

# CIVIL SERVICES TEAM LEADER



<b>Position:</b>	<b>Civil Services Team Leader</b>
<b>Classification Level:</b>	Level 5.1
<b>Location:</b>	Peppimenarti
<b>Reports to:</b>	Community Services Manager

## Organisation

The West Daly Regional Council commenced operations on 1 July 2014 as part of local government reforms in the Northern Territory. The Regional Council includes the communities of Peppimenarti, Palumpa and Wadeye and surrounding homelands and has a population of over 3,000 residents.

Council delivers core local government services such as municipal, civil and waste management and agency contracted services such as homelands, aged care and community night patrol.

## Attributes

**Service** – work performed is of the highest quality, innovative and solutions focused.

**Ethical** – applies the highest standards of integrity and ethical conduct.

**Attitude** – demonstrates a positive approach, appropriate behaviors and teamwork.

**Discretion** – makes appropriate decisions, sound judgements and communicates effectively.

**Safe** – work practices performed apply and promote Work Health Safety standards.

## Position

This position is primarily responsible for ensuring the delivery of core services that is to be delivered within the community and surrounding areas, maintenance of all Council assets, and ensuring they are in a condition that meets the minimum requirements of operation for the Community and surrounding areas, and provide motivation and leadership to the Civil Services team

## Position Liaises with

<b>Internal</b>	<b>External</b>
Chief Executive Officer	Government Representatives
Executive team	Community Organisation Representatives
Community Service Managers	Local Government Association Of the Northern Territory (LGANT) staff
All Council Staff	Community members

## Duties

1. Develop, implement and maintain systems for recording the community's civil assets, condition and the serviceability for all plant, equipment.
2. Develop, implement and maintain processes and carry out general construction and maintenance of civil works services, which include parks and gardens, waste and patching repairs to local roads.
3. Ensure materials, equipment and supplies are available, maintained and stored securely.
4. Perform civil service requirements as directed by the Community Services Manager.
5. Travel extensively to remote locations and surrounding areas when required, to perform civil service requirements and tasks as directed.
6. Ability to work a shift roster when and as required to meet service demands.
7. Advise the Community Services Manager when plant and equipment is not serviceable.
8. Maintain a safe working environment and ensure that relevant Workplace Health and Safety regulations are adhered to.
9. This position at times may be directed by the Community Services Manager to carry out other duties that are not associated with the position.

## Selection Criteria

### Essential

1. Previous experience in Local Government or a service related position.
2. Sound knowledge of civil maintenance, parks and gardens and waste management service delivery.
3. Ability and willingness to travel to remote communities and surrounding areas to perform civil service requirements and demands.
4. Ability to develop, lead and manage a team effectively.
5. Strong problem resolution skills.
6. Good interpersonal skills, personal integrity and a strong work ethic.
7. Sound knowledge of the principles of Workplace Health Safety.
8. Knowledge and experience of road patching techniques and practices.
9. Must hold and maintain a current NT open driver's licence.
10. Relevant tickets for plant and equipment.

### Desirable

1. Construction Industry accreditation (White Card).
2. An appropriate qualification or experience or a willingness to undergo appropriate training.
3. Experience of working within a controlled work area, such as airstrip slashing and fencing repairs.
4. Hold and maintain a current truck (heavy rigid) driver's licence

### Approval/Agreement

This appointment is a full time position and the appointed applicant may be required to undergo a Police check. The position holder must be willing to adhere to Councils Code of Conduct, Conditions of Employment, Policies and Procedures.



Shaun Hardy  
Chief Executive Officer

I \_\_\_\_\_ have read, understood and agree to the above position description and accept the employment appointment.

\_\_\_\_\_  
(Signature)

\_\_\_\_\_  
(Date)