

**Position Details**

<b>Position Title:</b> Team Leader Roads	<b>Classification:</b> Band 1 Level 4 Grade 10	<b>Position Number:</b> BHCC-RDS-03
<b>Group/Area:</b> Infrastructure Operations	<b>Reports to:</b> Coordinator Roads	<b>Hours per week:</b> 38

**Our Organisation:**

**Vision:** Broken Hill Is a vibrant, prosperous and culturally rich Heritage City shared with visitors from around the world.

**Mission:** Council provides responsive community leadership to enhance community living and facilitate a prosperous economy

**Our Values:** Accountability, Pride, Perseverance, Courage & Honesty, Teamwork

**Position Objective:**

The purpose of this position is to ensure the useability, functionality and beautification of roads, footpaths and associated assets.

This position ensures works are completed as set out in asset plans, asset maintenance schedules and/or operational plans. This position prioritises planned works and unscheduled works (CRM's) and provides coordination support of resources (employees, plant, financial) within allocated budgets.

The position is a hands-on role, working within the field to achieve departmental objectives. The incumbent will use their knowledge, skills and experience to lead and support teams under their direction.

**Special Requirements:**

- Travel to various sites and meetings will be required on a frequent basis. The successful applicant must be willing to drive to sites throughout the city in Council fleet vehicles.
- The duties of this position may require that, at times work will have to be undertaken on weekends and/or at night.
- Maybe required to work outside city limits.
- The position maybe be requested to relieve or undertake on call services.

**Key Stakeholders:**

- General Manager
- Director Infrastructure and Environment
- Leader Project Management
- Manager Infrastructure Operations
- Projects Engineer
- Coordinator Roads
- Asset Management staff

- Other council departments
- Ratepayers and other service users
- Community Groups and Individuals
- Contractors

#### **Reporting Lines:**

- This position reports to the Coordinator Roads
- This position is responsible for organising resources (employees, plant, material) specific to works and projects within their area
- This position will have no direct reports, however, will be required to supervise individuals or workgroups assigned to them.

#### **Accountabilities**

##### **You will use your professional skills and experience to ensure:**

- The coordination of employees assigned to roads works.
- Development and maintenance of beautification works throughout Broken Hill
- The prioritisation and allocation work to relevant work teams, including leading by example and providing on the job support in a labouring capacity as required.
- Operate competently small and large plant and trucks in accordance with policies, procedures and legislative requirements.
- Ensure quality and environmental standards are maintained.
- Recommend and order materials, plants, resources and other items necessary for development and maintenance works.
- Assist with budget preparation, monitoring and control at the project level.
- Provide specialist guidance relating to all road matters including sound knowledge of bitumen works.
- Provide support with emulsion spraying, road sealing and resealing.
- Lead small work teams and prioritise and schedule their work as per the Operation plan.
- Work is completed in line with Roads and Maritime Council Contract/s.
- Maintain appropriate communication of works in progress with relevant staff.
- Prepare and provide reports of works completed or in progress within set timeframes.
- Works are undertaken in the most cost-effective manner.
- Notify, document and rectify any damage or vandalism to assets under their care in a timely manner in accordance with Council procedures.
- Ensure team members are aware of and comply with current Workplace Health and Safety requirements and relevant Council Safe Work Method Statements, Policies and Procedures
- Inspect Council assets in accordance with approved schedules, regulatory requirements and CRM's.
- Liaise with Coordinator regarding ongoing and scheduled works.
- Select and implement appropriate/approved traffic control plans.
- Communicate with the public on relevant matters courteous and co-operative manner.
- Complete onsite risk assessment forms as required.
- Undertake safety inspections as required e.g. Start-up checks daily.
- Undertake other duties within employee's skills, competency and training as required.

**You will contribute to a customer focused approach to service delivery by:**

**(N.B. Customers include both internal and external customers, including but not limited to ratepayers, residents, co-workers, councillors, external agencies, suppliers etc.)**

- Understanding the overarching outcomes provided by Council through service delivery and infrastructure provision to the quality of life for residents and visitors to our city and having an ability to promote these outcomes
- Listening to customers and understanding that customer experiences are multi-faceted, and consideration is given to customer viewpoint and sensitivities surrounding particular decisions and interactions.
- Recognise that customers' perceptions are their reality. Create processes to catalogue your customers' reactions and act on this intelligence by aligning your operational practices wherever possible to positively impact on your customers' perceptions
- Ensure that value is delivered to customers through a commitment to mutual cooperation among employees from different functions and departments.
- Responding to and resolve Customer Requests and enquires in a timely and customer focused manner.
- Ensuring that communication with customers is open, timely and transparent.
- Being recognised for having a professional attitude towards customers
- Having an ability to manage difficult situations and conflicts – calmly and professionally

**You will embrace your leadership position by:**

- Embracing and promoting the values of the organisation
- Promoting 'whole of organisation' and contributing to Councils overall strategic direction
- Providing clear direction to staff, and acting as an effective communication link between management and staff
- Setting an example for all employees regardless of reporting lines
- Committing to self-awareness and improving leadership effectiveness
- Recruiting and selecting staff in the Finance Operations team
- Providing guidance, direction, coaching and motivation to staff in your team; taking responsibility for staff performance
- Monitor and assess employee skill and performance on a regular basis; including taking remedial actions as required in line with the organisation's performance management framework.
- Actively provide performance feedback to employees to ensure staff are aware of the expected outcomes and performance of the given project or service.
- Utilising effective communication and delegation such that employees have appropriate autonomy, accountability and recognition for achieving expected outcomes.
- Assisting employees to become more goal oriented, innovative and able to use initiative to solve problems
- Understanding corporate risks that apply to your activities.

**You will contribute to an effective organisation by:**

- Monitoring the external environment to identify potential risks, threats and opportunities related to your department, and ensuring these are considered in decision-making.
- Support business excellence and continuous improvement practices to ensure.

**You will assist Council in achieving a financially sustainable future by:**

- Contributing to a whole of Council approach to resource usage and allocation
- Maintaining a 'value for money' attitude, through efficient and effective use of resources
- Making recommendations for innovative improvements in your work area that enhance outcomes for the community and reduce corporate services costs.

**You will assist Council to meet Records Information management:**

- Understand and implement compliant records management in line with the State Records Act and BHCC Record Management Policy.

**You will adopt a teamwork approach by:**

- Performing an active role within the Roads and Parks team to achieve the objectives of that function
- Engage in regular communication and co-operation with fellow team members.
- Understanding that all staff at Council are one team working towards a shared purpose and applying a 'whole of organisation' approach to every aspect of your work.
- Embracing and promoting the values of the organisation
- Setting an example for other employees regardless of reporting lines
- Committing to self-awareness and improving professional effectiveness
- Understanding corporate risks that apply to your activities.

**You will ensure a safe and equitable workplace environment by:**

- Acting in accordance with the NSW WHS Act 2011, WHS regulations and Council's WHS Framework
- Implementing, monitoring and complying with Council's WHS Framework, including, but not limited to WHS Policies, Standard Operating Procedures, Risk Assessments/Work Instructions and associated tools in the work area.
- Adequately familiarising yourself with your WHS responsibilities and actively fulfilling these
- Ensuring Council's equal opportunity employment practices reflect the highest standards of ethics, and EEO plans are developed and implemented accordingly.

**Other duties**

In accordance with the Broken Hill City Council Award, Broken Hill City Council is committed to improving the skill levels of its employees and removing any impediments to multi-skilling. This position has therefore been designed to ensure the incumbent of the position (the employee) has a broad and diverse range of accountabilities and duties to perform.

The responsibilities and tasks listed in this position description are indicative only; Broken Hill City Council may direct the employee to carry out such duties that are within the limits of the employee's skill, competence and training.

Employees shall have reasonable and equitable access to education and training. Such education and training shall enable employees to acquire the range of skills they are required to apply in their positions.

## Selection Criteria

### Essential

- Relevant Trade Certificate (III) in Civil Construction/ Road Construction and/or relevant work experience and knowledge
- Current MR Drivers Licence
- Current Working Under Overhead Powerline certificate
- WHS Construction Induction Card (White Card)
- Relevant RMS Traffic Control tickets
- Demonstrated leadership ability and experience including motivating and developing employees to enhance their performance.
- Demonstrated experience in the management of resources involved in civil construction or maintenance work.
- Sound knowledge of sealing and resealing works.
- Demonstrated ability to analyse systems, work practices and implement positive changes.
- Demonstrated high level of interpersonal, verbal and written communication skills.
- Demonstrated experience in the use of Microsoft Office Suite Applications such as Word, Excel and Outlook
- Sound knowledge of Work Health and Safety legislation.
- Demonstrated commitment to a customer service culture and delivery of quality service.
- Commitment to further training

### Desirable

- Demonstrated experience in the operation relevant plant items.
- Experience in contract administration and project management
- Current First Aid Certificate
- Willingness to pursue and complete further training opportunities applicable to the position.
- Understanding of the Australian Business Excellence framework and commitment to continuous improvement

## Acceptance of Position Description

<b>Approved:</b> General Manager	<b>Signature:</b> 	<b>Date:</b> 30/01/26
<i>I have read and understand the content of the Position Description and undertake to meet the duties and responsibilities of this position.</i>		
<b>Accepted:</b> Employee Name	<b>Signature:</b>	<b>Date:</b>