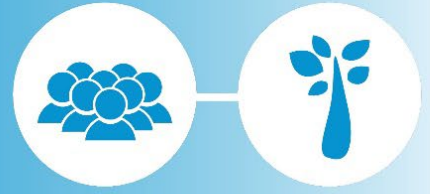


APPLICATION PACKAGE

Team Leader – Projects (Warroo) (0419) (SF22/118)



About:

- Surat, QLD
- Full time / 38 hours per week
- 5 weeks annual leave
- Fortnightly RDO's
- *QLD Local Government Industry (Stream A) Award – State 2017 / Maranoa Regional Council Certified Agreement 2019*
- Salary Sacrifice Facilities

Purpose:

To supervise Council's capital works program ensuring that contracts are efficiently managed and all projects are delivered on time, within scope and on budget and comply with all relevant government regulations, standards, codes and Council's Integrated Maranoa Management System (IMMS).

A strong candidate for this role will have:

To be successful you will need to demonstrate that you will be able to meet (or have the ability to obtain) the below mandatory requirements for the role:

- Current C (Car) Class Driver Licence
- General Construction Induction (White) Card
- Maranoa Regional Council Verification of Skill Level to Competently Operate Mobile Plant
- RIIWHS302D – Implement Traffic Management Plan
- Apply First Aid & Perform CPR (Desirable)
- Current MR (Medium Rigid) Class Driver Licence (Desirable)
- Certificate III or IV in Civil Construction or Local Government (Operational Works) or be willing to commence study within 12 months of employment (Desirable)

To apply:

Upload your application (including Covering letter & Resume) to Council website www.maranoa.qld.gov.au/careers by closing date.

Should you prefer submitted a hard copy application, please visit one of Council's Customer Service Centres or contact Council's Recruitment Team for more information.

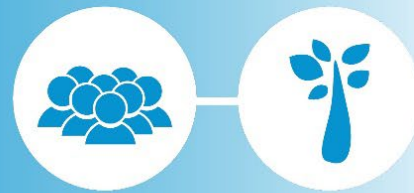
For more information:

Website: www.maranoa.qld.gov.au

Telephone: 1300 007 662

POSITION DESCRIPTION

Team Leader – Projects (Warroo)



About the position

Profile

| | |
|--------------------|--|
| Position title | Team Leader – Projects (Warroo) |
| Position number | 0419 |
| Department | Warroo Engineering |
| Current location | Surat Infrastructure Depot |
| Classification | Queensland Local Government Industry (Stream A) Award – State 2017 - Level 6 |
| Reports to | Overseer – Warroo |
| Date last reviewed | 14 February 2022 |

Purpose

To supervise Council's capital works program ensuring that contracts are efficiently managed, and all projects are delivered on time, within scope, on budget and comply with all relevant government regulations, standards, codes and Council's Integrated Maranoa Management System (IMMS).

Key responsibilities

Team Leadership

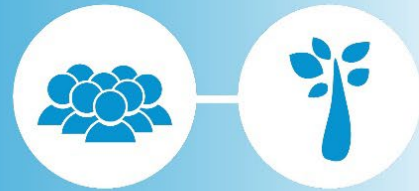
- Provide clear direction and effective leadership to members of the Warroo Projects Team.
- Actively support and participate in the delivery (hands on) of daily operational works and activities, as required.
- Conduct and document regular project pre-start and toolbox talks with team members.
- Contribute to human resources activities such as probation / performance review's, onboarding requirements, site inductions and participate in recruitment activities, as required.
- Ensure team member compliance with approved processes to ensure quality of work, safety of the community and the team, and management of the environment.
- Review and authorise accurate timesheets, ensuring the recording of relevant work orders and tasks.
- Identify training and development needs for team members and where appropriate, provide mentoring to individuals.

Programming & Budget of Works

- Contribute to the development and monitoring of the capital works program and budget, ensuring cost control for assigned works.
- Participate in regular program reviews, ensuring each component of the project is met and reporting any identified variances.

POSITION DESCRIPTION

Team Leader – Projects (Warroo)



- Provide input to regular project reviews and reporting.
- Identify opportunities for expenditure reduction initiatives, where possible.

Project Supervision & Delivery

- Deliver nominated capital works projects through the provision of effective site and contract supervision and management of Council resources including:
 - Ensuring work is delivered in accordance with capital works project plans and budgets
 - Ensuring adequate labour, plant, materials, contract and sub-contract services and resources are available to enable the successful completion of assigned projects
 - Attending and participating in regular site meetings and provide project progress reports and updates
 - Scheduling work activities to ensure optimal use of time and resources
 - Conducting accurate recording of a daily site diary including details of works completed, resources, materials and issues arising
 - Monitoring the day-to-day delivery of the contracted works, ensuring that variations are minimised, contractors deliver the contracted scope of works and claims are assessed for accuracy

Construction / Maintenance

- Ensure construction / maintenance of Council's capital projects to agreed service level standards and design specifications including (but not limited to):
 - Kerb and channel works
 - Site preparation and clean up
 - Traffic control signage set up, maintenance and collection as per traffic control plans
 - General labouring duties and participating in multi-skilled team tasks as required

Safety & Security

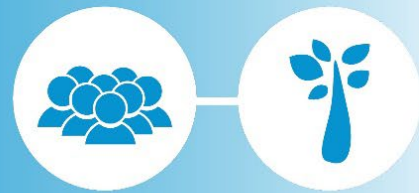
- Ensure the safety of team members, contractors and members of the public by ensuring:
 - Site Safety Inductions are completed for all employees and contractors
 - Personal Protective Equipment (PPE) is worn at all times by all employees, contractors and site visitors
 - All plant operators hold the relevant licences and their verification of skill level and plant induction completed
 - The completion of relevant Integrated Maranoa Management System (IMMS) forms and checklists
 - All property is securely stored at all times

Procurement

- Assist with tender processes checking documentation for the contract components of projects, tender assessment and the engagement of contractors in accordance with Council's *Procurement Policy* and procedures.
- Provide feedback on the performance of contractors at the completion of projects.

POSITION DESCRIPTION

Team Leader – Projects (Warroo)



- Maintain plant hire records and details including hours of hire and accurately assign work order numbers.

Plant operations & records

- Safely operate the plant as per the Original Equipment Manufacturer (OEM) specifications and Council's policies and procedures.
- Maintain plant records as per Council's Integrated Maranoa Management System (IMMS) and plant management policies and procedures.

**Verified by In-house Assessment against Council standards)*

Other

- Undertake duties within the skill level, competence and training, consistent with the applicable level within the Award, in any area of Council, as required.
- Assume the accountabilities and responsibilities as per the relevant role dimensions and delegations for the position.
- Demonstrate a strong commitment to Maranoa Regional Council's values and team goals:

Our values

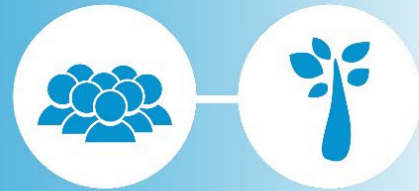
- ✓ Striving for excellence
- ✓ Being respectful
- ✓ Showing empathy
- ✓ Ensuring honesty
- ✓ Providing transparency
- ✓ Encouraging innovation and efficiency
- ✓ Demonstrating accountability
- ✓ Ensuring the safety of our teams and community
- ✓ Thinking about today and tomorrow

Our teams' goal

- ✓ **Quality** in our services and projects
- ✓ **Safety** of our teams and community
- ✓ Management of our natural and built **Environment**
- ✓ **Affordability** of our current and future communities

POSITION DESCRIPTION

Team Leader – Projects (Warroo)



About the person

Qualifications and licences

Mandatory qualifications and licences

To be successful you will need to demonstrate that you meet (* or have the ability to complete within twelve (12) months of commencement) the below mandatory requirements for the role:

- Current C (Car) Class Driver Licence
- General Construction Induction (White) Card
- Maranoa Regional Council Verification of Skill Level to Competently Operate Mobile Plant (In-house assessment)
- RIIWHS302D – Implement Traffic Management Plan
- Certificate III or IV in Civil Construction or Local Government (Operational Works) *

Desirable qualifications and licences

Although not mandatory, the below qualifications and licences are considered beneficial to the role:

- Apply First Aid & Perform CPR
- Current MR (Medium Rigid) Class Driver Licence

Required skills and experience

- Strong communication skills with the ability to establish and maintain positive relationships with staff, management, contractors and external stakeholders to deliver successful outcomes.
- Demonstrated experience in providing leadership / support to a team and ability to set and monitor expectations.
- Previous experience in scheduling works and monitoring program budgets.
- Ability to safely operate mobile plant and equipment within a construction/maintenance environment.
- Proven ability to follow direction and complete schedule of works within allocated timeframes and to required standards.
- Ability to perform manual handling and labouring duties for extended periods in direct sunlight, working in difficult terrain, walking on uneven ground, prolonged sitting whilst operating plant / machinery hand and foot controls.
- Demonstrated ability to work productively both within a team environment and unsupervised.
- Ability to demonstrate a strong commitment to Maranoa Regional Council's values and team goals.
- Previous experience working in local government, or similar environment will be highly regarded but is not essential.