| | POSITION DESCRIPTION | | PD070 |
|---|---|---|---|
| | **Civil Works Supervisor (Roads)** | | |
| **Classification** | Technical/Inspectorial | **Status** | Permanent Full time |
| **Directorate** | Infrastructure & Development | **Incumbent** | Vacant |
| **Department** | Works and Services | **Reporting to** | Manager Works & Services |

| **PURPOSE OF THE POSITION** |
|---|
| ▪ Provide leadership in the construction and maintenance of Council's road infrastructure and other duties, as required.<br>▪ Ensure road construction and maintenance activities are performed efficiently and effectively in accordance with established procedures and within budget. |

| **KEY RESPONSIBILITIES** | **DELIVERABLES/OUTCOMES (MEASURE OF SUCCESS)** |
|---|---|
| Lead, develop and Supervise Staff and Day to day Operations of the Roads team | ▪ Day to day supervision of field staff.<br>▪ Daily pre-start meetings.<br>▪ Maintenance of daily diary recording relevant information as determined by Manager Works and Services.<br>▪ Effective communication exists between team members and the Manager Works & Services<br>▪ Awareness of expectations in leading and supporting HR practices.<br>▪ Provide advice on Work Health and Safety (WHS) matters including WHS currency and compliance i.e. SWMS, SOPs, Take 5, incident reports etc.<br>▪ Lead by example – role model the expectations of the organisation and best practice operations.<br>▪ Customer Service focus to improve delivery and interactions with internal and external customers.<br>▪ Computer skills to a level required to complement their role and responsivities including, significantly greater use of technology in the role.<br>▪ Awareness of Budget/financial processes, and input to same, as required.<br>▪ Understand where "the line is" between supervisors and staff to ensure effective leadership.<br>▪ Ensure trainees are developed and have opportunity to grow in their knowledge and capability.<br>▪ Ensure ongoing contribution to continuous improvement.<br>▪ Backfill Manager Works & Services role as required. |
| Road Upgrades, Construction & Maintenance | ▪ Ensure road upgrades, construction and maintenance activities are performed efficiently and effectively and in accordance with established procedures and within budget.<br>▪ Project coordination. |

| KEY RESPONSIBILITIES | DELIVERABLES/OUTCOMES (MEASURE OF SUCCESS) |
|---|---|
| | ▪ Recommendations for remedial works on Council assets and works are appropriate.<br>▪ Advise Manager Works & Services on Road Maintenance and Construction issues.<br>▪ All works performed comply with specifications and are carried out in a timely manner and to Council's standards.<br>▪ Resources are effectively coordinated, and group decision making is effectively promoted, encouraged and facilitated.<br>▪ Engage and direct contractors as required.<br>▪ Issue directions to staff and contractors for non-compliance with specifications including safety standards. |
| Assets & Engineering Support | ▪ Have a comprehensive understanding of Council's assets and ensure standards are maintained accordingly.<br>▪ Input into rolling service level reviews.<br>▪ Involvement in front end concept/design of future projects, where required.<br>▪ Work with the engineering team to keep momentum in projects and smooth workflows. |
| **Standard Clauses in all Project Works and Services employee PDs** | |
| Participate and contribute positively as a team member to achieve the agreed work plans and team objectives | ▪ Be responsible for the quality of one's own work and exercise discretion in accordance with training and knowledge.<br>▪ Participate and contribute positively as a team member to achieve the agreed work plans and team objectives.<br>▪ Adopt changes in operating practices to achieve team objectives and identified efficiencies. |
| Operate small plant and vehicles in the correct manner, ensure maintenance undertaken and logbooks are completed as required | ▪ Operate small plant, machinery/equipment and vehicles in the correct manner and carry out routine maintenance to ensure good operating condition in accordance with operating standards.<br>▪ Major faults/damage reported and followed up in accordance with Works and Services procedures.<br>▪ Follow Safe Operating Procedures and use correct PPE.<br>▪ Relevant documents completed for all maintenance/servicing/faults/damage as required, and logbooks, where requested, are correctly completed. |
| Vehicle Use | ▪ Operate vehicles in the correct manner and carry out routine maintenance to ensure good operating condition.<br>▪ Major faults/damage reported and followed up in accordance with Works and Services procedures.<br>▪ Relevant documents completed for all maintenance/servicing/faults/damage as required, and logbooks, where requested, are correctly completed. |
| Documentation | ▪ Complete daily and weekly documents as required in a prompt, accurate and legible manner.<br>▪ Actively and positively participate in the development and implementation of risk assessments, safe work method statements, safe operating procedures and other Work Health & Safety requirements. |

| KEY RESPONSIBILITIES | DELIVERABLES/OUTCOMES (MEASURE OF SUCCESS) |
|---|---|
| Job Rotation | ▪ Rotation between work teams and/or functions in line with operational requirements. |
| Teamwork | ▪ Participate and contribute positively as a team member to achieve the agreed work plans and team objectives. |
| Training and Development | ▪ Undertake training and development as directed to ensure high standard of service delivery. |
| Meetings and Interactions | ▪ Attending and actively participating in internal and external meetings and workshops, as required. |
| Customer Service | ▪ Maintain a "can do" attitude when dealing with members of the public, councillors, and other council officers.<br>▪ A consistently high level of customer service, based on defined service levels, provided to internal and external customers both individually and by the team.<br>▪ Customer queries, complaints and correspondence responded to in accordance with defined service levels and Council expectations. |
| Resource Sharing | ▪ Other duties and back up servicing provided to the Circular Head Council as required from time to time, pursuant to the Resource Sharing agreement between the two Councils. |
| Confidentiality | ▪ Integrity and confidentiality of all council related activity and documentation is being maintained. |
| Records Management | ▪ Records are created, used, maintained, recorded and managed in accordance with the Council's Information Management Policy. |
| Procurement | ▪ Responsible for purchasing goods and services in accordance with the Procurement Policy and delegated financial limits. |
| Risk Management | ▪ Maintain an active awareness and reporting of Risk Management issues and practices concerning the workplace and within the role that could cause concern, embarrassment or liability to Council.<br>▪ Assist Council to mitigate risk by promoting risk awareness throughout the organisation.<br>▪ Provide risk management information as requested and assist in the investigation of any risk management issues or claims that have been made against Council insurances. |
| Additional Duties | ▪ Other duties as directed within the scope of the position. |

| SPECIAL CONDITIONS |
|---|
| ▪ A pre-employment medical including drug and alcohol testing is required prior to commencement.<br>▪ A satisfactory National Police Check will be required. Council will screen for serious offences or any other offences relating to fraud or dishonesty, or any offence that Council deems of a nature that is not appropriate for the role.<br>▪ All employees engaged by the Works & Services Department are encouraged to be vaccinated for Hepatitis A and B which is achieved through a three (3) course process across a six (6) month period. |

## WORK HEALTH AND SAFETY ACCOUNTABILITIES

**All staff are required to observe the following WHS accountabilities:**

1. Ensure full compliance with Council's Safety Management Plan and associated Policies, Procedures and Instructions, specifically taking action on all points of the employee's responsibility; and
2. Ensure full compliance with responsibilities under the *WHS Act 2012*, the *WHS Regulations 2012* and other relevant legislation, in particular:
   - Take reasonable care for your own safety (physiological and psychological) and that of others at their work.
   - Accept the responsibilities in the course of performing your work with regard to the use of safety devices and protective equipment.
   - Report safety hazards to minimise and control risk.
   - Report immediately any incident or injury which arises in the course of your work.
   - Ensure completion of induction, instruction and training prior to undertaking tasks.
   - Ensure that you are not affected by the consumption of alcohol or drugs so as not to endanger your own safety at work or the safety of any other person.
   - Ensure personal adherence to Council's WHS Policies, Guidelines, Procedures, Safe Operating Procedures and Safety Instructions.

## CORPORATE ACCOUNTABILITIES

**All staff are required to observe the following corporate accountabilities:**

1. Compliance with all legislative requirements.
2. Understand and promote Council's Strategic Objectives and Core Values.
3. Adhere to Council's plans, policies, guidelines and procedures which include the Customer Service charter, WHS Standards, Information Management, Risk Management plan, Safeguarding Children and Young People and matters outlined in the Employee Handbook and Enterprise Agreement.

## COUNCIL VALUES

Our work and decisions are guided by our Values. Our values underpin our actions and dealings with each other and the Community we serve. As representatives of Waratah-Wynyard Council, together we deliver important services to our great Community, we are committed to deliver quality outcomes by creating a workplace culture where people enjoy their work, feel valued and are proud to work to serve our Community.

**RESPECT -** People are heard, valued and respected. We are fair and equitable in all our practices.

**PRIDE -** We take pride in the quality of our service and standard of work we deliver. We serve each other and our community with integrity.

**CONNECTION -** People are at the heart of all we do. We are inclusive and build relationships that foster trust and belonging.

**SUSTAINABILITY -** The impact we have on people and our environment is important to us. We make integrated and sustainable choices.

**LEARNING -** We are a learning organisation. We embrace opportunities for continuous improvement and innovation.

## ACCOUNTABILITY AND EXTENT OF AUTHORITY

The Civil Works Supervisor performs duties within the classification of the role and as defined by policy, budget allocation and specified individual and departmental performance plans. Where decisions exceed their delegation, the Officer will refer the matter to the Manager Works & Services.

| ORGANISATIONAL RELATIONSHIPS | |
|---|---|
| Reports to: | Manager Works & Services |
| Direct Reports | Civil construction staff/ contractors as required to meet operational requirements in consultation with the Manager Works & Services. |
| Internal Liaisons: | The Civil Supervisor is required to operate as an effective part of the Works and Services team and is expected to ensure professional and effective working relationships with the Executive Management Team, Senior Management Team and all staff throughout the organisation. |
| External Liaisons: | The Civil Supervisor interacts with various representatives of the community and other Councils on behalf of the organisation. High standards of professionalism and customer service are expected, and the incumbent must display a positive and constructive approach towards Council and its activities. |

**PERSONAL ATTRIBUTES**

- Good standard of physical fitness for work in an outdoor environment, in confined spaces and at heights.
- Strong collaborative skills which enable effective engagement within a high functioning, cohesive team.
- Demonstrated commitment to organisational goals and customer service with a demonstrated capacity to project a positive public image for Council through appropriate behaviour and attire.
- Inclusive and effective communication skills and techniques with an ability to respectfully engage with, and to communicate concepts, to others.
- Enthusiasm and commitment to sustained effort through diligence and pursuit of high standards.
- Commitment to ongoing personal and professional development which drives best practice.
- Proactively utilises initiative, innovation and a commitment to continuous improvement.
- Ability to employ sound judgment and decision making amongst competing demands.
- Ability to meet deadlines through diligence and discipline.

**POSITION – INHERENT PHYSICAL REQUIREMENTS**

**The work is likely to require a certain amount of physical activity, such as:**

| Activity | Never | Occasional | Frequent | Constant |
|---|---|---|---|---|
| Standing | | | X | |
| Walking | | X | | |
| Sitting | | X | | |
| Lifting | | | X | |
| Carrying | | X | | |
| Pushing / Pulling | | | X | |
| Stooping | | X | | |
| Climbing | | X | | |
| Bending | | | X | |
| Twisting | | | X | |
| Kneeling | | X | | |
| Squatting | | | X | |
| Reaching | | | X | |
| Noise | | X | | |
| Support one hand | | X | | |

| | | | | |
|---|---|---|---|---|
| Two hands required | | | | X |
| Vibration one hand | | X | | |
| Vibration two hands | | | X | |

## QUALIFICATIONS, KNOWLEDGE & EXPERIENCE

**Formal Qualifications**

- Certificate III in Civil Construction or trade qualifications in another relevant field and/or broad experience in road construction and maintenance.
- Leadership/Management training is desirable
- Current unrestricted Tasmanian driver licence
- Construction Industry White Card
- Traffic Management Accreditation
- Medium Rigid truck licence
- First Aid Certificate

**Knowledge & Experience**

- Demonstrated advanced skills in Civil and or the Road Construction Industry (preferably in a Municipal environment).
- Leadership/Management training
- Demonstrated leadership skills/experience.
- Demonstrated experience in operating in a team environment, in particular sharing workloads and supporting colleagues in a positive manner.
- Experience in the operations and maintenance of plant and equipment.
- Experience in monitoring and maintaining work quality and operations.
- Ability to manage stressful situations and have effective negotiation and dispute resolution skills
- Strong understanding of risk management concepts, safe work practices and WHS requirements.
- Well-developed interpersonal, negotiation, analytical and problem-solving skills.
- Knowledge of asset management and service level development.
- Broad knowledge of local government
- Intermediate computer skills and experience with Microsoft Word, Excel, Outlook and Internet.
- Experience with Smart Phones and online technology and computer software including Microsoft Word, Excel, Outlook and Internet and willingness to use as part of your role.

## SELECTION CRITERIA

**Essential**

1. Qualifications in Civil Construction (or another relevant field), or able to demonstrate advanced skills and experience in Civil and or the Road Construction Industry (preferably in a Municipal environment).
2. Demonstrated leadership skills/experience and commitment to work as part of a team to achieve organisational objectives.
3. Effective written, verbal and interpersonal communication skills with the ability to respectfully engage with others.
4. Willingness to undertake further training and development as required.
5. Demonstrated ability to monitor and maintain quality in own work.
6. Well-developed time management and daily planning skills.
7. Current Medium Rigid (MR) driver's licence.
8. Construction Induction White Card and First Aid Certificate (or the willingness to obtain).

**Desirable**

9. Broad knowledge of local government.
10. Knowledge of asset management and service level development.

## ACCEPTANCE OF POSITION

I agree to the current requirements of this Position Description.

Employee Name: _____

Employee Signature: _____ Date: _____

General Manager Approval: _____ Date: _____