

POSITION DESCRIPTION



POSITION TITLE:	Team Leader Road Services North
DEPARTMENT:	Infrastructure and Delivery
POSITION HOLDER:	
REPORTS TO:	Coordinator Roads Services
TERM OF EMPLOYMENT:	Permanent Full Time
APPROVED BY:	Manager Works
DATE:	April 2024
CLASSIFICATION:	Band 6A in accordance with the Buloke Shire Council Enterprise Agreement

POSITION OBJECTIVE:

- Lead the road services maintenance team in the Northern sector of the Shire.
- Responsible for planning and conducting maintenance works, including repairs to Council's road network in compliance with relevant legislation, Council's Transport Asset Management Plan and Council's Road Management Plan.
- Assist in the regular inspection of Council's Road Network and rectifying hazards and defects where identified, in accordance with Council's Road Preventive Maintenance Program
- Responding to road and drainage related customer requests

KEY RESPONSIBILITIES AND DUTIES:

- Coordinate the planning and delivery of Council's Road Preventive Maintenance program, including grading and patrol activities, in accordance with Council's Road Management Plan and Transport Asset Management Plan.
- Facilitate timely inspections and response of Council's local road network in accordance with Council's Customer Request System and Road Management Plan.
- Effectively coordinate Roads staff involved in the operations of Council's Road Preventive Maintenance Program
- Induct and supervise subcontractors and others employed on worksites.
- Provide input and assist the Manager Works for the preparation of budget estimates for annual road preventive maintenance programs and recommendations for annual road capital improvement programs.
- Work as a key team member of the Infrastructure and Delivery Department, including identifying efficiency and service quality improvements.
- Carry out the duties of After-Hours Duty Officer when rostered, as part of Council's after-hours emergency response team.
- Carry out all other duties as reasonably requested in accordance with Council's policies and the functional requirements of the Infrastructure and Delivery department.

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- Administer records and documentation relating to the road maintenance program.
- Perform other duties as directed by the Coordinator Roads Services.

ORGANISATIONAL ENVIRONMENT:

Reports to: Coordinator Roads Services.

Directly Supervises: Grading Teams, Roads and Patrol Teams and Contractors.

Internal Liaisons: CEO, Director Infrastructure and Delivery, Manager Works, Asset Inspector, System Analyst, Civil Engineer, Snr Asset Engineer Roads, Snr Asset Engineer Buildings and Open Spaces, Coordinator Open Spaces, Fleet and Procurement Officer, Coordinator Plant, Senior Mechanic, Team Leader Building and Property, Team Leader Open Spaces, Occupational Health and Safety Officer, HSR, Team Leader Road Services South.

External Liaisons: Members of the community, Visitors to the Buloke Shire and Community groups.

ACCOUNTABILITY AND EXTENT OF AUTHORITY:

- Authority to organise materials and resource labour as necessary.
- Accountable to ensure that all supervised staff and/or contractors are trained in safe working practices and in the safe operation of equipment.
- Accountable for timely execution of work with limited supervision.
- Ability to make decisions regarding the method of carrying out maintenance works, based on standard practice, experience and financial constraints; however guidance from Coordinator Roads Services and Manager Works is available if necessary.

JUDGEMENT AND DECISION MAKING:

- Make decisions consistent with the level of delegation.
- Make decisions regarding day-to-day allocation of staff, plant and equipment resources to deliver road maintenance program subject to availability of budget resources and regular consultation with the Manager Works.
- Solve problems using procedures and guideline, applying knowledge and previous experience.
- Undertake appropriate Risk Assessments applying previous knowledge and training.
- Guidance and advice is usually available.

SPECIALIST SKILLS AND KNOWLEDGE:

- A sound understanding of the sealed and unsealed road maintenance techniques.
- An understanding of the long term goals of the Infrastructure and Delivery Department, including the Road Management Plan, Transport Management Plan, Preventive Maintenance Plan and the relevant policies of both the Department and the wider organisation.
- Demonstrated team leadership, employee management and supervisory skills.
- Basic skills and experience in the use of MS Office suite, including Word, Outlook and Excel.

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- Ability to effectively communicate with relevant business units, suppliers, contractors and the general public
- An understanding of the requirements pertaining to regulatory requirements of the building industry

MANAGEMENT SKILLS:

- Ability to manage time efficiently.
- Ability to manage and coordinate maintenance works.
- Capability to plan work priorities based on need.
- Ability to competently manage a team of staff.
- Identify Potential or existing hazards on Council Roads and rectify where capacity to do so exists.

INTERPERSONAL SKILLS:

- Good oral and written communication skills are required for this position.
- The capacity to lead and develop a team of maintenance staff.
- The ability to liaise with suppliers, contractors, members of the public and other staff members in the administration efficient works practices.
- The ability to identify potential problems and coordinate and/or assist in providing solutions.

QUALIFICATIONS AND EXPERIENCE:

- Trade equivalent qualification in Civil Construction with /or substantial relevant experience.
- Proven experience in the use of MS Office suite, including Word, Outlook and Excel.
- Current Victorian Driver Licence.
- Construction Induction Card.
- Worksite Traffic Management.
- Experience in Local Government is preferred, but not essential.

ORGANISATIONAL RESPONSIBILITIES:

- At all times, behave in a manner consistent with Council's Code of Conduct and human resource policies and guidelines (including Council's Bullying/Equal Opportunity/Discrimination/Sexual Harassment policy).
- Ensure compliance to relevant OHS regulatory requirements and implement, promote and maintain Council's OHS and Return to Work policies, procedures, training programs and initiatives
- Ensure compliance to relevant regulatory or legislative requirements; including but not limited to Information Privacy and Freedom of Information.

CHILD SAFE STANDARDS:

- The Buloke Shire Council is committed to creating a child safe and child friendly environment where children and young people are respected, valued and encouraged to reach their full potential.
- All staff must adhere to Council's Child Safe Policy and procedures and ensure that any reasonable suspicion of abuse to children or young people is reported.

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VARIATIONS TO CONDITIONS OF EMPLOYMENT:

The position description, which includes conditions of employment, your duties and your working location may be varied by Council from time to time during your employment.

ANNUAL PERFORMANCE APPRAISAL:

Every staff member is required to actively participate in the annual performance appraisal process with their supervisor.

KEY SELECTION CRITERIA:

- Trade equivalent qualification in Civil Construction with /or substantial relevant experience.
- Demonstrated understanding of Road Management Plans and associated policies and procedures.
- Previous experience in managing a team and balancing shifting work priorities.
- Demonstrated ability to manage time and set priorities.
- Excellent written and verbal communication skills.
- Considerable skills and experience in the use of MS Office suite, including Word, Outlook and Excel.
- Current Victorian Driver Licence
- Satisfactory Police Check

VERIFICATION:

This section verifies that the position holder and supervisor/s have read the above position description and are satisfied that it accurately describes the position.

Approved by:
Date
Director Infrastructure and Delivery

Agreed by:
Date
Manager Works

Agreed by:
Date
Coordinator Roads Services

Agreed by:
Date
Team Leader Road Services North