



POSITION DESCRIPTION

Position Title Team Leader Works (Warruwi)			
Location	Warruwi	Department	Community and Council Services
Classification	Level 5	Position Type	Permanent - Full time
Position Number	TBA	PD Number	TBA
Reports to	Senior Works Officer	Reports to	N/A
Reportees Roles	N/A		
Coverage	Local Government Industry Award 2020		
Approved By	Chief Executive Officer	Date	28/01/2025

Position Objectives

1. To ensure that the core community works services relating to parks, roads and/or waste are delivered to the Warruwi community in a timely manner,
2. To provide Works advice and information to the Senior Works Officer and Council Services Manager, and
3. To ensure the day-to-day supervision of Council's Works teams are carried out in Warruwi.

Key Responsibilities

1. Planning

- 1.1. Participate in planning, scheduling, coordinating and implementing daily or weekly activities and minor works programs as required.
- 1.2. Review and co-ordinate labour, plant and material resources.
- 1.3. Develop and prepare the works budget.
- 1.4. Monitor and report on expenditure.
- 1.5. Participate in daily Pre-Start Meetings and Toolbox Talks.

2. Leadership and Supervision

- 2.1. Ensure staff are thoroughly inducted, trained and informed in relation to performing allocated work tasks.
- 2.2. Provide daily support, supervision and feedback to staff to ensure work is performed safely, on time and to quality standards.
- 2.3. Ensure team attendance is recorded accurately, and timesheets are submitted on time.
- 2.4. Liaise with the Senior Works Officer about any disciplinary matters or staff nonattendance.

3. Delivery

- 3.1. Ensure quality output in the delivery of any assigned work and/or activities and functions such as but not limited to:
 - basic maintenance and construction work of roads, laying and patching bitumen, drainage construction and maintenance.
 - reporting on the state of roads safe and effective work practices is being followed.
 - preparation work and laying of pavers, setting up simple formwork and steel fixing, forming and finishing for concreting.
 - maintenance of parks, gardens and open spaces.

Key Responsibilities

- removal of recyclables from the waste stream collection and appropriate disposal of waste.
- operating Class C equipment, Class A and B machines (including changing and using all basic attachments) and associated tools.
- monitoring water infrastructure.
- assisting in the coordination of contractors and material resources.

3.2. If assigned, provide safe and well-maintained cemetery grounds and facilities and interment services as required.

3.3. Ensure plant and equipment are safely and securely stored; regularly cleaned; and serviced and maintained on a daily, weekly, monthly basis in accordance with the relevant operator's manual.

4. Customer Service

- 4.1. Provide effective communications that foster positive relationships at all levels across the community, external stakeholders and West Arnhem Regional Council personnel.
- 4.2. Ensure complaints from the public are addressed appropriately and in a timely manner.
- 4.3. Respond to office-based requests for assistance in a timely manner.
- 4.4. Ensure team interactions with the public are conducted in a respectful and courteous manner, and enquiries and complaints from the public are dealt with in a timely manner.

5. Continuous Improvement

- 5.1. Review practices and procedures and make recommendations for improvement.
- 5.2. Identify improvements that may facilitate a more efficient service Provide effective communications that foster positive relationships at all levels across the community, external stakeholders and West Arnhem Regional Council personnel.
- 5.3. Ensure complaints from the public are addressed appropriately and in a timely manner.
- 5.4. Respond to office-based requests for assistance in a timely manner.

6. Employee Responsibilities

- 6.1. Follow the requirements of your Contract of Employment.
- 6.2. Adhere to your position description, policies, procedures, processes and Code of Conduct when at work and when representing Council.
- 6.3. Follow all lawful instructions.
- 6.4. Seek help or support from the appropriate personnel when needed.

4. Work Health and Safety (WHS)

- 4.1 Follow all approved WHS practices and processes connected with your work.
- 4.2 Ensure you and your team work safely, and in a way that any work does not cause real or potential harm to yourself or others.
- 4.3 Within your area of responsibility, ensure compliance with Council's Work Health and Safety policies and procedures including wearing the correct PPE and reporting any WHS incidents or breaches.
- 4.4 Liaise with WHS Coordinator on WHS matters and processes.

Mandatory Criteria – The requirements that must be met before an individual can begin working in this role.

- Ochre Card or ability to meet the criteria for attaining one.
- Minimum of Certificate III in civil Construction or proven knowledge and experience in road maintenance, water, sewerage, waste, animal control and welfare, or parks and gardens activities.
- Proven experience in supervising and communicating with a team of diverse people (particularly indigenous people).
- Proven ability to work independently and in a team - environment requiring the completion of projects on time, within budget and to predetermined standards.
- The competent operation of C Class equipment and other types of Class A and B machines, including the safe operation of plant, equipment and tools.
- Organised approach to work and demonstrated ability to prioritise and meet deadlines.

Essential Criteria – The requirements an employee must achieve during employment, because they are critical for the role.

- Willingness to work to Council's required policy, procedure and process standards.
- Proficiency in using Council's systems.
- Current 'Class C' NT Driver's Licence