



POSITION DESCRIPTION FORM

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POSITION IDENTIFICATION

Title:	Team Leader Works	Level:	Level 5
Service Unit:	Operations – Works	Award:	Local Government Industry Award 2020
Directorate:	Infrastructure	Date Effective:	25 September 2026
Reporting to:	Coordinator Works	Date Last Reviewed:	25 September 2026

PURPOSE OF POSITION

- Assist the Coordinator Works with setting daily and long-term work schedules and priorities for the Works construction and maintenance crews, in line with the annual Works program and the Works Service Plan.
- Lead the on-ground delivery of road construction, road maintenance, drainage, footpath and related civil works to a high standard in a safe and efficient manner that contributes to a positive image for the Shire.
- Responsible for the safe use of tools, equipment, plant and vehicles used by the Works crews, and promote a strong safety culture on every worksite.
- Contribute to continuous improvement, including the ongoing development and implementation of Works procedures and documentation.

SUMMARY OF ACCOUNTABILITIES & RESPONSIBILITIES

Works Operations & Service Delivery

- Under direction of the Coordinator Works, supervise and undertake the construction and maintenance of roads, footpaths, drainage, signage and related civil infrastructure in accordance with the annual Works program.
- Assist Coordinator Works to allocate daily tasks, labour, plant and materials to crews to meet program priorities, service standards and deadlines.
- Monitor work quality and productivity on site, ensuring works are completed to specification and Shire standards.
- Supervise contractors working with Works crews and ensure they comply with Shire requirements, specifications and safe work practices.
- Undertake regular inspections of roads, drainage and related infrastructure, reporting defects to the Coordinator Works and ensuring Works Requests are generated and assigned to crew members or contractors for completion within the required timeframes.
- Attend call outs and organise labour and equipment for work after hours when required.

Customer Service & Stakeholder Engagement

- Liaise with other sections, general public and contractors on construction and maintenance matters ensuring outcomes meet the expectations of ratepayers, Council and public authorities, in accordance with the Shire's Customer Service Charter.
- Respond to and action customer requests and enquiries within required timeframes, and provide timely feedback to the Coordinator Works for close-out.
- Provide technical information on civil matters to Council officers, Works staff and the community.

Team Leadership & Safety

- Supervise, guide and support Works General Hands and Plant Operators, fostering a positive team culture and a high standard of work.

SUMMARY OF ACCOUNTABILITIES & RESPONSIBILITIES

- Assist the Coordinator Works with the induction, on-the-job training, attendance and performance monitoring of team members.
- Conduct pre-start and toolbox meetings, ensure Job Safety Analyses / Safe Work Method Statements are completed, and promote compliance with Work Health and Safety legislation, policies and safe systems of work.
- Ensure hazards, incidents and near misses are reported promptly, and assist with incident investigations and the implementation of corrective actions.
- Ensure daily traffic management requirements are set up/taken down at the start and end of each day in accordance with the relevant Traffic Management Plan.

Plant, Materials & Resources

- Ensure all plant and equipment used by the Works crews is properly maintained and in a safe working condition.
- Ensuring daily prestart inspections are undertaken and documented appropriately.
- Ensure daily traffic management requirements are set up/taken down at the start and end of each day in accordance with the relevant Traffic Management Plan.
- Assist with sourcing goods and materials for Works activities in accordance with purchasing procedures ensuring such purchases are within budget.
- Assist with depot stock control, consumables, and materials management, and report plant and equipment maintenance requirements to the Coordinator Works.

Reporting, Budget & Continuous Improvement

- Assist the Coordinator Works with annual budget preparation and make recommendations as required.
- Accurately record timesheets, plant hours, materials and works records in the Shire's corporate systems.
- Identify and recommend operational improvements and efficiencies, and contribute to the development of Works procedures and documentation.

Other

- Undertake on the job and off the job training as required to develop the necessary knowledge for the position.
- Contribute to a positive workplace culture and support organisational values and behaviours.
- Support broader infrastructure operations and assist other Operations teams where required.
- Any other duties as directed by the Coordinator Works or Manager Operations.
- Attend call outs and organise labour and equipment for work after hours as required.

ORGANISATIONAL RELATIONSHIPS

Responsible for: Works General Hands and Plant Operators (as allocated)

Internal Relationships: All Shire of Dardanup employees and Elected Members.

External Relationships: Federal and State government agencies, other local government authorities, community groups and organisations, private sector stakeholders, consultants and contractors.

POSITION DIMENSIONS

Work Location: Shire Operations Depot

Delegated Authority: As defined by the Chief Executive Officer. Authority to sign purchase orders for supplies and services under delegated authority.

Driving Requirements: MR vehicle licence.(or working towards HR vehicle licence)

EXTENT OF AUTHORITY

This position operates under direction of the Coordinator Works within established guidelines, procedures and policies of Council as well as statutory provisions of the Local Government Act and other legislation.

CORPORATE ACCOUNTABILITIES

Customer Service

- Deliver responsive, internal and external customer-focused services
- Maintain positive stakeholder relationships

Financial Management

- Use Shire resources efficiently and within budget
- Support accurate recording of time, plant, materials and costs

Process & Improvement

- Contribute to continuous improvement and system optimisation
- Maintain accurate, audit-ready records and documentation

People & Culture

- Support team capability and a high-performance culture
- Participate in development and engagement activities

Work Health & Safety

- Ensure compliance with WHS legislation and practices
- Promote a strong safety culture

Governance & Conduct

- Act with integrity and accountability
- Comply with policies, legislation and Code of Conduct
- Demonstrate and promote TRACES values through actions and behaviour.

VALUES

Our Values – TRACES

The Shire of Dardanup is building a culture where openness and transparency are the norm; and where we all hold ourselves accountable to deliver excellence for our customers and community.



SELECTION CRITERIA**Essential:**

1. Extensive experience in civil construction and maintenance, including concreting, bitumen works, drainage and footpaths, and operating plant and machinery in a civil environment.
2. Experience leading a team, including supervising staff and contractors, with a hands-on approach to achieving outcomes.
3. Sound knowledge of Work Health and Safety legislation and safe work practices on civil worksites, including traffic management.
4. Ability to read and interpret construction plans and specifications, and to prepare basic reports and records using Microsoft Office and corporate systems.
5. Good communication and organisational skills, with the ability to work unsupervised, manage priorities and meet deadlines.
6. Current MR Class Driver's Licence, and current Traffic Management, Chemical Handling, Chainsaw Operator, White Card and First Aid qualifications.

Desirable:

1. Certificate III in Civil Construction.
2. Current HR Licence.
3. Certificate III in Civil Construction Plant Operations.
4. Experience in local government works operations.