

## POSITION DESCRIPTION

# GROUP LEADER – KERB AND FOOTPATH MAINTENANCE

### Our City Vision:

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

### Our Goals

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

<p><b>Make a Difference</b></p> <p>We serve our community well</p> <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>	<p><b>Grow &amp; Improve</b></p> <p>We improve our work everyday</p> <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>	<p><b>Better Together</b></p> <p>We collaborate &amp; create to deliver meaningful outcomes</p> <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>Group Leader</b>		
<b>Department &amp; Section</b>	<b>City Assets – Infrastructure Assets and Maintenance</b>		
<b>Team</b>	<b>Kerb And Footpath Maintenance</b>		
<b>Reporting to</b>	<b>Kerb and Footpath Maintenance Team Leader</b>		
<b>Positions Reporting to it</b>	<b>Yes</b>		
<b>Classification and Stream</b>	<b>GL1 – GL 2</b>		
<b>Position Number</b>	7160 7211	<b>Prescribed Position:</b>	<b>YES</b> <input type="checkbox"/> <b>NO</b> <input checked="" type="checkbox"/>

**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 Kerb and Footpath Maintenance staff, 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 Kerb and Footpath 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 Kerb and Footpath maintenance program
- 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 Leader
- Works closely with Kerb and Footpath Maintenance Team Leader in the management of programs, reporting and updates of programs, customer complaints and requests, resolution of onsite matters, liaison with contractors and service authorities
- Ensures customer service standards and requests are met, and the customer is advised accordingly
- Liaises with the Team Leader and other Group Leaders to ensure maximum use of Council and hired resources
- Supports the Team Leader in ensuring performance objectives of the Kerb & Footpath 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
- May be required to undertake traffic management

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- 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 are undertaken

## **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:**

- Customer focused and passionate about delivering for our community
- Alignment to PAE Values and Code of Conduct
- Interpersonal skills that build good work relationships
- Good problem solving, innovative thinking and informed decision making
- Enthusiasm to complete tasks
- A commitment to personal development and improvement
- Adaptability and flexibility to new ideas and concepts
- 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
- Operates with a high level of empathy and openness to ideas and diversity

## **Qualifications for the position**

- A Cert III qualification in Civil Construction or similar is essential
- MR Truck licence is essential
- Cert III in Leadership Management is desirable

## **Experience**

- Significant work experience in a similar role 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

## **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**

### All Staff

- Take reasonable care for their own health and safety.

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- 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.

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

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

Date: