

# **General Information for the Position of Pavement Maintenance Team Leader**

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**Further Information can be obtained from:**

Engineering Department - (02) 6847 6600

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115 Dubbo Street,  
(P.O. Box 6)  
WARREN NSW 2824

Phone: (02) 6847 6600

***SCHEDULE 1***

***ADVERTISEMENT FOR THE POSITION***

**Pavement Maintenance Team Leader**

## **POSITION VACANT**

### **PAVEMENT MAINTENANCE TEAM LEADER**

Council is seeking an enthusiastic Pavement Maintenance Team Leader to work as part of their Roadside Maintenance Crew on a permanent full-time basis.

#### **About the Role**

The successful candidate will be required to supervise and motivate a small team of staff to carry out tasks including but not limited to road & roadside traffic facilities establishment, maintenance and cleaning, as well as culvert repairs & maintenance and bridge repairs.

#### **Essential**

- General Construction Induction Card (White Card)
- Class HC Driver's Licence
- Certificate of Competency as a Backhoe Operator
- Have the ability to undertake extensive overtime and be prepared to participate in the Extended Flexible Working Hours for Road Work Teams and Other Associated Staff Agreement

#### **Desirable**

- First Aid Certificate
- Implement Work Zone Traffic Management Plan
- Plant Operation Training

#### **Employment Conditions**

- Salary Range: \$1190.10 - \$1380.52 per week + allowances
- 12% superannuation
- 9-day fortnight flexitime system – 38-hour paid week
- Leave provisions as per the Local Government (State) Award

The successful applicant will be subject to pre-employment medical assessment prior to confirmation of employment.

#### **Applications**

An information package **must** be obtained by attending the Administration Centre, 115 Dubbo Street, Warren or by visiting Council website [www.warren.nsw.gov.au](http://www.warren.nsw.gov.au)

All applications should include a Resume and a completed 'Employment Application Form' (obtained in the information package) along with two (2) recent references/referees.

Applications can be lodged:

- Via mail – P.O. Box 6, Warren, NSW, 2824
- In person – 115 Dubbo Street, Warren, NSW, 2824
- Via email – [hr@warren.nsw.gov.au](mailto:hr@warren.nsw.gov.au)

For enquiries, contact Councils Engineering Department on (02) 6847 6600.

***SCHEDULE 2***

***POSITION DESCRIPTION***

**Pavement Maintenance Team Leader**

## Position Description

<b>Position Title:</b>	Team Leader – Pavement Maintenance Team
<b>Department:</b>	Engineering
<b>Classification:</b>	Operational Band 1, Level 4
<b>Grading:</b>	Local Government (State) Award 2020. Progression between Grades 1-5 is in line with Council's Salary System.
<b>Hours of Duty:</b>	9 day fortnight, 38 hour week, Summer – Start - 6.15 am & Finish - 3.30 pm, Winter – Start - 7.15 am & Finish - 4.30 pm, & One half hour (30 minutes) lunch break.
<b>Annual Leave:</b>	4 weeks per year.
<b>Responsible Officer:</b>	Manager Roads Infrastructure
<b>Immediate Supervisor:</b>	Roads Overseer

### **Position Objectives:**

The Team Leader – Pavement Maintenance Team is required to liaise with the Engineering Services Staff and motivate a group of outdoor staff to carry out tasks as required or directed on roadwork projects or other projects on Council facilities.

Works include but are not limited to road verge slashing, road & roadside traffic facilities (signs, guideposts, bus stops) establishment, maintenance & cleaning, culvert repairs and replacement, bridge repairs, and other duties as required.

### ***Licences, Qualifications and Experience:***

#### **Essential:**

General Construction Induction Card (White Card)  
Class HC Motor Vehicle Driver's Licence  
Certificate of Competency as a Backhoe Operator

#### **Desirable:**

Higher School Certificate  
Roadworks Signage and Erection Certificate  
Traffic Controller's Certificate  
Plant Operation Course  
Supervision Course  
First Aid Certificate

Class MC Motor Vehicle Driver's Licence  
Certificate of Competency as a Front-End Loader  
Certificate of Competency as a Skid Steer Operator  
Certificate of Competency as a Truck Mounted Crane Operator  
Certificate of Competency as an Excavator Operator  
Chainsaw Operator and Maintenance Course  
High Risk Work License Forklift  
Confined Spaces Course  
Welding Certificate  
Certificate of Competency for Formwork & Falsework (WorkCover)  
Certificate in Local Government Foundation Studies  
Local Government Operations Certificate 2  
Local Government Operations Certificate 3  
Municipal & Shire Superintendent's Certificate, TAFE

#### **Schedule of Duties:**

- Be aware of plant and equipment capabilities
- Ensure plant, equipment and machinery is fully operative and in safe working order and always operated in a safe and legal way in accordance with all relevant Acts
- Ensure that all safety equipment and clothing is used where required in the correct manner
- Liaise with immediate supervisor with regard to daily and weekly works
- Be prepared to travel or camp as directed and must be prepared to work out of hours as required
- Initiate disciplinary action on staff under control of the Team Leader – Roadside Maintenance Team as required
- Issue instructions to and supervise staff under direct control of the Team Leader – Roadside Maintenance Team
- Organise daily plant and material requirements, organise stores requisitions
- Ensure that all work sites are left in a neat, tidy and safe condition
- Assist with the preparation of insurance reports as required
- Attend plant schools, seminars, training sessions associated with this position if required
- Ensure that there is no wastage or misuse of resources
- Carry out other duties as required by the Manager Roads Infrastructure and/or the Overseer Roads

#### **Customer Service**

- Project and promote the image of Council as both positive and efficient through maintaining professional standards and presentation.
- Attend to enquiries from internal and external customers promptly and professionally.
- Communicate effectively and sensitively with both internal and external customers.
- Objectively solve disputes and/or problems that may arise with internal and external customers
- Work cooperatively with other organisations

## **Work Health and Safety Responsibilities**

- All employees are responsible for WHS at Warren Shire Council and their duties include:
- Working in a safe manner without risk to themselves, others, Council's equipment or the environment;
- Reporting all WHS hazards and incidents to their supervisor;
- Reporting all injuries and illnesses to their supervisor and the Work Health Safety/Risk Officer within 24 hours;
- Providing suggestion, through agreed consultation method, on how to improve WHS issues;
- Seeking assistance if unsure of WHS procedures;
- Reporting any faulty equipment or plant to their supervisor;
- Participate in WHS consultation arrangements in your workplace;
- Complying with any Return to Work Plan if injured;
- Correctly using all personal protective equipment; and
- Complying with emergency and evacuation procedures.

## **Physical Demands**

The position holder is required to be physically fit as they are likely to be exposed to a range of outdoor activities and also prolonged sitting, and close eye work.

## **Key Accountabilities**

- Adherence to authorised working hours
- Adherence to adopted safe working practices
- Adherence to adopted works specifications
- Control of plant and materials under direct control of the Ganger - Construction and Maintenance Crew
- Adherence to adopted policies of Council
- Carry out duties as instructed
- Report any problems with plant and equipment, mechanical or otherwise, to the Plant Foreman
- Demonstration of good driving/operating and low maintenance record for plant operated
- Advise Roads Overseer if unable to attend or complete work or training
- Ensure all records are maintained
- Ensure harmonious and productive relationships exist with the Council staff
- Promote a positive image of Council
- Processing of time, plant, contractor and maintenance management system sheets.

## **Output Measures**

- Standard of workmanship
- Number of work safety incidents
- Record of staff matters
- Attendance record
- Presentation

**Position Skill Descriptors - Operational Band 1, Level 4 (B1 L4):**

**Authority and accountability:** Responsible for supervising staff in operational duties or for work requiring independence in the application of skills, subject to routine supervision. Responsible for quality of work function.

**Judgement and problem solving:** Option on how to approach tasks requires interpretation of problems and may involve precise judgement in operational areas.

**Specialist knowledge and skills:** The number of work areas in which the position operates makes the work complicated and a variety of skills are required in its completion. Position may require competence in operation of complex machinery.

**Management skills:** Supervisory skills in the communication of instructions, training and the checking of work may be required.

**Interpersonal skills:** Skills are required to convince and explain specific points of view or information to others and to reconcile differences between parties.

**Qualifications and Experience:** Experience to adapt procedures to suit situations and a thorough knowledge of the most complex operational work procedures to achieve work objectives.



# WARREN SHIRE COUNCIL

## Competencies and Skills

**Job Title:**        **Roadside Maintenance Team Leader**  
**Band:**            **1**  
**Level:**            **4**

	<u><b>Skills Obtained</b></u>	
<u><b>Grade 1</b></u>	<b>Yes</b>	<b>No</b>
Implement Traffic Control Plans Card	<input type="checkbox"/>	<input type="checkbox"/>
Certificate IV Civil Construction (Road Construction and Maintenance) or equivalent	<input type="checkbox"/>	<input type="checkbox"/>
Demonstrated ability to complete site safety paperwork – Risk assessment and site inductions	<input type="checkbox"/>	<input type="checkbox"/>
Demonstrated understanding and knowledge of Council policies, protocols and procedures	<input type="checkbox"/>	<input type="checkbox"/>
Demonstrated ability to manage a worksite.	<input type="checkbox"/>	<input type="checkbox"/>
HC Class Licence	<input type="checkbox"/>	<input type="checkbox"/>
<u><b>Grade 2</b></u>		
Demonstrated ability to use software applications such as MS Office and Confirm, and industry standard project management and engineering software.	<input type="checkbox"/>	<input type="checkbox"/>
Demonstrated ability to manage an effective team and work to timeframes	<input type="checkbox"/>	<input type="checkbox"/>
Demonstrated ability to identify environmental and quality issues	<input type="checkbox"/>	<input type="checkbox"/>
Demonstrated ability to identify and address safety issues	<input type="checkbox"/>	<input type="checkbox"/>
<u><b>Grade 3</b></u>	<input type="checkbox"/>	<input type="checkbox"/>
Demonstrated ability to manage road work's quality efficiently and effectively	<input type="checkbox"/>	<input type="checkbox"/>
Demonstrated identifying and implementing initiatives by suggesting changes to work procedures that enhance work team's performance	<input type="checkbox"/>	<input type="checkbox"/>
Demonstrated ability to manage environmental requirements	<input type="checkbox"/>	<input type="checkbox"/>
Demonstrated performance by delivering maintenance works on time, safely and accurately record works through Work Orders and Maintenance Systems	<input type="checkbox"/>	<input type="checkbox"/>
<u><b>Grade 4</b></u>	<input type="checkbox"/>	<input type="checkbox"/>
Demonstrated ability to oversee subordinates in areas of Safety, Quality, Environmental and Performance.	<input type="checkbox"/>	<input type="checkbox"/>
Evidence of self-development through completion of additional relevant qualifications	<input type="checkbox"/>	<input type="checkbox"/>
Demonstrated ability to monitor and adjust work to meet environmental and quality requirements	<input type="checkbox"/>	<input type="checkbox"/>
Demonstrated ability to identify and resolve issues to work areas in regard to safety.	<input type="checkbox"/>	<input type="checkbox"/>

<b><u>Grade 5</u></b>	<input type="checkbox"/>	<input type="checkbox"/>
MC Class Licence	<input type="checkbox"/>	<input type="checkbox"/>
Demonstrated ability to competently act in the Services Overseer Position	<input type="checkbox"/>	<input type="checkbox"/>
Demonstrated ability to cross skill and up skill subordinates through mentoring	<input type="checkbox"/>	<input type="checkbox"/>
Local Government Operations Certificate 2 (or 5 years relevant industry experience)	<input type="checkbox"/>	<input type="checkbox"/>
Ability to calculate and measure quantities of materials	<input type="checkbox"/>	<input type="checkbox"/>

***SCHEDULE 3***

***EMPLOYMENT APPLICATION FORM***

**Pavement Maintenance Team Leader**

# Employment Application Form

## Privacy Statement:

As part of the recruitment process Warren Shire Council will be collecting information about you. This information is private information for the Privacy and Personal Information Protection Act. This information will be included in the recruitment file and accessed by Council Human Resources staff and members of the Recruitment Selection Panel. Applicants may request their information be returned to them at the conclusion of the recruitment process.

## Personal Details \* Required Fields

First Name*	Last Name*
E-mail*	
Phone*	Mobile
Street Address*	Postal Address*
City, Town, Suburb*	Postcode*
Country*	State*

## Questions

<p>1. Please indicate your eligibility to work in Australia*</p> <p>a. Australian/New Zealand Citizen</p> <p>b. Permanent Resident</p> <p>c. Current Visa including Visa Class and duration (expiry date)</p> <p>d. None of the above</p>
<p>2. If you answered Current Visa or None of the above, please provide details of your eligibility to work in Australia including Visa date or issue and any Visa restrictions</p>
<p>3. Have you read and understood the position description and the requirements for the position that you are applying for? *</p> <p>a. Yes</p> <p>b. No</p>
<p>4. Have you ever previously been employed by Warren Shire Council? *</p> <p>a. Yes</p> <p>b. No</p>

5. If you answered Yes to the above question, please provide details of your employment (dates of employment and job/position title) \*

6. Please explain your motivation for applying for this position and why you believe you are a suitable candidate\*

7. Do you have any trade certificates, university or TAFE certificates or other (traffic control, etc.)? \*

a. Yes

b. No

8. If you answered Yes to the question above, please outline your qualifications and your experience in relation to this position within Local Government\*

Attach certified copies of all relevant documentation to this application\*

9. What Class of motor vehicle driving licence do you hold? \*

a. None

b. Class C

c. Class LR

d. Class MR

e. Class HR

f. Class HC

g. Class MC

h. Other (please explain)

State of Issue:

Expiry Date:

<p><b>10. Do you hold a SafeWork Construction Induction (White Card) or equivalent? *</b></p> <p>a. Yes (Number on Card)</p> <p>b. No</p>
<p><b>11. Have you had experience working in a team environment? *</b></p> <p>a. Yes</p> <p>b. No</p>
<p><b>12. If you answered Yes to the above question, please detail your experience including examples*</b></p>
<p><b>13. Excellent Time Management, Customer Service, and Conflict Resolution skills are essential in this role. Provide actual examples of your experience of these skills*</b></p>
<p><b>14. Equal Employment Opportunity - Please note that providing this information is voluntary, any information you provide will remain confidential and will only be used for the gathering of statistical data.</b></p> <p><b>Are you Male or Female?</b></p> <p>a. Male</p> <p>b. Female</p>
<p><b>15. Do you identify as Aboriginal or Torres Strait Islander?</b></p> <p>a. Yes</p> <p>b. No</p>
<p><b>16. Is English the primary language spoken at home?</b></p> <p>a. Yes</p> <p>b. No</p>

**17. Do you have a disability?**

**a. Yes**

**b. No**

**18. If you answered Yes to the question above, please state what support or assistance you require in order to help through the recruitment process.**