



POSITION DESCRIPTION

Position Title:	Supervisor Works
Position Number:	20180012
Department:	Infrastructure Services
Main purpose of the role:	Coordinate and manage the delivery of maintenance and capital works for Council's infrastructure assets.
Reports to:	Manager Operations
Subordinate Staff:	Gangers Works Operators
Hours of work:	7.00am to 4.00pm Monday to Friday based on a 9 day working fortnight
Salary Grade:	Grade 16
Disclosure of Interest Is the position required to complete a Disclosure of Interest Form (s441 Local Government Act, 1993).	No
Last reviewed:	July 2018

PRIMARY RESPONSIBILITIES AND DUTIES

- Undertake the operational coordination and supervision of Operations section staff; ensuring Council's capital works and maintenance programs are completed in accordance with Council's requirements.
- Supervise and provide sound and innovative leadership to staff and develop a culture of innovation within the section, to improve it's (and Council's) operations.
- Support the implementation of human resources policies and practices within the section, including performance appraisals, dispute prevention and resolution, and industrial relations matters.
- Create and foster open communication, encouraging team development, and attendance at meetings to promote improvement in Council procedures and help Council achieve its objectives.
- Manage contracts of behalf of Council as required.
- Supervision of Contractors engaged by Council as required.
- Complete and maintain project documentation and Quality Assurance (QA) documentation as required.
- Identify requirements as an input to budget development.

- Ensure that action requests from Council and the community are followed up in a timely manner.
- Manage the implementation of environmental protection measures for works undertaken by the section.
- Coordinate works to ensure plant maintenance programmes are achieved in consultation with Council's maintenance workshop.
- Hold and maintain Roads and Maritime Services RMS approved Traffic Controller, Apply Traffic Control Plans, and Prepare Workzone Traffic Management Plans qualifications as required
- Understand the commercial environment and apply business principles to maximise the performance of the section.
- Participate in the effective recruitment and selection of staff as required.
- Write standard reports as required.
- Participate in Council's after hours on call roster as required.
- Provide technical advice to customers regarding private works matters.
- Ensure Council's processes in relation to Work Health and Safety (WHS) and Risk Management are followed and actively participate in the development of same.
- Act as first aid officer, maintain currency of first aid qualifications, and ensure adequate provision of first aid supplies.
- Ensure that a positive public image is portrayed to all internal and external customers in all public forums.
- Undertake training as required.
- Perform other duties as required.

SELECTION CRITERIA

- Certificate III in Civil Construction or approved equivalent, and/or a minimum of five years related experience in construction of roads, stormwater drainage, footpaths, sewerage services and other related infrastructure assets.
- Certificate IV in Leadership and Management or agreed equivalent.
- Experience in the safe operation of a variety of construction plant and equipment.
- Demonstrated experience in leading and supervising a team of people.
- Experience in labouring.
- Strong interpersonal, and verbal communication skills.
- Strong customer service skills.
- Sound written and computer skills.
- Current driver's licence.
- Hold a SafeWork NSW recognised General Construction Induction Card (White card) or be prepared to obtain same.
- Demonstrated commitment and experience in maintaining a safe working environment, in accordance with WHS requirements.