



## **SHIRE OF PERENJORI POSITION DESCRIPTION**

- 1. POSITION TITLE:**  
**Team Leader- Parks & Gardens and General Services**

**2. POSITION OBJECTIVES:**

***Objectives of Position;***

To assist the Manager Infrastructure Services with the efficient management of Council's Works Programme by ensuring work safety, quality control and effective supervision of assigned staff.

***Within Section;***

Whilst on any particular job, The Team Leader assumes full responsibility for all staff assigned to that job, and the efficient and effective completion of that job.

***Within Organisation;***

The Team Leader is responsible to, and reports to the Manager Infrastructure Services when undertaking normal day to day duties.

**3. POSITION RESPONSIBILITIES**

- Organisation and supervision of areas of responsibility.
- Ensure safe work practices are adhered to.
- Provide guidance and on-site training to subordinate staff.
- Practice quality control on the worksite.
- Report regularly to the Manager Infrastructure Services on project status, OHS issues and staff disciplinary actions.
- Ensure that all plant and equipment used is accounted for and checked at the end of each working day.
- Delivery of work to plans and direction as provided and specified.

**4. SPECIFIC DUTIES**

- Prepare/ assist with annual budget pertaining to area of responsibility.  
Prepare/ assist with reports for areas of responsibility.  
Liaise with clients and landowners.
- Under guidance of the Manager Infrastructure Services, conduct asset inspections and audits as required, to ensure compliance with statutory requirements and Shire of Perenjori procedures and policies.

**REQUIREMENTS OF THE POSITION:**

**Essential;**

Current HR class motor vehicle driver's licence.

Current Worksafe Construction and Safety Awareness Training Card.  
Developed verbal communication, negotiation and conflict resolution skills.  
Knowledge of computer systems  
Sound reading and writing skills

**Desirable;**

Previous experience leading teams  
Knowledge of Occupational, Safety, Health & Welfare  
Qualifications in Worksite Traffic Management.  
Current First Aid qualifications.

**COMMITMENT TO SAFETY;**

Safety in the workplace is essential to the wellbeing of all staff, visitors, volunteers, Councillors and others involved with the operations of the Shire.

Your commitment to Occupational Health and Safety requires:

- Understanding of your legal safety responsibility
- Adherence to all organisational safety policies, procedures and processes
- The timely reporting of any hazard, incident or accident
- Participation in reducing hazards and facilitating a safer place to work
- Commitment to a safe workplace

**5. GENERAL DUTIES**

Team Leaders will be required to carry out normal day to day duties whilst supervising teams or working alone.

These duties will be relevant to areas of responsibility including:

- Machinery & Plant operation
- Housekeeping of plant, equipment, workshop and workplaces.
- Drainage Maintenance and Construction
- Complete Private works as required
- Maintain plant in a clean, tidy and roadworthy condition
- Construction and maintenance of footpaths and kerbing
- Tree pruning and lopping
- Road patching and bitumen work
- Maintenance of Sporting grounds, Parks, Gardens and reserves
- Maintain and install guideposts and signage
- Concrete works
- Traffic Control
- Maintenance of Refuse sites
- Maintenance of Aerodrome
- Maintenance of Cemeteries
- Maintenance of tourist sites
- Maintenance of Council housing & buildings

Other duties as may be allocated from time to time by the Manager Infrastructure Services.

**6. HOURS OF DUTY**

Hours of duty 7.00am- 4.30pm with a 9 day fortnight.