

POSITION DESCRIPTION

Position Title:	Team Leader – Hotmix	Directorate:	Infrastructure & Works
Position Number:	100975	Department:	Operations & Maintenance
Employment Status:	Full-Time	Section:	Roads & Stormwater
Employment Type:	Permanent	Location:	Works Centre
Classification:	Schedule B, Salary Point 6		
Reports to:	Roads and Stormwater Coordinator		

PRIMARY PURPOSE:

The primary function of this role is to provide guidance, instruction, and leadership on the effective and efficient completion of labouring, plant and truck operation objectives associated with maintenance and construction of Council roads and civil infrastructure.

ORGANISATIONAL REPORTING RELATIONSHIPS:

1. Internal:

- The **Team Leader – Hotmix** reports to the **Roads and Stormwater Coordinator** for all operational and management matters.
- The role is a key contributor to the Hotmix Team and will liaise with employees of Council.

2. External:

- The role will liaise with external stakeholders such as members of the general public, ratepayers, residents, visitors and contractors to the City of Glenorchy.

OUR VALUES:

We respect each other

We respect the skills, knowledge and diversity of our team mates

Everyone is heard and is valued

We care for the well-being and safety of each other

We check in on each other without being prompted

Listening and being listened to matters

We are trusted

I've got your back and you've got mine

We do what we say we will

We are empowered

Have honest and open conversations

We are trusting and trustworthy

We learn from our mistakes and share what we learn

Together we are better

Robust and thoughtful decision making together

Solving important problems together

We reach out to others and across teams for help

We collaborate more and handball less

Share our skills and knowledge

We deliver

We serve and stand up for our community

We knuckle down and focus on what matters

We are courageous and determined to find a way

We seek opportunities to continually improve outcomes and then we act on them

OUR CULTURE

We foster and model a culture where:

- we **RESPECT** others and their viewpoints as being as important as our own
- we trust and are **TRUSTED** by each other
- we know that by working **TOGETHER** we achieve better outcomes
- we take personal responsibility, and together we **DELIVER** for our community.

This is **OUR WAY** to achieve results through our people and teams to make Glenorchy a better place every day.

KEY RESPONSIBILITIES:

RESPONSIBILITIES/TASKS	DUTIES
Leadership	<ul style="list-style-type: none"> • To provide pro-active leadership to the Hotmix Team, offer instruction and guidance on the work task and duties in accordance with Council policies and procedures. • To “lead by example” and to take responsibility for individual and team performance. • To inspect and arrange the necessary plant, materials, and equipment for planned works. • To complete all necessary reports, risk assessments, purchase orders etc associated with this role.
Maintenance / Construction of Asset	<ul style="list-style-type: none"> • To operate/ equipment efficiently and safely adhering to Safe Operating Procedures (SOPS) and Safe Work Method Statements (SWMS) to ensure satisfactory completion of assigned duties. • Undertake duties associated with maintenance and construction of roads and civil infrastructure including earthworks, bitumen, concrete, and pipelaying work. • Hands on labouring work tasks associated with maintenance and construction of roads and other civil infrastructure. • Provide competent traffic management associated with the control and direction of vehicular traffic through and around work sites • Reading plans and recording accurately all ‘as constructed’ information as required. • Working in a team environment and participating in a constructive manner in decision-making.
Plant / Vehicle Operations	<ul style="list-style-type: none"> • Competent operation of rigid motor vehicle with GVM up to 15 tonne. • Competent operation of small plant and equipment including compactors, rollers, etc.
Customer Service	<ul style="list-style-type: none"> • Promote the positive image of Council as a whole • Ensure that a high standard of customer service is maintained to both internal and external customers • Engage, listen to and act where appropriate on feedback from our customers

	<ul style="list-style-type: none"> • Implement, evaluate and continuously improve quality systems and processes for the section
General	<ul style="list-style-type: none"> • Assist in the achievement of agreed outcomes consistent with department business plans and budgets • Perform any other duties as directed • Complete required record keeping such as Prestart Hazard Identification, Facility and site inspections, and Incident/Hazard Reports • Completing timesheets and other associated paperwork • Effective management of time and resources to meet agreed service levels
Organisational Responsibilities	<ul style="list-style-type: none"> • Support and adhere to Council’s policies and procedures, code of conduct and relevant acts • The incumbent is required to commit to use Council’s electronic content management (ECM) system to retain records and documents relating to Council business as part of their employment

This role may require reasonable after-hours activities and overtime when required by business needs.

Employees may be required to undertake additional duties within the limits of their skill, competence, and training, consistent with their classification level, in any area of Council, as directed.

SPECIALIST DELEGATIONS:

- Nil

LICENSES/ACCREDITATIONS/QUALIFICATIONS – ESSENTIAL:

- Medium Rigid Truck “MR” Class Licence
- White Card
- Traffic Management Accreditation

KEY SELECTION CRITERIA:

1. Certificate IV (Trade Certificate) Civil Construction and/or 4 years recent experience in Civil Construction, including working with asphalt on a regular basis.
2. Current Medium Rigid Truck “MR” Class license (or ability to obtain within 6 months of commencement), White Card, Traffic Management accreditation with current experience in using small plant and equipment, including compactors, rollers and other plant associated with road maintenance works.
3. Proven ability to successfully supervise and lead others in a Team.
4. Ability to work well within a team environment and to adapt to a changing environment.
5. A well-developed understanding and knowledge of Workplace Health and Safety.
6. Physically fit and proven ability to work in all weather conditions.

AUTHORISATION:

I hereby agree that this position description accurately reflects the work requirements.

Manager Name:			
Manager Signature:		Date:	
Director Name:			
Director Signature:		Date:	

I have read and agree to abide by the requirements of this position description.

Employee Name:			
Employee Signature:		Date:	