

Position Description

Team Leader

January 2025

DETAILS

Team and Department	Waste, Cleansing and Public Safety Open Spaces or Road Services, Infrastructure Services
Division	City Services
Supervisor	Supervisor Open Space Services or Supervisor Road Services or Supervisor Waste and Cleansing Services
Direct Reports	Plant Operators/Multi-skilled Workers, Multi-skilled Workers
Grade	Grade 9
Delegation of Authority	NA
Budget	NA
City Plan Directions	6: A liveable city

PURPOSE

To lead the activities of a team of Plant Operators and/or Multi-Skilled Workers in undertaking general maintenance activities in the areas of Open Spaces or Road Services or Waste and Cleansing Services.

KEY ACCOUNTABILITIES

1. To perform duties with minimal supervision, while also being able to work in a team environment.
2. Coordinate and control the activities of staff to ensure that all maintenance works are effectively achieved and are in accordance with Council's specifications and safe work method statements.
3. Identify staff training needs and report on any training necessary.
4. Communicate effectively with staff to resolve any conflict involving staff being supervised and report any instances to the Supervisor.
5. Make safe and report any instances of vandalism or damage to Council assets and report to Depot administration staff and record CRM number in diary.
6. Report any instances of graffiti on Council assets and report to Depot administration staff and record CRM in diary.
7. Ensure compliance with Council's policies and procedures for WH&S and Rehabilitation, Equal Employment Opportunity and Code of Conduct.
8. Ensure all works are undertaken in an environmentally acceptable manner and in accordance with relevant legislative requirements.

KNOWLEDGE, SKILLS AND ABILITIES

ESSENTIAL

1. A Certificate III (three) in Horticulture and/or demonstrated experience in municipal work.
2. Demonstrated experience in an operational environment.
3. Demonstrated experience in management of outdoor staff.
4. An understanding of Work Health and Safety and Rehabilitation regulations relevant to work area.
5. Demonstrated ability to communicate effectively both orally and in writing.
6. An ability to work as part of a team.
7. Experience in dealing with members of the public.
8. Be self-motivated and show initiative in the delegated areas of responsibility.
9. A willingness to comply with all Council's policies and procedures.
10. MR driver's licence and/or relevant licences to operate associated plant and equipment for the section.

DESIRABLE

1. Current First Aid Certificate.

CORPORATE REQUIREMENTS

Position falls under the definition of child related employment	NO
Good driving record or possession of a driving licence required	YES
Specify licence type:	HR or MR Class
Position required to make a disclosure of pecuniary interest	YES
Criminal History Check	NO

Delegations

Decisions associated with this position are to be made in accordance with the Delegations of Authority.

Code of Conduct

All staff are required to adhere to the Code of Conduct.

Workplace Health and Safety

All staff are required to adhere to Councils Workplace Health and Safety Policy