

Team Leader Works

Position Description



Position number	Multiple Positions
Directorate	Service Centre Delivery
Department	Service Centre Delivery
Immediate Supervisor	Coordinator Service Centre Delivery
Supervising Positions(s)	Supervisor Works Senior Works Assistants Works Assistants
Level	OP 5 – Operational

Position Approval

Keith Hassett

Director Service Delivery

26/ 10 / 2023

Review and Approval Date

Position Objective

Coordinate the delivery of the Council's municipal work activities at a remote service centre

Key Duties and Responsibilities

- Carry out and coordinate tasks related to municipal operations
- Supervise and mentor Works Assistants and Senior Assistants in the performance of daily duties
- Participate in recruitment and performance management processes
- Plan municipal work activities in consultation with the Council Service Coordinator
- Ensure that rubbish collections are carried out twice per week and community waste management facility is maintained to Council standards
- Maintain and develop parks and open spaces, sports grounds and cemetery
- Assist with delivery of animal management program
- Conduct minor road repairs as required
- Manage and maintain fleet, plant and equipment and ensure appropriate usage
- Ensure workshop/compound is in a safe and serviceable condition
- Ensure service schedules are followed for plant and equipment
- Maintain stock levels and acquire quotes for purchases
- Maintain accurate records of fuel usage
- Carry out inspections and provide reports on condition of internal roads
- Develop a positive working relationship with internal and external stakeholders
- Operate a range of plant and equipment
- Establish and maintain a safe working environment
- Provide relief for Essential Services Officer as required

Skills and Attributes

- Demonstrated ability to lead, motivate and mentor team members to foster independence and increase local ownership of the service
- A collaborative approach to decision making with an ability to weigh options and forward plan
- Literacy, numeracy and computer skills to collect data and complete standard reports
- High level of communication skills to enable communication and conflict resolution with a diverse range of stakeholders

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Role Requirements

Essential

- Current NT (LR/MR Class) Drivers Licence
- Current White Card
- Relevant plant and equipment tickets
- First aid certificate or ability to obtain
- Working at Heights Certification or ability to obtain
- At least 2 years experience in a similar role including the supervision of other staff
- Experience operating a broad range of tools and equipment including plant and machinery
- Demonstrated ability to work in a culturally and linguistically diverse environment
- Ability to obtain and maintain NT working with Children (Ochre) Card
- Satisfactory completion of a Criminal History Check

Desirable

- 4WD Certificate or ability to obtain
- Previous experience living and working in a remote location Previous experience in working for an organisation operating across multiple sites
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Travel Requirements

This position is based in community and will occasionally require work travel to Alice Springs and remote communities – including overnight stays – in the MacDonnell Regional Council area of service

Physical Requirements

The role requires the following physical aspects:

- Sitting and/or standing for extended periods
- Repetitive bending and twisting
- Travel on unsealed roads
- Working outdoors in direct sunlight
- Working indoors in an office environment
- Manual handling of objects above 10Kg

Employee Declaration

I have read and fully understood the position requirements as outlined in this document.

Signature

Date

Position Reporting Structure

