Team Leader
POSITION DESCRIPTION



Position Number:	3308
Department:	Regional Services
Section:	Civil Operations
Unit:	Rural Operations
Position Status:	Permanent Full Time
Classification:	Level 6 - Rockhampton Regional Council External Employees Certified Agreement 2022
Reports To:	Supervisor
Revised:	September 2026

General Position Statement

This position supports Council's direction by motivating and leading a multi-disciplined team that is responsible for undertaking a wide range of construction and maintenance activities associated with Council's infrastructure assets in accordance with recognised standards in a professional, efficient, and confidential manner ensuring the development of good working relationships with all staff and the public.

Specific Responsibilities

The successful candidate must be able to fulfil the following position responsibilities.

- Provide daily assistance to the Supervisor by coordinating and supervising the teams' activities.
- Assist to lead the team to perform a wide range of tasks associated with the Council's infrastructure asset maintenance and construction of assets.
- Assist in the forward planning and the organisation of works.
- Ensure that work performed is in accordance with relevant construction plans, specifications, and standards.
- Read and carry out instructions of moderate complexity and compile applicable reports.
- Undertaking a variety of maintenance and construction duties e.g. Shovelling, cleaning out drain pipes, cleaning tools, preparing tools and equipment, pipe laying, loading and unloading materials, measuring up job – box out for new slab, pegging out, fuelling plant, housekeeping, signage, compaction using vibrating plate, spotting, basic concreting, working in trenches and assisting in other tasks hooking up trailers, tree maintenance (cutting branches on job site so not to hinder plant – underlying branch causing asset damage).
- Use of hand tools such as spanner, wire brush, level, measuring tape, line sprayer etc. are used to complete a variety of construction tasks.
- Undertaking a variety of road maintenance duties including pothole patching, road levelling, move signage, repair signage, assisting with laying and finishing concrete.
- Operate and conduct pre-start and maintenance on various types of Council assets when required.
- Follow all safety procedures on the job and report any concerns or incidents to the supervisor immediately.
- Report any defects or problems to supervisor, e.g., equipment or safety concerns.
- Refer matters that may impact upon the business, Council and employees to the relevant Supervisor or Manager.
- Undertake other relevant duties as directed, consistent with skills, competence, and training.

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Position Requirements

Your suitability for this role will be assessed against the following competencies.

Skills/Competencies

- Ability to lead, motivate and direct members of the team.
- Ability to undertake a range of civil construction and maintenance tasks with limited supervision.
- A high understanding of the requirements of civil construction and maintenance.
- A working knowledge of the methods used for concrete and/or pavement construction.
- A working knowledge of the requirements for small machinery and hand tool operation and maintenance, including two-ways radios.
- Ability to prioritise, plan and organise workloads and coordinate the work of others.
- Ability to read and carry out instructions, interpret construction plans of moderate complexity and make applicable reports.
- A comprehensive understanding of applicable legislative requirements.
- Excellent skills in safe work practices including risk assessments and the ability to follow WH&S procedures and policies.
- Communicate Effectively – Ability to communicate with others verbally and in writing to meet requirements of the role.
- Teamwork and Collaboration – Ability to work together with others to achieve common goals both within immediate team and teams across Council.
- Time Management – Ability to plan and organise tasks/work to meet objectives of the role.
- Problem Solving – Ability to analyse problems by gathering information and develop a solution (in line with role responsibilities) or options and make a recommendation.
- Decision Making – Ability to use sound judgement to make the best decision based on information gathered and analysed within the boundaries of the role.
- Manage Risk – Ability to identify, understand and manage risks so that work can be delivered safely and to required standard.
- Deliver Excellent Customer Service – Ability to meet customers' expectations around safety, time, cost, and quality.
- Focus on Continuous Improvement – Ability to identify opportunities to enhance team effectiveness and improve team's customers' experience.
- Adaptable to change – Ability to adapt to changing work environments, technology, work priorities and organisational needs.

Qualifications

- Construction Industry Induction (White Card).
- Certificate II or III in Civil Construction and/or equivalent demonstrated experience.
- Ability to legally operate under an "HR" Class Licence
- Certificate of Competency to operate mobile plant (skid steer)

Desirable Qualifications and Experience

- Certificate of Competency to operate mobile plant (front-end loaders, roller & excavator).
- Ability to legally operate under a "HC" Class Licence.
- Traffic Management Implementation (formerly referred to as Level 2 Traffic Management).
- Working in Proximity to Traffic - Awareness Part 1.
- First Aid Certificate.

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Behaviours

- *Customer Service* – Ensure service delivery and advice remain focused on Council's customers and community outcomes.
- *Safety* – Carry out your duties in a safe manner whilst ensuring the safety of your team members and customers, in accordance with Council's Health and Safety Duty Statements and associated safety policies / procedures.
- *Code of Conduct* – Ensure that your behaviour is aligned with the Code of Conduct.
- *Council Values* – Ensure that your behaviour is aligned with the values statement adopted by Council: *One Team, Accountable, Customer Focused, Continuous Improvement and People Development.*

Leadership Capabilities

- Council's Leadership Capability Framework – meets standards of performance and behaviours in line with our Leadership Capability Framework and leadership level **Operational Leadership**: *Build and maintain Trust; Deliver Results, Customer and Community Driven, Lead and Enable Change and Commit to Personal Growth.* **Further Information Appendix A**.

Work Environment and Physical Demands

- This position is an outdoor role and will require the employee to carry out physical tasks which may include manual handling of up to 25kg, repetitive bending, kneeling, twisting and/or squatting.
- For plant operations there is a maximum seat rating for tip trucks of 120kg and Semi tippers of 150kg.

Additional Requirements

- Ability to work in an office environment.
- Ability to work in an outdoor environment.
- Ability to work on an 'on call' roster including after hours and weekends.
- Ability to legally operate a motor vehicle under a "C" Class Licence (minimal provisional).
- Ability to complete or willingness to learn to complete online training and electronic timesheets.
- Ability to undertake a Functional Capacity Evaluation to satisfy the inherent physical requirements of the position.
- Provision of a satisfactory Criminal History Check - Police Certificate (Australia Wide Name Only Police Check).
- Ability to be immunised in accordance with Council's Occupational Risks and Immunisation Register.
- The work is intermittently heavy, with periods of prolonged standing, stooping and crouching. The tasks must be performed meticulously and accurately.

Delegations and Authorisations

Financial, Administrative and Corporate Delegations may be applicable to this position and are detailed in the Delegations Corporate Register.

Legislative Sub-Delegations and Authorisations may also be applicable to this position and are detailed in the external public registers. Both registers are available on Council's Intranet.

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Acknowledgement

This job description has been designed to indicate the general nature and level of work performed by employees within this classification. It is not designed to contain or be interpreted as a comprehensive inventory of all duties, responsibilities and qualifications required of employees assigned to the role.

Authorised By:	Manager
Signature:	
Date:	
Employee Name:	
Employee Signature:	
Date:	

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Appendix A: Leadership Capability Framework – Leadership Level Operational Leadership (Team Leaders and Supervisors)

Key Leadership Capabilities	Leadership Standard / Behaviour	Standards / Behaviours Required at this Leadership Level
Build and Maintain Trust	**Engage and Inspire our People**	Ensures alignment between work and Council's vision to engage and inspire others.
	Empower our People	Empowers others and builds trust and confidence through coaching.
	Enable Teamwork and Collaboration	Ensures teamwork and collaboration within and across teams.
	Effectively Communicate across the Organisation	Fosters open and transparent two-way communication and ensures that communications are received and understood by team members and other stakeholders.
	Build Effective Enduring Relationships	Engaging in and supporting others to build effective and enduring relationships built on trust and respect.
Deliver Results	**Manage People Performance**	Ensures the alignment and achievement of goals through setting clear expectations, providing feedback, support, and recognition to employees.
	Develop our People	Identify opportunities to provide development opportunities and coaching to others.
	Demonstrate Ethical and Accountable Decision Making	Develops own and team's organisational, political, and cultural awareness.
	Demonstrate Organisational and Situational Awareness	Makes decisions in situations where there is scope for interpretation.
	Maintain a Strategic Focus	Coordinates resources to achieve Council's strategic objectives and supports others to understand how their role aligns.
	Plan and Organise Resources	Plan and organise resources to ensure the team delivers work within deadlines of to a quality standard in a safe and cost-effective manner.
Customer / Community Driven	**Be Customer and Community Focused**	Focus on the purpose of Council and delivering what's best for the customer and community in line with vision.
	Manage customer and stakeholder relationships	Anticipates and adapts to customer and stakeholder needs.
Lead and Enable Change	**Lead Change Effectively**	Manages the process of change to ensure successful implementation.
	Lead Continuous improvement and Innovation	Supports others to identify, gain acceptance and implement continuous improvement opportunities.
Commit to Personal Growth	**Commit to Personal Growth and Learning Agility**	Commits to own personal growth and learning agility and shares learnings with others.
	Lead with Emotional Intelligence	Develops emotional intelligence and awareness of impact of actions on others.
	Build and maintain Technical and Operational Competence	Maintains own technical and operational competence and supports others to develop and maintain their competence.