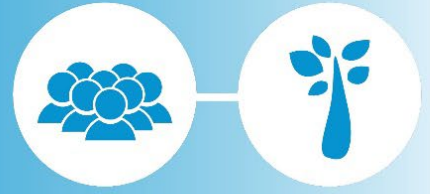


APPLICATION PACKAGE

Team Leader – Rural Roads Maintenance (Reactive Maintenance) (0422)



About:

- Roma, QLD
- Full time 38 hours per week
- QLD Local Government Industry (Stream A) Award – State 2017 / Maranoa Regional Council Certified Agreement 2019 / Level 6
- \$78K per annum, plus superannuation and allowances
- 5 weeks annual leave
- Fortnightly RDO's
- Salary Sacrifice Facilities

Purpose:

To Provide 'hands on' leadership to the Rural Roads Maintenance (Reactive Maintenance) work teams ensuring the delivery of Council's rural roads works program ensuring that maintenance and construction works are delivered on time, within scope and budget and comply with all relevant regulations, standards, codes and Council's policies and systems.

You will also be required to respond to customer requests and liaise with external stakeholders and community members in a timely and professional manner.

A strong candidate for this role will have:

- Current C (Car) Class Driver Licence
- Verification of Skills Level to Competently Operate Mobile Plant (such as Excavator, Roller, Bobcat)
- General Construction Induction (White) Card

Desirable qualifications and licences

- Current HR (Heavy Rigid) Class Driver Licence
- RIIWHS302D – Implement Traffic Management Plan
- Certificate III in Civil Construction – Road Construction and Maintenance (or equivalent)

To apply:

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

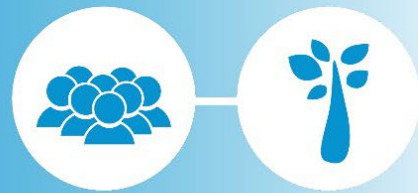
Should you prefer submitted a hard copy application, please visit one of Council's Customer Service Centres or contact Council's Recruitment Team for more information.

For more information:

Website: www.maranoa.qld.gov.au
Telephone: 1300 007 662

POSITION DESCRIPTION

Team Leader – Rural Roads Maintenance (Reactive Maintenance) (0422)



About the position

Profile

| | |
|--------------------|--|
| Position title | Team Leader – Rural Roads Maintenance (Reactive Maintenance) |
| Position number | 0422 |
| Department | Maintenance Delivery & Works |
| Current location | Roma |
| Classification | Queensland Local Government Industry (Stream A) Award – State 2017 – Level 6 |
| Reports to | Team Coordinator – Maintenance Delivery & Works Central / North |
| Date last reviewed | 3 August 2022 |

Purpose

To Provide 'hands on' leadership to the Rural Roads Maintenance (Reactive Maintenance) work teams ensuring the delivery of Council's rural roads works program ensuring that maintenance and construction works are delivered on time, within scope and budget and comply with all relevant regulations, standards, codes and Council's policies and systems.

You will also be required to respond to customer requests and liaise with external stakeholders and community members in a timely and professional manner.

The role works under the direction of the Team Coordinator – Maintenance Delivery & Works Central / North.

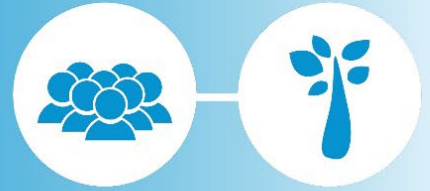
Key responsibilities

• Team leadership

- Provide clear direction and effective leadership and support to all team members as required
- Ensure team member compliance with approved processes to ensure quality and safety and budget requirements are met
- Monitor and coordinate adequate resources to ensure the successful completion of assigned projects within scope (including labour, plant, contract and sub-contract services)
- Review and authorise accurate timesheets and recording of relevant work orders and tasks
- Accurately record required details in daily site diary (including works completed, resources, materials and any issues which may have occurred)
- Ensure the completion of relevant Integrated Maranoa Management Systems (IMMS) forms and checklists
- Contribute to human resources activities such as probation / performance review's, onboarding requirements, site inductions and participate in recruitment activities as required

POSITION DESCRIPTION

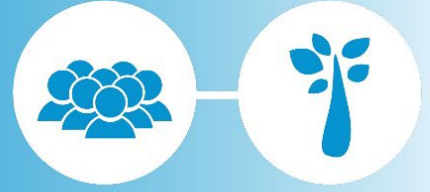
Team Leader – Rural Roads Maintenance (Reactive Maintenance) (0422)



- **Programing and budgeting**
 - Identify and program maintenance and construction works for rural roads including completion of regular inspections to monitor condition and service levels
 - Schedule work activities to ensure optimal use of time and resources
 - Contribute to the development and monitoring of the rural roads works program budget and ensure cost control requirements are met
 - Participate in regular program reviews to ensure agreed program requirements are met and report any identified variances
 - Contribute to regular work program / budget updates and reports as required
 - Identify opportunities for expenditure reduction initiatives
- **Maintenance operations**
 - Undertake general labouring duties and participate in multi-skilled team tasks as required for Council's sealed and unsealed roads and other assets
 - Conduct kerb and channel works in accordance with Council's service level standards
 - Contribute to the site preparation and clean up as required
 - Provide assistance with the set-up, maintenance and collection of traffic control signage in accordance with Council's traffic control plans
 - Operate a variety of handheld tools and machinery as required
- **Plant operation**
 - Safely operate and maintain Council's plant and equipment as per the Original Equipment Manufacturer (OEM) specifications and Council's policies and procedures
 - Undertake daily servicing and maintenance for plant, equipment and machinery to ensure optimal capacity and efficiency levels and to avoid unscheduled operational downtime
 - Maintain plant records as per Council's Integrated Maranoa Management System (IMMS) and plant management policies and procedures
 - Provide skilled plant operation to assist with maintenance requirements such as repairs, renewals and upgrades
- **Customer service**
 - Provide professional and timely responses to all assigned customer requests with all updates recorded in Council's customer request system
 - Liaise with members of the community regarding the impact of work programs and projects and following up with customer requests as required

POSITION DESCRIPTION

Team Leader – Rural Roads Maintenance (Reactive Maintenance) (0422)



- **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

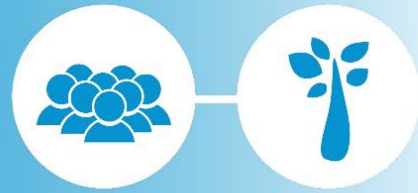
- ✓ Striving for excellence
- ✓ Being respectful
- ✓ Showing empathy
- ✓ Ensuring honesty
- ✓ Providing transparency
- ✓ Encouraging innovation and efficiency
- ✓ Demonstrating accountability
- ✓ Ensuring the safety of our teams and community
- ✓ Thinking about today and tomorrow

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 – Rural Roads Maintenance (Reactive Maintenance) (0422)



About the person

Qualifications and licences

- **Mandatory qualifications and licences**

To be successful you will need to demonstrate that you will be able to meet the below mandatory requirements for the role:

- Current C (Car) Class Driver Licence
- Verification of Skills Level to Competently Operate Mobile Plant (such as Excavator, Roller, Bobcat)
- General Construction Induction (White) Card

- **Desirable qualifications and licences**

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

- Current HR (Heavy Rigid) Class Driver Licence
- RIIWHS302D – Implement Traffic Management Plan
- Certificate III in Civil Construction – Road Construction and Maintenance (or equivalent)

Required skills and experience

To be successful in this role you will have:

- Demonstrated ability to provide leadership / support to a team and 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
- Ability to follow direction and complete schedule of works within allocated timeframes to required standard
- 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, construction/maintenance or similar environment will be highly regarded but is not essential