

Position Title:	Team Leader - Precincts
Team:	Asset Maintenance
Department:	Infrastructure Services
Reporting to:	Service Delivery Lead - Precincts
Direct reports:	4
Industrial Instruments:	Queensland Local Government Industry (B) Award - State 2017 & Cassowary Coast Regional Council Certified Agreement 2023
Level:	6

THE ROLE

The Team Leader - Precincts, reporting to the Service Delivery Lead - Precincts, will work collaboratively within the Asset Maintenance team to successfully plan and coordinate efficient and effective delivery of day-to-day maintenance of Council's Precincts, and medium term operations through to long term management of all open spaces and assets.

KEY OUTCOMES

- Leadership of small multi-skilled teams, providing a high standard of Precincts maintenance, creating positive user experiences and complementing our heritage listed natural areas
- Work tasks are completed by teams safely and efficiently, with a focus on achieving results
- Presenting a positive image of Council's workforce through quality customer service, timely and proficient completion of work tasks and the utilisation of efficient and effective work practices
- A unified and supportive team culture exists, working harmoniously with all teams to deliver Council services, promoting a multi-skilled environment and 'One Council' approach.

KEY ACCOUNTABILITIES

- Daily "on the job" supervision of a team/s responsible for Precincts maintenance schedules and capital projects; and/or other associated Precincts work duties, as scheduled or directed
- Under the direction of the Service Delivery Lead – Precincts, plan, organise and co-ordinate staff and resources required to undertake assigned work and ensure the timely and proficient completion of the task
- Undertake "hands on" tasks associated with all aspects of Precincts maintenance as assigned
- Ensure competent operation of motor vehicles, mechanical plant and small plant (inc. chainsaws) for which licences/tickets are held
- Assist in the development, implementation and review of team specific work instructions, schedules and procedural manuals
- Assist in the planning of the region's parks assets and open spaces in line with strategic objectives and values of Council
- Provide competent traffic management associated with the control and direction of vehicular traffic through and around work sites

- Monitor job sites to ensure Council plant is maximised, all plant and equipment is maintained, utilised in an efficient and an effective manner and that safety is always a priority to all involved
- Complete and submit weekly expenditure reports, daily maintenance reports and any other reports required
- Complete and authorise required paperwork in a prompt and detailed manner, e.g. pre-start talk documentation, staff timesheets, external plant hire docket, goods receipts, purchase requisitions etc.
- Ensure work practices are carried out in accordance with relevant external and Council Standards, guidelines and work schedules as well as manufacturer's/supplier's handling and installation specifications
- On-the-job training and transfer of knowledge and skills to team members, leading to multi-skilled teams, greater competency and improved qualifications
- Monitor and report on the performance of the day labour crew, involved in achievement and development plan discussions with direct reports supporting the Service Delivery Lead - Precincts to complete
- Provide a high level of customer service at all times, to both internal and external stakeholders.
- Actively participate and take a lead in team meetings, including daily pre-start and toolbox talks as required
- Assess risks and potential hazards associated with assigned tasks and take appropriate action to control hazards to acceptable levels in regards to both safety and the environment, ensuring this process is adequately documented
- Adopt a leading role in both the health and safety training and practical job related education associated with the current Workplace Health and Safety Act/Regulations
- Be responsible for the Work Health and Safety of all assigned team members, and the general public, by ensuring compliance to Council's Work Health & Safety Policy, Safety Regulations and Safe Work Practices
- Work within confines of environmental legislation, ensuring best practice work procedures to minimise environmental impact
- Comply with all Council Policies and Procedures including the Code of Conduct for Council Employees
- Undertake any other duties, projects or tasks as directed by the Service Delivery Lead - Precincts which generally fall within the scope of this position and are within the incumbent's skills, competence and training

BEHAVIOURAL COMPETENCIES

- Practices and influences aligned with Council's Values (Grow Our Own, Be Courageous, Accountable to our Community, Make it Better and Work Smarter) and Code of Conduct for Council Employees in all interactions with internal and external stakeholders
- Exercises responsibility and takes an ownership role for Work Health and Safety, Environment Protection, Equal Employment Opportunity (EEO), Anti-discrimination, Recordkeeping, Risk and Privacy obligations
- Models professional and ethical behaviour
- Inspires individual and team commitment for performance and meeting team goals
- Acts proactively, exercises initiative, drives continuous improvement and implementation of change
- Takes a broad perspective and looks for innovative approaches to problem solving
- Builds team capability
- Builds and maintains productive working relationships

- Commits to personal and professional development

SELECTION CRITERIA

Essential:

- Trade / Industry qualification and/or extensive experience in Horticulture, Conservation and Land Management or related and/or relevant experience deemed equivalent to deliver outcomes of this role
- Contemporary industry knowledge and demonstrated experience in general gardening, grounds/turf maintenance and landscaping
- Demonstrated experience and ability to supervise, coach and support staff in their day-to-day activities.
- Knowledge of legislative Work Health and Safety requirements and risk assessment processes
- Possession of an ACDC (Agricultural Chemicals Distribution Control) spraying certificate or the ability to obtain
- Ability to perform basic numerical calculations
- Sound verbal and written communications including the ability to support customers and key stakeholders
- Ability to demonstrate behavioural competencies
- Current Queensland "MR" class drivers licence
- Construction Induction Card (White Card)
- Immunisation against Hepatitis A & B and Tetanus

Desirable:

- Cert III in Horticulture, Arboriculture or Conservation and Land Management (or equivalent)
- Demonstrated knowledge of WTMA Road Maintenance Code of Practice
- Demonstrated knowledge of statutory requirements in natural areas. E.g. Local Government Act, Biosecurity Act, Biodiversity Conservation Act
- Friendly Fire – Fire Management 1 or ability to obtain
- Current Traffic Controller accreditation
- Current Traffic Management Implementation Qld (TMI) accreditation
- Unit of competency - Operate and Maintain Chainsaws
- Current Qld Heavy Rigid Truck 'HR' Class Licence or interstate equivalent
- Certificate of Competency to operate plant and/or equipment such as tractor, skid steer, front-end loader
- Aeronautical Radio Operator Certificate