



## **POSITION DESCRIPTION**

### **TEAM LEADER MUNICIPAL TEAM — WASTE & HEAVY CONSTRUCTION**

<b>AWARD CLASSIFICATION:</b>	Contract
<b>DATE APPROVED:</b>	21 March 2024
<b>APPROVED BY:</b>	General Manager
<b>REPORTS TO:</b>	Coordinator Operations Personnel Relevant Supervisor (when assigned for specific tasks)
<b>SUPERVISES:</b>	Assigned staff, and Contractors
<b>INTERNAL LIAISONS:</b>	Across Organisation
<b>EXTERNAL LIAISONS:</b>	As directed

### **POSITION OBJECTIVES**

- To manage the Municipal Team – Waste and Construction and to supervise the daily work of the team.
- To ensure that safe work practices are adhered to by the team.
- Under the direction and guidance of the Coordinator of Operations Personnel assist with the performance management, training, and development of the team.

### **KEY RESPONSIBILITY AND DUTIES**

#### **Management and Leadership**

- Demonstrate the highest level of professionalism and adherence to West Coast Council values.
- Embrace continuous improvement by identifying areas for cost saving or operational improvement and implementing those improvements.
- Support positive change in the organisation.
- Support the development of Council team members by demonstrating a commitment to performance management, training people, and offering opportunity for growth.
- Support interaction, collaboration and understanding within and across Council departments.

- Perform, as directed, other duties, that are within the limits of the incumbents' skill, competence, and training.
- Perform the responsibilities of other supervisors as directed when required due to leave or other circumstances.

#### **Areas of Specific Responsibility – Team Leader**

In support of the Coordinator of Operations Personnel or the relevant supervisor (when assigned):

- Schedule and supervise assigned tasks.
- Ensure that the team always adheres to safety standards.
- Supervise, work quality assurance and professionalism of assigned work teams.
- Supervise the effective and safe operation of plant and equipment.
- Supervise the effective and safe operation of assigned worksites.
- Provide advice regarding service levels, routine maintenance, work scheduling.
- Provide guidance and performance management for team members.
- Support the training and development of team members.
- Ensure that assigned tasks are done in an efficient and cost-effective way.
- Planning of personnel for assigned tasks.
- Assist with the rostering of personnel and management of leave schedules.
- Undertake risk and hazard assessments and complete any corrective actions.
- Other tasks as directed within the skills and competence of the incumbent.

#### **Areas of Specific Responsibility – Civil Construction, Heavy Plant & Waste Management**

In support of the Coordinator of Operations Personnel or the relevant supervisor (when assigned) this position will be required to to supervise assigned tasks relating to

- Sealed road maintenance, repairs, and improvements.
- Unsealed maintenance and repairs and improvements.
- Stormwater infrastructure maintenance, repair and improvement.
- Civil construction and earthworks.
- Delivery of bins and routine bin collection.
- Delivery of waste operations according to schedules and service standards.
- Inspections of assigned assets in accordance with schedules and service standards.
- Maintaining and improving transfer stations
- Conducting waste bin audits and other required data collection.
- Monitoring and maintaining bins and other waste infrastructure.
- Maintaining and operating the landfill.

- Weed management.
- Operating and performing relevant maintenance assigned Council plant and machinery accordance with instructions and best practice.

## **ACCOUNTABILITY AND EXTENT OF AUTHORITY**

Team Leader will be responsible for (in support of Coordinator of Operations Personnel and the relevant supervisor when assigned):

- Weekly and daily planning and supervision of the assigned team and assigned tasks.
- The safety of assigned workforce and worksites.
- Providing support and guidance to municipal employees within the team. Liaising internally to solve problems.
- Ensuring that the team and resources are efficiently used to achieve assigned tasks in accordance with schedules and services standards.
- Ensuring that team members follow relevant policies, directives, and work standards.
- Ensuring that team members professionally represent the West Coast Council in appearance and behaviour.

## **WORKPLACE HEALTH & SAFETY**

- Lead adherence to best-practice WHS policies and procedures for assigned teams and worksites in conjunction with the General Manager and the leadership team.
- Set the best possible example in taking responsibility for individual / own health and safety and that of others in the workplace. This includes the reporting of incidents involving injury and near misses.

## **ESSENTIAL REQUIRMENTS**

- Must hold a current Driver's licence