

Position Description

POSITION TITLE	Team Leader, Works
POSITION NUMBER	103220
AWARD	Local Government Industry Award
CLASSIFICATION	CDRC Enterprise Agreement – Level 5
POSITION TYPE	Permanent Full Time (38 hours per week)
DIRECTORATE/PROGRAM	Council Services / Council Services Delivery
LOCATION/S	Anmatjere / Lajamanu / Laramba / Willowra / Yuendumu
SUPERVISOR	Program Manager, Council Services Delivery / Senior Coordinator, Council Services Delivery
POSITIONS SUPERVISED	This position has 4-9 direct reports plus casuals as required

PRIMARY OBJECTIVE

The Team Leader, Works is responsible for providing quality field maintenance, contract and municipal services in accordance with Central Desert Regional Council strategic and regional plans, policies, procedures and relevant legislation.

KEY DUTIES AND RESPONSIBILITIES

1. Safely operate and maintain a range of heavy machinery, tools, plant and equipment including tractors, backhoes, garbage truck and forklifts.
2. Supervise, coach and mentor the team and drive team practices to deliver quality services, ensuring that Council policy and WHS obligations are applied.
3. Prepare work plans on a regular basis, maintain records of job costs and timesheets.
4. Coordinate materials and resources, ensuring procurement guidelines are met.
5. Maintain and develop parks, gardens, roads, waste management facilities, and Council infrastructure as per service level agreements and community plans.
6. Assist the Program Manager / Coordinator with project management activities for municipal works.
7. Ensure all tools, plant, equipment and vehicles are used appropriately and maintained in good working order.
8. Provide regular written reports and updates on works program completion and projects.
9. Be engaged in an effective and proactive health, safety and wellbeing culture.
10. Any other reasonable duties delegated by the Supervisor which are within level.

SELECTION CRITERIA

Essential

1. Post-trade certificate or Certificate IV in a related discipline and/or extensive knowledge and skills gained through on-the-job training
2. Demonstrated ability to supervise and direct employees from a range of cultural backgrounds.
3. Demonstrated experience in the use and maintenance of a range of heavy machinery, equipment and plant.
4. Demonstrated ability to plan works including accurately allocating time and resources.
5. Demonstrated ability to work safely with a range of heavy machinery, tools and equipment.
6. Demonstrated ability to coordinate materials and resources, ensuring procurement guidelines are met.
7. Demonstrated ability to work as part of a team.
8. Sound knowledge of and commitment to the principles of Work Health & Safety.
9. An awareness of the socio-economic factors affecting Aboriginal people in remote locations.
10. Open unrestricted manual Heavy Rigid Licence.
11. Plant tickets including backhoe, excavator, front end loader, skid steer load, tractor and attachment.
12. Current White Card.
13. Ochre Card.