
Position Description

Team Leader Maintenance Crew (Mount Beauty)

Position overview

You will promote the Alpine Shire Council as a customer-focused organisation whilst leading a multi-disciplined team to deliver horticultural and maintenance services in the Kiewa Valley. You will ensure that Council's assets are maintained effectively and efficiently and that a high level of public satisfaction is achieved with the service that we provide. You will deliver consistent results in a professional, efficient and timely manner as part of a high performing organisation. You will need to be passionate and multi-skilled and deliver services to a high standard in a tidy, organised and enjoyable environment.

Classification and relationships

Classification:	Band 4 Alpine Shire Council Enterprise Agreement 2020
Reports to:	Open Spaces Coordinator
Supervises:	General Purpose Gardener, Plant Operator, Maintenance Crew, Contractors

Key duties and responsibilities

Accountability and extent of authority

- The application of relevant knowledge and appropriate practices.
- The quality, quantity and timeliness of own work and work undertaken by staff, and for the care of assets provided or worked on.
- Competently and safely operating and maintaining vehicles, plant machinery, equipment and tools in accordance with manufacturer's specifications and regulations.
- Complying with the Occupational Health & Safety Act, Regulations and Codes of Practice. Undertake workplace health and safety meetings.
- The effective supervision of staff.
- Take appropriate action to ensure own safety, that of the team and of the general public.

- Provide explanations to members of the public regarding works being performed.

Continuous improvement

- Identify wasteful, ineffective and inefficient processes, methods, practices and use of resources.
- Recommend and implement improvements.

Administrative and supervisory duties

- Prepare work plans for staff.
- Undertake annual performance reviews of staff.
- Prepare work schedules and programs, liaising closely with both open spaces and civil works coordinators.
- Provide timely and accurate reporting on works in a format and to a frequency agreed with open spaces and civil works coordinators.
- Ensure appropriate documentation is in place and up to date.
- Ensure works are delivered safely, within agreed timelines, within budget and in a cost-effective manner.
- Ensure plant and equipment is utilised in an efficient manner.
- Provide advice and support on a range of issues within open spaces and civil works areas.
- Provide input into the annual budgeting process.
- Emergency response to operational issues.

Presentation of open spaces

- Cyclic maintenance of Kiewa Valley open space and entries, including:
 - Weeding, planting and mulching garden beds.
 - Mowing and brush cutting.
 - Shrub planting and pruning.
 - Tree maintenance, including staking and minor pruning.
 - Weed identification and control.
 - Disease and pest identification and control.
 - Fertilising and herbicide application.
 - Hand watering.
 - Installing, operating, repairing and maintaining irrigation systems.
 - Branch and leaf collection.
- Inspect and maintain playgrounds and equipment in accordance with the Playground Safety Management System.

- Event venue preparation and clean-up.

Civil works

- Maintenance of roads and associated physical assets.
- Replacement and maintenance of stormwater drains.
- Assisting to ensure the completion of contractor's work.
- Overseeing construction and replacement of concrete works.
- Maintenance of roads, parks, assets and other Shire infrastructure.

Operate and maintain equipment

- Operate plant and equipment in accordance with safe operating procedures
- Perform daily checks on plant and equipment and report major defects to Depot Operations Officer.
- Carry out regular maintenance and attend to any minor defects.
- Provide advice and support to staff on any plant and equipment issues.
- Treat plant and equipment with respect, and operate it in the most effective and cost efficient manner.

Other duties

- Display a punctual, reliable and positive approach to work.
- Continually review and improve work methods associated with this role.
- From time to time the employee may be required to undertake duties in addition to those above, but which fall within the employee's capabilities, experience, skills, competence or training.
- The employee is required to report the need for maintenance and/or repair of Council assets observed whilst undertaking normal duties. If the matter can be readily dealt with, rectify on the spot.
- Duties are to be performed under direction and/or supervision of the Open Spaces Coordinator, in consultation with the Civil Works Coordinator, and in accordance with individual work plans and schedules, service standards, manufacturer's specifications and relevant Acts and Regulations.
- Undertake other duties as directed by the manager or supervisor.
- In addition to the responsibilities described in this document, all employees must comply with the Alpine Shire Council's Code of Conduct and Corporate Policies.

Judgement and decision making

- Decisions are generally made in accordance with documented and established procedures and practices and industry standards.
- Problem solving will require some originality in approach, with solutions to issues coming from previously encountered situations.
- Tasks to be performed will involve selection from a range of techniques, systems, equipment, methods or processes. The employee is required to select the most appropriate option to achieve the best outcome. Personal judgment may be required.
- Guidance and advice is always available from the Open Spaces and Civil Works Coordinators.
- Major, complex, delicate or politically-sensitive issues should be referred to the Open Spaces Coordinator.

Management skills

- Ability to manage time, planning and resources according to strategic objectives.
- Sound administrative and computer skills.
- Positive approach to furthering own professional development.
- Ability to allocate tasks to town maintenance team members.
- Ability to supervise and lead a team to deliver required outcomes.
- Ability to work under pressure and meet competing deadlines.
- Ability, initiative and common sense to schedule and reschedule workload and time constraints of the duties of the position.
- Ability to supervise contractors.
- Complex matters will be referred to the coordinator when required.

Interpersonal skills

- Well-developed oral and written communication skills with customers, ASC employees and members of the public.
- Display a punctual, reliable and positive approach to work.
- Ability to project a positive image when communicating with, both internal and external, customers at all times.
- Display and promote a positive image of Council through appearance, attitude and performance of tasks.
- Successfully interact with Council employees and the public.
- Respond positively and enthusiastically to assigned tasks.
- Gain co-operation and assistance from other employees.

- Develop and maintain good working relationships.
- Ability to discuss and resolve problems amicably.
- Work independently and as part of a team.
- Identify problems, suggest solutions and make improvements.
- Seek guidance and advice when required.
- Undertake training relevant to the position.

Expertise

Qualifications

- Driver licence
- Certificate III in Horticulture and/or extensive experience
- Medium/Heavy Rigid truck licence (desirable)
- Farm Chemical Users Certificate
- Worksafe Construction Induction Card
- Accredited Competency Certificates for operating earthmoving machinery (desirable)
- Experience in current civil maintenance and construction practices (desirable)
- Competency in the use of Heavy equipment such as Graders, Loaders, Rollers, Backhoes and other such items (desirable)
- FPICOT2237A Maintain Chainsaws
- FPICOT2239A Trim and cut felled trees
- Control traffic with a stop/slow bat (RIIWH5205D)
- Implement traffic management plan (RIIWH5302D)

Specialist skills and knowledge

- Literacy and numeracy skills to maintain a diary, works records, read instructions and perform calculations for chemical application.
- Demonstrated ability to work as part of a team and provide a consistently high level of service.
- Ability and willingness to embrace new/innovative technology, methods, products and processes in the pursuit of continuous improvement.

Experience

- Extensive experience open spaces presentation.

- Demonstrated ability to supervise and lead a team to deliver required outcomes.
- Demonstrated high standard of interpersonal skills in dealing with members of the public and colleagues.
- Demonstrated ability to provide high quality work and customer service.
- Extensive experience in the use of vehicles, plant, machinery, equipment and tools.

Health, safety and risk duties and responsibilities

Nothing is more important than the health and safety of yourself and those around you. You must:

- Perform all tasks in a manner that does not place at risk the health and safety of any person.
- Seek assistance when unsure of how to perform a task.
- Ensure you observe, understand and comply with all Occupational Health and Safety Legislation, Regulations, Codes of Practice, Policies, Procedures and directives.
- Regularly inspect your work environment for hazards.
- Immediately report all workplace incidents, accidents, near-misses and hazards to a supervisor.
- Support the return-to-work plan for any injured worker when returning to work.

Physical requirements

Daily work will be performed in an outdoor environment, as such:

- You will be exposed to those conditions normally encountered in an outdoor environment.
- Physical demands are moderate to strenuous, consisting of the ability to sit, stand, stoop, reach, bend, climb, lift and pull using safe manual handling practices.
- You must be able to see and hear in the normal range, with or without correction, and communicate well both verbally and in written form, and must be able to be understood.
- The work environment may include uneven surfaces and up and down stairs.