

**POSITION TITLE:** Supervisor Works **POSITION NO:** 2128

**EMPLOYMENT TYPE:** Permanent Full Time

**CLASSIFICATION:** Level 3 to 4 (dependent on qualifications and experience)

**CERTIFIED AGREEMENT:** Officers **AWARD:** QLGIA

**DEPARTMENT:** Infrastructure

**BRANCH:** Works

**REPORTS TO:** Overseer Works (Maintenance South)

**ORGANISATIONAL VALUES:**  Honesty  Respect  Accountability  Integrity  Unity

## 1. PRIMARY ROLE

To provide supervision in the delivery of maintenance and construction activities on the transport assets in accordance with Council's service levels.

## 2. KEY RESPONSIBILITIES

Key duties and responsibilities may include, but are not limited to:

1. Supervise, lead and maximise the ongoing performance of Works teams by providing assistance, training, guidance and performance management for crew members to deliver in accordance with Council's service levels.
2. Plan, prioritise and implement works programs for both Capex and Operational works to ensure quality service delivery outcomes.
3. Manage Infrastructure defects and customer requests through prioritisation, budget management, solution analysis, through to completion.
4. Organise, procure, and supervise plant, equipment, materials and trade services required for efficient operations and in line with Council's procurement policy.
5. Assist in the preparation and implementation of traffic management plans as required for assigned works.
6. Ensure the compliance of works meets Council's WHS obligations, Asset Management system and quality assurance standards.
7. Liaise with stakeholders affected or involved with any assigned works with a high level of professionalism.
8. Actively pursue a positive organisational culture and initiate performance management as required.
9. Complete additional activities and reasonable directions given by management.

## 3. ADDITIONAL FACTORS

- Participation in after hours and weekend work is a requirement of this position including participation in on call roster on rotational basis
- Level of fitness required to undertake a broad range of physical tasks
- Working outdoors in hot conditions
- Undertake training as required

**4. ACADEMIC, TRADE QUALIFICATIONS AND OTHER LICENCES - MANDATORY**

- Minimum requirement of a current C Class driver's licence
- General Safety Induction for Construction Worker Certification (White Card)
- Certificate IV Civil Construction (desirable)
- Traffic Management Design qualification (desirable)
- Working in Proximity to Traffic Awareness Parts 1 & 2 (or willing to obtain)

**5. KEY SELECTION CRITERIA**

1. Relevant experience undertaking works within the road corridor in a Local Government / Civil Construction environment and understanding the relevant statutory requirements.
2. Proven leadership skills supervising and coordinating multiple teams to meet project deadlines and maximise performance.
3. Sound level of literacy, numeracy and communication skills.
4. Sound computer skills with knowledge of the MS Office Suite and the ability to acquire knowledge of Council's corporate software systems.
5. Proven ability to complete and implement project management plans, resource procurement plans and a forward work program with a high degree of autonomy.

**WORKPLACE HEALTH AND SAFETY**

The employee will comply with their health and safety duties as detailed in the *Work Health and Safety Act 2011* and Council's Workplace Health and Safety Management System Plan. Employees will also comply with: -

- Their health and safety duties as stated in Councils procedure titled Work Health and Safety Duties and Responsibilities.
- Instructions given by the manager and/or supervisor in respect of the health and safety of themselves and other persons.

**CUSTOMER SERVICE**

The employee will provide excellent customer service to internal and external customers.

**FRAUD, CORRUPTION AND RISK MANAGEMENT**

- Report any risks identified (including fraud and corruption) in the performance of duties and responsibilities related to routine day to day activities and special projects.
- Participate and contribute to the conduct of a documented risk assessment that includes fraud and corruption prevention, evaluation, analysis and mitigation of Council's risk exposure.

**INTELLECTUAL PROPERTY**

Security of Council information viewed or accessed during the performance of duties is contained in the provisions of the Employee Code of Conduct. Subsequently, employees are required to ensure the security and appropriate intended use of Council information at all times.

<b>AUTHORISATION</b>	
General Manager Infrastructure: Aaron Meehan	Signature: 