

Position Title	Section Leader – Roads & Open Space Management
Position Number	1068
Division	SERVICES
Branch /Section	Infrastructure Services / Roads & Open Space Management
Salary Level	Level 7
Reports to	Team Leader Public Works and Depot

Position Objectives

1. Supervise the construction and maintenance of roads in accordance with plans and directions of the Manager Infrastructure Services
2. Provide cost effective and high quality roads for the NIRC and the community
3. Provide support to the Team Leader Public Works and Depot, other sections and contractors, to maintain community open space as required.

Key Accountabilities

1. Operational Management
Manage the operations of the section by:
 - Ensuring all equipment and human resources are effectively utilized
 - Working within budget and resource requirements
 - Implementing and maintaining safe working conditions
 - Complying with relevant legislation and Regional Council governance, policies and plans
2. Supervision of the Section
Oversee the day-to-day operations of the section by:
 - Modelling sound leadership skills and behaviour
 - Coaching and supporting the development of staff
 - Providing directions and instructions on tasks and projects
 - Monitoring staff performance and providing regular feedback
 - Ensuring all equipment/tools/machinery is used safely

Competencies

- Proven ability in the operation of heavy plant and equipment with certification
- Demonstrated ability and experience in effectively supervising a section
- Proven supervisory skills, knowledge and experience in road maintenance and construction
- Proven supervisory skills, knowledge and experience in management and maintenance of open spaces
- Provide assistance and advice in planning, job costings and estimations of quantities
- Proven skills and experience in planning and organising work programs and projects
- Ability to liaise and communicate with managers, team leaders, section leaders, staff, contractors and public

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<ul style="list-style-type: none"> • Ability to provide clear and articulate verbal and written instructions • Working knowledge of Work Health and safety • Comply with relevant legislation and Council governance policies and plans ensuring all work is performed to the standards required • Ensure all equipment, tools and machinery is operated, maintained and stored safely, properly and securely • Competency in MS Word, Excel and Outlook programs • Ability to provide effective support to the Team Leader Public Works and Depot 	
Qualifications	
<ul style="list-style-type: none"> • 5 years' minimum experience in roads construction and maintenance • Desirable – Certificate III (or higher) in Civil Construction (Road Construction and Maintenance) or relevant field/industry • Drivers Licence - Minimum – MR • Appropriate plant and equipment certification • Current First Aid Certificate or the ability to acquire quickly 	
Acknowledgement	
<p>This position description and associated information is not to be considered as a comprehensive, complete and /or exhaustive list of responsibilities and accountabilities, it is indicative of the position only. The position incumbent must be aware that their role and position are dynamic. Continuing development, change and improvement of processes, practices, knowledge, skills and behaviours is expected at Norfolk Island Regional Council. People and positions develop over time and this position description is intended to facilitate this, as a living document, where your active involvement is a critical element. It is highlighted that this position is a member of a team. As such the incumbent is expected to learn the roles and duties of others in the team and to help other team members when required, to guarantee quality outcomes.</p>	
Date Authorised	January 2019