

**POSITION TITLE:** Overseer Works (Maintenance South)  
**POSITION NO:** 2189  
**EMPLOYMENT TYPE:** Permanent Full Time  
**CLASSIFICATION:** Level 5 to 6 (dependent on qualifications and experience)  
**CERTIFIED AGREEMENT:** Officers **AWARD:** QLGIA  
**DEPARTMENT:** Infrastructure  
**BRANCH:** Works  
**SECTION:** Maintenance  
**REPORTS TO:** Coordinator Maintenance

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

## 1. PRIMARY ROLE

To provide leadership and coordination with the development and delivery of Works maintenance and capital programs, and oversight of Council's day-to-day operational functions.

## 2. KEY RESPONSIBILITIES

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

1. Provide a high level of leadership of Council's works operations including service delivery, project management, personnel and plant management.
2. Develop, manage, establish outcomes and prioritise the implementation of schedules for works being performed across the region to ensure appropriate allocation of resources to deliver work programs efficiently.
3. Provide input to the establishment of relevant policies and procedures as well as ensuring the team is aware of all relevant policies and procedures.
4. Manage and prioritise enquiries from internal and external customers promptly and engage with them using a high level of professionalism.
5. Provide advice and development to subordinate employees as required.
6. Work collaboratively and foster positive relationships with other teams and organisations focussing on teamwork, efficient use of collective resources, positive communication, and quality outcomes.
7. Monitor the progress of work activities to ensure compliance with WHS obligations, quality assurance principles, relevant standards and legislation.
8. Assist in the development and ongoing financial management of the Works budget, as well as the negotiation on matters of significance within the branch, or members of the public.
9. Ensure that all relevant plant, equipment, and materials are used efficiently and effectively.
10. Ensure the implementation of good industry practice including efficient programs, high standard of works and technical specifications as required.
11. Actively pursue a positive organisational culture and initiate performance management as required.
12. 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

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

- Tertiary qualification (minimum Associate Diploma Level) in a relevant field (i.e. Civil Construction or Project Management) with substantial experience, or lesser formal qualifications (with specialised skills sufficient to perform the duties - Level 5); (with experience and competence sufficient to perform the duties - Level 6).
- Minimum requirement of a current C Class driver's licence.
- General Safety Induction for Construction Worker Certification (White Card).
- Diploma of Project Management (Desirable).
- Traffic Management Design qualification (Desirable).

**5. KEY SELECTION CRITERIA**

1. Relevant experience undertaking works within the road corridor in a local government/civil construction environment.
2. Proven leadership skills supervising and coordinating multiple teams to meet project deadlines and maximise performance.
3. Proven ability to complete and implement project management plans, resource procurement plans and a forward work program with a high degree of autonomy.
4. Sound level of literacy, numeracy, and communication skill with ability to establish strong working relationships across teams.
5. Sound computer skills and knowledge of MS office Suite and the ability to acquire knowledge of Council's corporate software systems.

**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 Council's 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: 