

 PORT STEPHENS COUNCIL	<div> <div> Position Title: Team Leader – Grading Operations Section: Capital Works Salary Point: 12 </div> <div> Position Description Position No: PSC383 </div> </div>
Position Objective	<p>This position is responsible for the delivery of grading operations for civil construction and maintenance projects as well as contract works associated with roads, drainage, drainage structures, footpaths, cycleways, carparks, street and roadside furniture and any other assets as directed.</p> <p>Leading a highly motivated team comprising of both Council and contract employees, effective Work Health and Safety management and with productive use of resources will deliver a quality, cost effective and safe service to the community.</p>
Key Responsibilities	<ul style="list-style-type: none"> • Effective leadership, coaching & mentoring of team members and contractors • Coordination and delivery of all grading operations to the agreed service level as part of civil infrastructure construction, rehabilitation and maintenance activities • Operation of all common civil construction equipment and HR vehicles, specifically including a motor grader at a 'final trim' standard. • Perform all works in accordance to the organisations business management and enterprise risk systems • Participate in the continuous improvement of systems and process • Assist with estimates, schedules and other preconstruction activities and provide technical information and advice specific to construction activities being undertaken • Actively manage the deployment of resources including hire of Labour, plant & equipment and material supply • Engage in positive staff and customer interactions as per Councils Code of Conduct and Customer Service Charter
Key Accountabilities	<p>Responsible for supervising staff in operational duties or for requiring independence in the application of skill, subject to routine supervision. Responsible for quality work function.</p> <p>The position completes tasks requiring specialised technical/administrative skills or co-ordinates a civil team which uses staff and other resources.</p> <p>May be responsible for providing a specialised/technical service and completes work that has elements of complexity.</p>
Extent of Authority	<p>Supervisory skills in the communication of instructions, training and checking of work may be required.</p> <p>May supervise groups of operational and or other trades/technical employees. Employees supervised may be in a number of different work areas, requiring motivation, monitoring and co-ordination to achieve specific outputs. This includes the involvement in priority determination, work scheduling, and utilisation of staff to achieve required outputs, outcomes, quality assurance, coaching and instruction.</p>
Judgement & Decision Making	<p>Tasks are performed in accordance with well established procedures. Work programs may be determined within established priorities.</p>

	<p>Established procedures or rules occasionally do not cover the situation faced with the individual expected to discriminate between courses of action within a limited number of options</p> <p>Typical thinking at this level includes quantification of resources needed to meet operational targets; investigation of claims where information is unclear or incomplete. Scheduling, organising, planning, coaching and teaching are tasks typically undertaken at this level.</p> <p>There are a well defined and limited number of methods and processes which may be used in completing the work. There is a requirement for the position to determine the work program within established priorities.</p>			
Skills, Knowledge & Capacity	<p>Organisational</p> <ul style="list-style-type: none"> • Demonstrated commitment to a customer service culture and delivery of quality service. • Understanding of the Australian Business Excellence philosophy. <p>Interpersonal</p> <ul style="list-style-type: none"> • Conduct that demonstrates to others Council's commitment to Respect, Integrity, Teamwork, Excellence and Safety. • Demonstrated communication ability to lead and motivate others to cooperate • Willingness to engage others constructively in the resolution of conflict • Demonstrated commitment to lifelong learning <p>Qualifications and Experience</p> <ul style="list-style-type: none"> • Certificate IV in Local Government Operational Work – Civil Construction or ability to obtain. • Extensive experience in civil construction activities, specifically in the employment of grading operations in road construction, rehabilitation and maintenance. • Proven ability in the use of Trimble GPS/UTS software and equipment or the ability to obtain. • Proven ability to effectively lead and motivate a civil construction team • Demonstrated safe and effective operation of graders (to a final trim standard), excavators, backhoe / front end loader, skid steer and roller. • Current Drivers licence – Class HR or ability to obtain prior to commencement. • Demonstrated communication skills including written and spoken • Proven ability to interpret technical drawings & specifications and effectively plan and manage civil projects including allocation of plant, procurement of materials and accurate and detailed project costing records. • Demonstrated competence in WHS & Risk Management practices including developing, delivering and documentation of hazard identifications, risk assessments, incident investigations and site specific inductions • Possess or have the ability to obtain accreditations and other skills as required by best industry practice or legislation to act in the role such as Workcover General Construction Induction, RMS traffic management qualifications, Safe Work Near Power Lines, First Aid Certificate, etc 			
Capabilities	Capability Group	Capability	Capability Group	Capability
		Manage Self	Results	Plan and Prioritise

	Personal Attributes (Adept)	Displace Resilience and Adaptability	(Adept)	Think and Solve Problems
		Act with Integrity		Create and Innovate
		Demonstrate Accountability		Deliver Results
	Relationships (Adept)	Communicate and Engage	Resources (Adept)	Finance
		Community and Customer Focus		Assets and Tools
		Work Collaboratively		Technology and Information
		Influence and Negotiate		Procurement and Contracts

POSITION DESCRIPTION APPROVED

Employee

Date