

# Team Leader

## POSITION DESCRIPTION



<b>Position Number:</b>	1199
<b>Department:</b>	Regional Services
<b>Section:</b>	Civil Operations
<b>Unit:</b>	Urban Operations
<b>Position Status:</b>	Permanent Full Time
<b>Classification:</b>	Level 5 - Rockhampton Regional Council Certified Agreement 2022 – External Employees
<b>Reports To:</b>	Supervisor
<b>Revised:</b>	February 2025

### 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 team activities.
- Conduct daily toolbox talks and pre-start meetings.
- Lead the team to perform a wide range of tasks associated with the construction and maintenance of Council's infrastructure 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, and record as-constructed information as required.
- Undertaking a variety of maintenance and construction duties e.g. laying asphalt, 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.
- Undertake a range of construction and maintenance tasks with limited supervision.
- Follow all safety procedures on the job and report any incidents to the Supervisor immediately.

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- 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 concreting, stormwater construction, pavement construction and installation of underground service conduits.
- 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 and interpret construction plans of moderate complexity.
- 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.

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### Qualifications

- Certificate II or III in Civil Construction and/or equivalent demonstrated experience.
- Ability to legally operate a motor vehicle under a “MR” Class Licence.
- Hold a Construction Industry Induction (White Card).

### Desirable Qualifications and Experience

- Certificate of Competency and ability to legally operate mobile plant.
- High Risk Work Licence.
- Traffic Management Implementation or ability to obtain.
- Work Safely at Heights Certificate.
- Enter Confined Space Certificate and operate breathing apparatus.
- First Aid Certificate.

### Behaviours

- *Customer Service* – Ensure that you are focused on our customer/s when carrying out your responsibilities.
- *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 30kg, 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 against Hepatitis A&B and Tetanus.
- The work is intermittently heavy, with periods of prolonged standing, stooping and crouching. The tasks must be performed meticulously and accurately.

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### 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.

<b>Authorised By:</b>	Manager
<b>Signature:</b>	
<b>Date:</b>	
<b>Employee Name:</b>	
<b>Employee Signature:</b>	
<b>Date:</b>	

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