

SENIOR WORKS SUPERVISOR

Position:	Senior Works Supervisor
Classification Level:	Level 6
Temporary:	Full time Temporary Position (12 months)
Reports to:	Regional Services Manager

Organisational Environment

The West Daly Regional Council commenced operations on 1 July 2014. The new council was formed as part of the 2013 Local Government reforms in the Northern Territory. The Regional Council has been formed by the demerger of the Victoria Daly Regional Council. It includes the communities of, Peppimenarti, Palumpa and Wadeye and has a population of approximately 2778.

Personal Attributes

Ethical behaviour – It is imperative that the Senior Works Supervisor displays the highest level of integrity and ethical conduct.

Attitude – demonstrates a positive approach towards the workplace ensuring to display appropriate behaviors and to be seen as a respected role model.

Discretion – being able to make decisions on what to do in a variety of situations and ability to make sound judgments.

Consistency of service –all work performed by the officer needs to be of the highest quality and consistent.

Safe work practices – perform all work duties following WHS regulations.

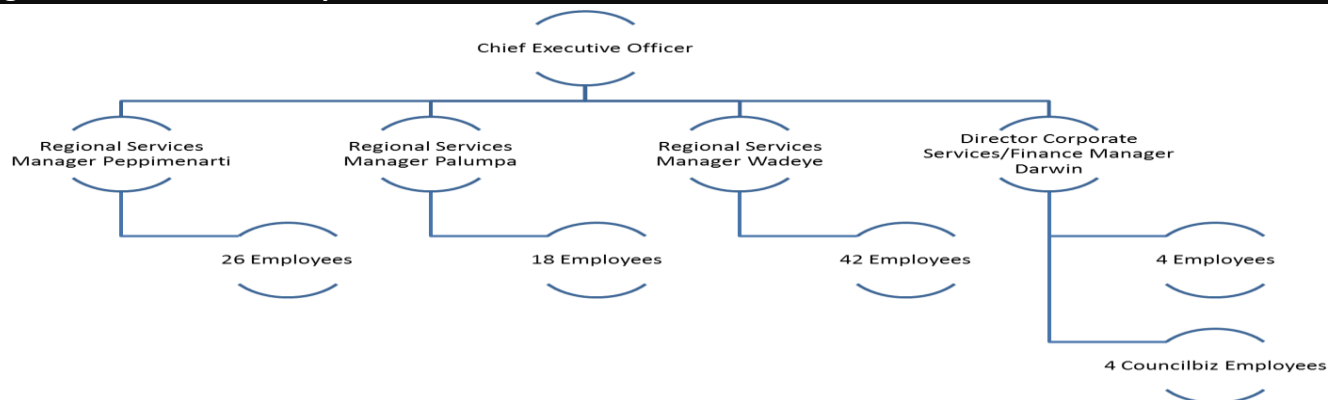
Summary of Position

This position is responsible for the supervision of the Council's core services functions carried out in the community including town maintenance duties, animal control, waste removal and management, roads, walkways, Parks and Gardens and environmental protection duties.

Position Liaises with

Internal	External
Chief Executive Officer	Government Representatives
Executive team	Community Organisation Representatives
Regional Service Managers	Local Government Association Of the Northern Territory (LGANT) staff
All Council Staff	Community members

Organisational Relationship



Specific Duties

Supervision

- Effectively supervise Road Works, Parks and Gardens, Waste Management and Environmental Health work crews.
- Effectively supervise the quality of work assigned to Municipal Services as core activities by the Council.
- Report to the Regional Services Manager on matters relating to staff performance and to actively participate in staff performance appraisals.

Coordination

- Coordinate all labour, plant materials and contractor resources required to deliver core services.
- Assist the Regional Services Manager to monitor the costs of all core service maintenance activities.
- Assist in the preparation and coordination of the works program budget and progressive expenditure levels.
- Liaise with the Regional Services Manager on the recommendations on the requirements of plant and equipment.
- Assist other sections and departments as requested.

Administrative Responsibilities

- Regularly review all general procedures and department procedures ensuring compliance.
- Recommend to the Regional Services Manager on changes to facilitate better service to customers or to improve efficiency or reduce costs within Municipal Services.
- Attend to department meetings contribute to free exchange of information by expressing opinions and offering advice.
- Prepare core service reports when requested.
- Carry out tasks as requested by the Regional Services Manager.

Other Key Responsibilities

- Supervise report and control all facets of waste management within the Community.
- Ensure all work health and safety issues are effectively addressed.
- Supervise and control all road maintenance activities, maintenance of Parks and Gardens and the safe methods of chemical spraying weeds.
- Supervise the safe operation of all plant equipment utilised for the delivery of core services.

- Supervise the CASA Aerodrome reporting requirements on a rostered basis.
- Ordinary hours of work will be 38 hours per week, however you may be required to work additional hours (overtime) when required and participate in an on call roster.
- Other duties as directed by the Regional Services Manager.

Selection Criteria

Essential

1. Strong leadership abilities, with ability to carry out all aspects of staff supervision, including delegation, performance management and training.
2. Demonstrated ability to operate, and train others in the operation of, a range of tools, plant and equipment required to deliver efficient and effective municipal services.
3. Excellent interpersonal skills and ability to communicate effectively and assist in the training and multi skilling of an Indigenous workforce.
4. Proven ability to work independently and in a team environment.
5. Proven ability to complete projects on time, to a specified quality and within budget.
6. Previous experience and high level of technical & operational knowledge relating to the delivery of municipal services, including roads maintenance, parks and gardens, waste management and environmental health.
7. High level of knowledge regarding the safe operation of plant and equipment.
8. Sound knowledge of the principles of Workplace Health & Safety.
9. Knowledge of, or ability to quickly obtain knowledge of the Council's business systems, including basic Microsoft word and excel.
10. Current Senior First Aid Certificate or ability to obtain is essential.
11. Current NT Drivers Licence is essential.
12. Cert 3 or 4 in Training and Assessment would be desirable.
13. Various plant operator certificates, licences or tickets e.g. forklift operation, front end loader, heavy vehicle rigid licence, and grader operator certificate desirable.
14. Current Chemcert Certificate or ability to obtain same desirable.

Key Performance Measures

Reliable conduct and behaviour

- Display Code of Conduct behaviours and commitment to council values.
- Deadlines and timelines met, exceptions reported to Manager in advance.
- Safe work practices developed and followed.

Work Quality

- Continuous commitment to improvement through an ongoing process of education, communication, and evaluation.

Team Leadership and Relationships

- Ensure compliance with the Council Plan and relevant legislation. Effective working relationships within team and Council and with community and external agencies; conflicts managed constructively.

Problem Solving

- Potential problems drawn to the attention of Manager and solutions proposed.
- Demonstrated flexibility to shift priorities and move resources to other work to meet demand.

Commitment and Pride in Work

- Employee skills and knowledge continually upgraded through active on the job coaching and off the job training.
- High standards of work quality and behaviour by team earned respect in communities and within council.

Approval

This appointment is a temporary full time (12 month contract) position and the appointed applicant will be required to undergo a Police check. The position holder must be willing to adhere to Councils Code of Conduct, Conditions of Employment, Policies and Procedures.



Glenda Teede
Chief Executive Officer

Created:	1 st October 2014
Version:	1
Updated:	