

## KERB & FOOTPATH MAINTENANCE TEAM LEADER

### Our City Vision:

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

### Our Goals

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

<b>Make a Difference</b> We serve our community well <ul style="list-style-type: none"><li>• Deliver public good</li><li>• Improve the quality of people's lives</li><li>• Community focussed</li><li>• Deliver Council's City Plan</li></ul>	<b>Grow &amp; Improve</b> We improve our work everyday <ul style="list-style-type: none"><li>• Innovate</li><li>• Continuously improve</li><li>• Problem solve</li><li>• Adapt &amp; change</li><li>• Engage the community</li><li>• Shape the future</li></ul>	<b>Better Together</b> We collaborate & create to deliver meaningful outcomes <ul style="list-style-type: none"><li>• Trust, honesty, integrity</li><li>• Care &amp; support each other</li><li>• Work as a team</li><li>• We celebrate success</li><li>• We are accountable</li><li>• Open communication</li></ul>
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The position is:

<b>Position Title</b>	<b>Kerb &amp; Footpath Maintenance Team Leader</b>		
<b>Department &amp; Section</b>	<b>City Assets – Infrastructure Assets &amp; Maintenance</b>		
<b>Team</b>	<b>Kerb &amp; Footpath Maintenance</b>		
<b>Reporting to</b>	<b>Manager Infrastructure Assets &amp; Maintenance</b>		
<b>Positions Reporting to it</b>	<b>Group Leader x 2</b>		
<b>Classification and Stream</b>	<b>MOA 7</b>		
<b>Position Number</b>	2310	<b>Prescribed Position:</b>	YES <input type="checkbox"/> NO <input checked="" type="checkbox"/>

### How does this position contribute to our community?

- Manages the Kerb and Footpath Maintenance teams to support and deliver Councils scheduled and reactive works.
- Builds and enhances the City of Port Adelaide Enfield’s Kerb and Footpath infrastructure
- Manages and promotes quality outcomes for the community to improve people’s lives, through well-maintained, high-quality assets, infrastructure, and services

### What does the position do?

- Responsible for providing specialist advice and leadership to the Kerb and Footpath Maintenance Teams
- Provides technical advice and support to various custodian groups within council
- Set outcomes for the work area prioritising and allocating work across teams to deliver Section plan objectives and meet customer demand.
- Responsible for applying financial delegated authority appropriately, and exercising delegations under the Local Government Act as required
- Ensures that the Kerb and Footpath Maintenance teams operate within allocated budgets in alignment with Section Plan deliverables
- Drives business improvements and recommendations, with a customer first focus.
- Provides recommendations to the Manager Infrastructure, Assets and Maintenance in the planning and delivery of services and scheduled works within operational budgets
- Manages and supervises contractors and allocation of their work.
- Manages the resolution of complex problems within the team
- Builds relationships with internal and external stakeholders that support safe, efficient delivery of scheduled works
- Manages customer requests and expectations in a timely and appropriate manner.
- Works collaboratively with other leaders and teams to improve service delivery across the Council
- Ensures compliance with WHS and Return to Work, including safe work practices to support all WHS requirements, including developing, implementing and maintaining safe operating procedures, risk assessments and any other required WHS documents
- Identifies and manages risks associated with daily operations, as well as leading investigations into incidents and near misses
- Undertakes work-force planning, recruitment, performance management and professional development to support future operational needs
- Manages scheduled asset condition inspections to ensure fleet, equipment and infrastructure are well maintained for capital works planning
- Reviews operations to determine and make recommendations about effectiveness of plant, equipment and resourcing required to deliver services
- Monitors and evaluates innovative practices to deliver new methods of maintenance shifting towards renewable and recycled materials
- Manages teams outside of scheduled work hours during significant weather events

# POSITION DESCRIPTION



- May be required to support the 24-hour rapid response teams outside of scheduled work hours, which involves communication, training and rosters
- Work autonomously in a high-risk environment
- Other reasonable duties are undertaken
- Supports daily operations of Rellum Road Depot
- Work at other locations within Council if required

## What outcomes does the position deliver?

- High-quality assets, infrastructure and services which improve the community's quality of life
- Council's Kerb and Footpath Maintenance teams' operational works in alignment with City Vision objectives
- Strong safety culture in the field
- Effective and efficiently managed Customer and Elected Member requests aligned to Council's commitment to being a customer responsive organisation
- Contractor accountability and works being delivered within Council expectations and to budget
- Skilled trainees who are job ready to support the community
- Projects delivered on time within Budget and scope
- High quality effective solutions to deliver projects and maintenance in collaboration with other council teams

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

- Customer focused and passionate about delivering for our community
- Good problem solving, innovative thinking and informed decision making
- Empowering leader who develops, coaches, and provides appropriate feedback to assist others reach their full potential
- Authentic leader who builds constructive relationships with people at all levels across the organisation
- Strong and effective communicator and listener
- Agility and responsiveness – comfortable adapting quickly to changing priorities
- Lead people and set vision of excellence aligned to PAE Values
- Responsible financial management
- Politically aware

## Qualifications for the position

- Diploma of Management or similar is highly desirable
- A Cert IV qualification in Civil Construction Supervision is highly desirable
- A Cert IV qualification in WHS is desirable
- Driver licence is essential

## Experience

- Experience in a leadership position in a multifaceted organisation
- Leading with a safety focus and managing WHS requirements
- Leading high performing and innovative teams to deliver business objectives
- Providing specialist advice, support and assistance for a significant work area
- Coaching and mentoring to support performance improvement
- Managing budgets and understanding delegation responsibilities
- Compliance with service agreements
- Managing contractors

## Knowledge

- High level knowledge of Civil Engineering disciplines including:

# POSITION DESCRIPTION



- Road design, construction and maintenance,
  - Drainage construction and maintenance,
  - Road design knowledge including asphalt, spray seals and modified binders
  - Concrete and concrete structures, and
  - Footpath construction and maintenance
- Knowledge of resource management, including planning, delegating, and prioritising to deliver operational works
  - Sound Knowledge of Australian standards and Protocols relative to role undertaken
  - Comprehensive knowledge of council policies and procedures

## **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.
- Foster a cyber security conscious culture in your team by understanding the cyber security risks to your team, and encouraging the correct cyber security behaviours
- Ensure training is provided to employees in positions of trust or who have heightened cyber security responsibilities, or increased risk profiles to ensure sound cyber security practices are understood, and effective cyber security controls are implemented and followed

## **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 Councils 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**

### Manager and Team Leaders

- Provide leadership in the implementation of the City of Port Adelaide Enfield's WHS Management System within their Team/Section.
- Investigate or coordinate the investigation of hazards and incidents within their Team/Section to identify reasonably practicable controls measures.
- Actively participate and encourage preventative WHS strategies, audits, team meeting discussions and training and support the WHS Committees as practicable.
- Assist in early return to work strategies and participate and support injured workers in return to work processes.
- Consider WHS in recommendations made to the Executive Leadership Team and Council.
- Report work related injuries to the Internal RTW Coordinator as soon as reasonably practicable.
- Assist injured workers in the RTW process.

### All Staff

- 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.

# POSITION DESCRIPTION



- 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.

Employee Signature: \_\_\_\_\_

Print Name: \_\_\_\_\_

Date: \_\_\_\_\_