



# Position Description – Construction Supervisor

<b>Position:</b>	<b>Construction Supervisor</b>
<b>Band:</b>	<b>6</b>
<b>Position Number:</b>	<b>10144</b>
<b>Business Unit:</b>	<b>Infrastructure Delivery and Major Projects</b>
<b>Directorate:</b>	<b>Community Infrastructure</b>

<b>Name of Occupant:</b>	Vacant
<b>Date Approved:</b>	March 2024
<b>Approved By:</b>	Manager Infrastructure Delivery and Major Projects

---

## Position Objective

To supervise the construction of future council assets (earthworks, roads, drainage, and other infrastructure works) associated with development sites and capital works program delivery to ensure works are constructed in accordance with approved plans, relevant Council standards, Infrastructure Design Manual (IDM) standards and other industry specifications.

## Key Responsibility Areas

The following are the key responsibility areas for the position:

- Undertake daily inspections of development works to ensure that contractors use appropriate industry practices.
- Monitor, record and assess construction activities including proof rolls, drainage installation, asphaltting depths, compaction rates etc, to ensure compliance with Council's specifications and standards.
- Reject works not complying with Council's specifications and standards.
- Maintain accurate records of construction activities and progress including hold points released/approval to proceed.
- Resolve construction issues with consultants and contractors.
- Recommend variations to the works.
- Undertake Practical Completion (PC) and Final Completion (FC) inspections and record results. Separate PC and FC to be issued for identified DCP works.
- Maintain records relating to development works in line with IDM checklist.
- Assist to develop and review the construction specification and standard drawings.
- Ensure that abutting properties are given due consideration by the developer during construction activities.

- Maintain high-level technical knowledge industry best practice in engineering construction methods and techniques.
- To inspect and supervise construction of future council assets upon request of the Infrastructure Delivery project managers.
- To contribute to the success of Council through active teamwork and effective performance of the responsibilities of the duties of the position.

All other duties and additional tasks as directed, within the skills and abilities of a position at this level.

## Organisational Relationships

Reports to:	Coordinator Infrastructure Delivery and/or Senior Project Engineer
Supervises:	N/A
Internal Liaisons:	Council staff
External Liaisons:	Contractors, Consultants, the general public, Councillors, Utilities and Authorities.

## Commitment to Culture

Baw Baw Shire Council is committed to creating a culture first environment that actively promotes and demonstrates above the line behaviours.

We will strive to be:

**Optimistic** – about our organisation's future and our ability to deliver quality services and projects to benefit our community.

**Pragmatic** – by resolving issues and making the best possible use of our time, effort, and resources.

**Respectful** – of ourselves, our Council and of the diverse views and perspectives of our community.

**Supportive** – by valuing our team members, empowering them to be successful in their roles and investing in their growth and development.

**Authentic** – by undertaking our work in an open, honest, and transparent manner.

**Resilient** – in adapting with courage and agility to challenges and change within the Organisation, and our community.

## Commitment to Safety

Baw Baw Shire Council has made a committed to increasing our safety performance. A high performing safety culture is created by empowering all Councillors, Employees and Volunteers to be accountable to our ThinkSAFE approach.

Our expectation is that you will **Think, Stop, Assess, Foresee and Evaluate hazards and risks** in all you do to achieve our overall goal of creating a safe work environment.

We are committed to providing a safe working environment that embraces and values child safety, diversity and inclusion. Baw Baw Shire Council has zero tolerance for child abuse and is committed to creating and maintaining a child safe organisation where all children are kept physically, emotionally and culturally safe and protected from abuse.

## Fraud and Corruption

Council has zero tolerance to fraud, theft corruption and misconduct. Employees will ensure that they comply with legislation and Council policies and practices. Directors and Managers are in positions of

authority and must act with due diligence to identify potential instances of fraud, theft, corruption, or misconduct.

## Qualifications and Experience

The qualifications and experience required for the position include:

- A tertiary engineering qualification that is eligible for registration in accordance with the Professional Engineers Registration Act 2019. or a lesser relevant qualification with extensive civil construction supervision experience.
- Experience in customer service and working in Local Government.
- A current Victorian Driver's Licence.
- A satisfactory Criminal Record Check.

## Key Selection Criteria

- Qualifications and experience as outlined above.
- Understanding of contract management.
- Understanding of civil engineering construction techniques.
- Demonstrated experience in the supervision or surveillance or audit of construction works.
- Sound verbal and written communication and interpersonal skills.
- Sound computer skills using MS Office and other relevant applications.
- Demonstrated ability to work in a team.

---

## Accountability and Extent of Authority

The position's accountability and extent of authority will be as follows:

- Supervise resources and contractors, offer support, and provide advice to clients, members of the public and colleagues.
- Accountable for ensuring that regular formalised surveillance, audits, and compliance are carried out and recorded in consultation with senior team members.
- Accountable for ensuring timely delivery, quality, effectiveness and appropriate engineering standards of programs, projects, or work plans under their supervision, as defined by senior team members; and reporting matters that may impact public safety to senior team members.
- Accountable for the quality and effectiveness of the surveillance and audit work plans under their supervision.
- Prepare comprehensive work-related records relating to compliance, surveillance, and audits of the contractors.
- Liaise with key stakeholders and make sound decisions within scope of role with support of Coordinator as required.

## Judgement and Decision Making

Judgement and decision-making skills required for the role include:

- Making decisions based on sound engineering, procedural practices, and technical knowledge
- The ability to select and apply method, technology, process, or use of equipment where required from a range of available options.

- Ability to solve technical problems, using procedures, guidelines and creativity while applying professional or technical knowledge, or knowledge acquired through relevant experience, where assistance may be available from senior team members.
- Guidance is usually available if required.

## Specialist Skills & Knowledge

The skills and knowledge required to perform the duties of the position include:

- Technical expertise and knowledge of civil construction principles, practices, and standards (including Council's, VicRoads, and the IDM).
- A sound knowledge of surveillance and audit procedures and methods.
- Ability to identify complex problems, research available options and recommend appropriate actions.
- Ability to analyse process and performance failures and recommend appropriate actions.
- Awareness of the various Acts, Regulations, Standards and Codes of Practice that affect Council and infrastructure works that come under Council jurisdiction.
- Knowledge of the principles and techniques of estimating Council works.
- Ability to track project budget and report on financial status.
- Have a sound knowledge of Microsoft Office suite of software, especially Word, Excel, and Outlook.

## Management Skills

The required management skills include:

- Plan and organise own work and set priorities to achieve desired objectives in the most effective way possible within the resources available.
- Understanding and ability to implement organisational practices, including, Occupational Health and Safety, and equal employment opportunity.
- Meet goals and objectives within given time frames and budgets.
- Keep abreast and adapt to new tasks and new technology quickly and efficiently.

## Interpersonal Skills

The required interpersonal skills include:

- Foster good relationships with internal and external customers through verbal and written communication and present ideas in an organised manner.
  - The ability to:
    - Gain co-operation and assistance from other staff and people with whom the position interacts.
    - Effectively negotiate and influence contractors for positive outcomes.
    - Make positive contributions to team culture and outcomes.
    - Prepare external correspondence including letters and emails.
-

**ACCEPTED** for and on behalf of the **EMPLOYEE**

[acceptance\_status]

Acceptance of Employee

[candidate\_name]

Name of Employee

[acceptance\_date]

Date