

Kiama Municipal Council

Job Description

POSITION TITLE: Construction Team Leader

GRADE: 7

DEPARTMENT: Engineering and Works

ACCOUNTABLE TO: Works Co-ordinator

DATE: February 2012

OBJECTIVES

1. To coordinate and supervise work being undertaken by the team.
2. To ensure the safe and efficient operation of the team.
3. To promote Council as an efficient and courteous organisation.

SCHEDULE OF DUTIES

1. In consultation with the Works Co-ordinator, supervise and undertake works as directed including the construction and maintenance of concrete structures.
2. Undertake other duties as directed by your supervisor.
3. Provide leadership and impart knowledge to the team when performing duties.
4. Provide feedback to the supervisor with regards to performance assessment of the team.
5. Maintain the teams First Aid Kit in accordance with Council's policy.
6. Ensure implementation and regular review of the WH&S/risk management practices within the area to ensure compliance with Council's policies, procedures and legislation and care of self and others in the workplace.

MULTISKILLING CLAUSE

The incumbent of this position may be directed to carry out such other duties as are within the limits of the employee's skill, competence and training and considered commensurate with the position. I accept the responsibility for achieving the above duties and understand that I am accountable for their achievement.

Accepted:.....

Date:

Supervisor:.....

Date: