ensure maximum use of Council and hired resources
- Supports the Team Leaders in ensuring performance objectives of the team are met
- Ensures all plant and equipment used by the team is maintained in a neat and tidy condition and are not abused or misused in any way
- General civil construction, maintenance, horticultural duties
- Ensures customer service standards are met and the customer is advised accordingly

POSITION DESCRIPTION



- May be required to undertake traffic management
- Responsible for the completion, accuracy and submission of daily documentation, including the team's time and machinery sheets and required safety documentation
- Other reasonable duties as required
- Work at other locations within Council if required

What outcomes does the position deliver?

- Work is carried out in a timely manner to the required quality standards
- Interactions with Community, members of the public and other service providers are respectful, friendly and polite
- Actively contribute to the goals of your work team

The behaviours we expect the position to contribute to our workplace are:

- Communicates effectively and shares information clearly and appropriately with colleagues, customers and stakeholders.
- Applies sound problem-solving skills and exercises good judgement to make informed and timely decisions.
- Demonstrates a can-do attitude, reliability and commitment to achieving high quality outcomes in a timely and professional manner.
- Actively seeks opportunities for personal development, learning and continuous improvement.
- Brings innovative thinking to challenges and shows confidence in exploring and implementing new ideas.
- Adapts positively and flexibly to changing priorities, new concepts and evolving organisational needs.
- Builds positive and productive working relationships through strong interpersonal and communication skills.
- Supports, coaches and encourages others to develop their capabilities and achieve their full potential.
- Demonstrates a strong customer focus and commitment to delivering responsive, high quality service outcomes.
- Provides leadership that inspires excellence, accountability and high performance within teams.
- Creates a clear sense of direction, builds commitment and promotes a shared vision to achieve organisational goals.
- Responsible financial management
- Leads, develops and motivates people by providing coaching, guidance, recognition and constructive feedback to support performance and growth.

Qualifications for the position

POSITION DESCRIPTION



- Certificate III or IV qualification in Civil Construction or similar is essential
- MR Truck licence is essential
- Work Zone Traffic Management License
- Construction Industry White Card
- Certificate III or IV in Leadership Management is desirable

May be required to obtain:

- High Risk Work Licence (LF - Forklift)
- Wheeled Tractor
- Skid Steer
- Front End Loader
- Roller

Experience

- Significant work experience in civil construction is essential
- Experience in a leadership role is desirable

Knowledge

- Civil maintenance knowledge derived from extensive work experience
- Theoretical knowledge derived from qualifications
- Safe operating procedures, risk assessments and WHS responsibilities

Information Management/Cyber Security

- Appropriate information management practices are implemented.
- Maintain knowledge and application of Council's IT systems relevant to role.
- Maintain a working understanding of and follow Council's cyber security controls.

Child and Vulnerable People Safe Environment

- A child and vulnerable people safe environment is maintained and promoted.
- Promote protection, safety and wellbeing of children and other vulnerable people.

Procurement and Contract Management

- Responsible for complying with Council's procurement policy and processes
- Proficient in the application and requirements of procurement within a Local Government context
- Requirement to undertake regular training regarding procurement and contract management activities

Our Safety and Return to Work Commitments

All Employees

- Take reasonable care for their own health and safety.
- Take reasonable care that their acts or omissions do not adversely affect the health and safety of other persons.
- Comply, so far as reasonably able, with any reasonable instruction that is given to ensure their safety.
- Co-operate with any reasonable WHS policy or procedure relevant to their work.
- Participate in the RTW process if injured at work as set out in the Return-to-Work Act 2014.