



# VICTORIA DALY REGIONAL COUNCIL

Integrity, Respect  
Equality  
Honesty, Openness

## JOB OVERVIEW



<b>JOB TITLE</b>	Operations Supervisor		
<b>JOB LOCATION</b>	Regional Office	<b>WEEKLY HOURS</b>	38
<b>DIVISION / DEPARTMENT</b>	Operations	<b>LEVEL</b>	Level 7 - 8
<b>DIRECT REPORTS</b>	Nil	<b>WORKING CONDITIONS</b>	Remote travel required and stays in remote communities
<b>REPORTS TO</b>	Director of Council Operations	<b>EMPLOYMENT CONDITIONS</b>	Victoria Daly Regional Council Enterprise Agreement 2018-2021.

## POSITION DETAILS

<b>JOB PURPOSE</b>	This position is responsible for operation of Councils Road Train truck, the transport of Council Assets and the operation of plant and equipment to overseeing all Councils waste management and transfer station facilities.
<b>DUTIES AND RESPONSIBILITIES</b>	<ol style="list-style-type: none"> <li>1. Work as part of a team to ensure a collaborative approach is taken to achieve positive outcomes.</li> <li>2. Supervise works contracts throughout the Council area to ensure works are delivered to the specified standards, within the time frame and within budget.</li> <li>3. Oversee all waste management and transfer station facilities</li> <li>4. Regularly undertake maintenance at waste management facilities to ensure facilities are maintained to the standards.</li> <li>5. Communicate effectively with Staff, Stakeholders and Contractors for positive outcomes for the Council.</li> <li>6. Ensure performance is reported to the Director of Operations accordingly.</li> <li>7. Assist Councils Services Managers and Council Works Team Leaders to deliver community projects.</li> <li>8. Assist with minor works and services and provide training / develop skill sets in the Parks and Gardens area.</li> <li>9. Operate plant and equipment to undertake Council works at the waste management facilities and cemetery sites.</li> <li>10. As required operate the Councils Road Train Truck to transport Council Assets to remote communities.</li> <li>11. Sound knowledge of Occupational Health and Safety requirements ensure compliance.</li> </ol>

## QUALIFICATIONS, EDUCATION, EXPERIENCE & KNOWLEDGE

<b>EDUCATION REQUIREMENTS</b>	<p>Appropriate qualifications in a related discipline (desired).</p> <p>Heavy Plant Certificates including loader, grader and backhoe (essential).</p> <p>Multi Combination drivers licence (essential).</p>
<b>EXPERIENCE &amp; KNOWLEDGE REQUIREMENTS</b>	<ol style="list-style-type: none"> <li>1. Proven examples of communicating effectively with staff, community members and contractors to achieve positive outcomes.</li> <li>2. Ability to work as part of a team and unsupervised, manage time and coordinate logistics to carry out works.</li> <li>3. Ability to drive a road train to remote communities on unsealed roads.</li> <li>4. Ability to operate and maintain heavy plant and equipment.</li> <li>5. Previous experience working with and maintaining waste management facilities.</li> </ol>

	6. Ability to be adaptable and flexible including the ability to manage pressure, change and meet deadlines with a focus on effective service delivery. 7. Ability to be able to resolve issues and problems that arise while undertaking works in a remote location. 8. Ability to be able to travel and stay in remote communities on a regular basis.		
OTHER REQUIREMENTS	1. Criminal History Check (Recent within 3 months) 2. Working with Children's Clearance 3. A current driver's licence and Multi Combination Licence. 4. Heavy Plant Certificates including loader, grader, backhoe		
PHYSICAL REQUIREMENTS	The position holder's employment conditions are as set out in the holder's letter of employment offer and in the Victoria Daly Regional Council Enterprise Agreement 2018-2021.		
REVIEWED By MATTHEW CHEMINANT DIRECTOR OF COUNCIL OPERATIONS		DATE REVIEWED	16/4/21
APPROVED By RUSSELL ANDERSON CHIEF EXECUTIVE OFFICER		DATE APPROVED	16/4/21