



LAUTOKA CITY COUNCIL

ROLE DESCRIPTION

ROLE TITLE: Team Leader Assets

CORPORATE INFORMATION

1. Position Level: Managerial

2. Remuneration: MGR5.

This is a contractual position with an initial period of three (3) years.

3. Duty Station: Works Depot, Dravuni Street, Lautoka.

4. Reporting Responsibilities;

a) **Reports To:** Directly reports to the Head of Planning and Development

b) **Liaises with:** The Chief Executive Officer and all other Department Heads and Sub-Heads, Enforcement, Stakeholders, other agencies, NGO's

c) **Subordinates:** Manager/Team Leader Building Assessments, Manager/Team Leader Engineering Assessments, Manager Projects, Town & Country Planner and Secretary.

d) **External Relationships:** Special Administrators, Government Ministries and Permanent Secretaries, Heads of Departments, Statutory Bodies such as Director Town & Country Planning, Fiji Roads Authority, Water Authority of Fiji, Ministry of Waterways, Ministry of Housing, Director of Lands, Government Auditor and Land Transport Authority.

ROLE PURPOSE

The Team Leader Assets is responsible to manage the Council Depot, direct and coordinate a wide range of operations and activities that are undertaken by the Council Depot, including, but not restricted to, grass cutting, drain cleaning, street sweeping, repairs and maintenance to Council owned infrastructure. Manage tender process and contract administration of any services of the Council Depot that may be outsourced. Ensure of work performed by Council and Contractors are of highest quality and meet the timeline requirements, with a view to provide services to the ratepayers and citizens, economically and efficiently.

KEY RESPONSIBILITIES

- Plan, organize, lead and control the staff of the Council Depot so that the work allocated and performed is of a high standard, productivity is constantly improved and the services provided meet the needs of ratepayers and residents of the city.
- Through a programme of inspections, ensure that contractual works meet the required specified standards.
- Ensure tight budgetary controls and prepare budget and staffing estimates for approval by the Head of Planning and Development and subsequently approved by the Board.
- Manage the Depot's administration staff wages and payments for processing by Payroll.
- Manage and Administer Contracts. Assess and recommend for payment after a diligent and transparent certification process.

- Establish new and/or continuous review of current standard operating procedures of all activities undertaken by the Council Depot, to bring it in line with best industry practice, whilst ensuring transparency and accountability.
- Carry out gap analysis and training needs analysis for Depot workers, and pursue relevant trainings with HR. monitor effectiveness of training periodically and recommend improvements.
- Carry out annual and bi-annual performance appraisal of all workers/officers of the Council Depot. Identify and pursue counselling with HR, wherever needed.
- Assist and guide council in review of existing legislations and by-laws, that pertain to Council Depot, as initiated by stakeholder agencies.
- Represent council on legal matters in court, pertaining to Council Depot, and provide expert advice in Council infrastructure and assets matters.
- Prepare and present monthly departmental reports to Head of Planning and Development, and recommendations for consideration and approval as and when required.
- Oversee the receiving of complaints from ratepayers and stakeholders, and ensure all complaints received are attended to.
- Ensure that Council is properly advised on current and future facilities/services that may be required to provide by analyzing and assessing the need of ratepayers and citizens and bringing forward recommendations and long term plans.
- Develop and maintain a programme of inspections for all Council infrastructure assets, and ensure all regulations and safety measures are met.
- Observe and continuous review of council Standard Operation Procedure for Planning and Development.
- Supervise and lead all maintenance processes and operations.
- Track expenses and oversee the budget for maintenance.
- Maintain all machinery to ensure it's at working standards.
- Conduct regular inspections of the facilities to detect and resolve problems.
- Plan and manage all repair and installation activities.
- Ensure all department workers adhere to the safety policies and procedures.
- Assign repair schedules and evaluate repair cost estimates.
- Document and prepare daily progress reports and maintenance logs.
- Oversee Council Depot stock control and place orders for new supplies when necessary.

Works Depot Leadership and Management

- Prepare, negotiate, monitor and report on operational work plans for the Works Depot.
- Prepare, negotiate, monitor and report on budgets for the Works Depot.
- Measure, monitor, evaluate and improve operational performance within the Works Depot.
- Report to the Head of Planning and Development or the Chief Executive Officer on overall Works Depot performance and contributions to the achievement of functional objectives.
- Establish performance agreements for direct reports and ensure that these exist for all Works Depot employees.
- Undertake performance management for direct reports and ensure performance appraisal processes are carried out for all Works Depot employees, in accordance with the Council's practices and policies.
- Maintain and develop the capacity of the Works Depot, particularly the level of skills, knowledge and experience required for the Works Depot to meet its responsibilities and identify

appropriate training and development programs to improve and boost Works Depot capacity in achieving its functional goals.

- Whenever required, contribute to the development and communication of the Councils long term strategies and objectives and help monitor their achievement.
- Participate in collective advice and decision making on the Council's operational plans and resource allocations.
- Contribute to change initiatives and programmes and support their implementation.
- Ensure compliance with the requirements of all legal, statutory and organisational policies and controls.

WORKING CONDITIONS/PHYSICAL EFFORT

- May be required to work under inclement weather conditions.
- Due to nature of municipal council service delivery which is classified as essential service, it is a requirement to render service on a 24-hour basis where required and where necessary.
- May be required to carry out inspections where foul odour is emanating from sewerage and offensive trade.
- May have risk of exposure to disease organisms and chemical pollutants.
- To be available on call 24/7.

KEY PERFORMANCE INDICATORS

Performance will be gauged through the following indicators:

1. Timely completion of monthly & yearly departmental reports and yearly audits.
2. Problem Solving and complaints handling.
3. Satisfying customers changing demands.
4. Facilitating demands for socio-economic development for the People's Charter.
5. Quick assessment of the effects of changing circumstances
6. Developing coping strategies that influence the positive contributions of various Sections
7. Spotting conflicts early on and resolving them to the satisfaction of all involved parties.
8. The ability to quickly and independently process ideas and implement changes.
9. Transparency and accountability
10. Internal Budget Control whilst not compromising standards.

PERSON SPECIFICATION

Works activities are unpredictable. The position is a highly complex one involving a lot of problems. Requires a lot initiative and innovative abilities.

Essential Qualification: Bachelor of Engineering (Civil).

In-lieu of a degree, considerable tertiary qualification and proven managerial experience in building and construction industry, roads and drainage works, with working knowledge of Fiji Building Code.

Desirable Certification:

- Membership of the Fiji Institution of Engineers, or Member of any internationally recognised professional engineer's organisation is desirable.
- Project Management certificate attainment, i.e. PMP, PRINCE or equivalent.

In addition to *an appropriate qualification* the following Knowledge, Experience, Skills and Abilities required to successfully undertake this role are:

Knowledge and Experience

1. At least 8 years' post-graduate experience in construction and supervision of civil engineering works including building, sewerage and storm water drainage, and 3 years' experience as department manager.
2. Excellent communication and relationship building skills with an ability to prioritize, negotiate, and work with a variety of internal and external stakeholders.
3. Working knowledge of software packages related to document management and archiving of building maintenance and development records is desirable.
4. Excellent verbal, analytical, organizational and written skills.
5. Ability to work independently with limited supervision and promote a team environment with relevant stakeholders.
6. Provide leadership, guidance and support to the Planning and Development Team.
7. Good understanding of the technical features of plumbing, carpentry, rock-lining and electrical systems.
8. Strong knowledge of facilities, machines and equipment.
9. Excellent organizational and leadership abilities.
10. Exceptional communication and interpersonal skills.

Skills and Abilities

1. High professional ethics and integrity
2. Good business acumen and interrelation skills, commercial awareness.
3. Ability to work under pressure and deliver within timeframe
4. Ability to handle difficult situations to achieve positive outcomes
5. General understanding of maintenance financing and contracts.
6. Excellent leadership and man management skills, ability to manage a variety of cross-functional team members
7. Excellent interpersonal skills
8. Excellent written, verbal and presentation skills
9. Excellent organisational and follow-up skills
10. Competent in problem solving, team building, planning and decision making

Personal Character

All applicants for employment in Lautoka City Council must be of good character, with a background that demonstrates their commitment to the civil service values contained in the Fijian Constitution. Applicants must also be Fijian Citizens, under the age of 55 years, in sound health, and with a clear police record. The selected applicant will be required to provide a medical certificate and police clearance prior to taking up duty.