

POSITION SUMMARY

MAINTENANCE SUPERVISOR (ES233)

Directorate	Engineering Services
Section	Works
Classification	Band 2, Level 2, Grade 6
Position Status	Permanent full-time
Commencing Salary Range	\$1,253.90 - \$1,317.40 pw
Reports to	Maintenance Coordinator
Direct Reports	Ganger (x2), Carpenter
Work Location	Peel Street Works Depot

Position Purpose

The position of Maintenance Supervisor is to supervise various works associated with traffic facilities and road maintenance activities undertaken by Council road maintenance crews.

Key Responsibilities

1. To provide day to day supervision of Council road maintenance crews;
2. To provide advice and assistance to the Maintenance Coordinator;
3. To provide advice to the Plant Coordinator for day to day allocation of plant and equipment;
4. To ensure a high level of communication and cooperativeness is maintained both inside and outside of the work teams.

Selection Criteria

Essential

- Current NSW Class C Driver's licence, as a minimum
- Experience operating small plant used in the construction industry
- WorkCover Construction Induction Card (White Card)
- Broad knowledge in Civil Engineering maintenance or construction particularly in traffic facilities ie signage, linemarking, roadside furniture etc.
- Demonstrated ability to manage projects preferably in a Local Government environment.
- Demonstrated ability to manage several projects at one time.
- Demonstrated ability to manage a broad cross section of staff to achieve a high level of production and quality
- Demonstrated ability to interact effectively with people at all levels.

Desirable

- Trade certificate or equivalent qualification/experience
- Current Work Site Traffic Control (For Traffic Control Layout Planning)
- Experience in the use of Microsoft Office Software ie word, excel
- First Aid Certificate
- Local Government knowledge and experience

Immunisations (willingness to undergo)

- Nil

Expected Organisational Standards

1. Follow defined WHS procedures.
2. Provide service to customers.
3. Work effectively in the local government context.
4. Work with others in local government.
5. Communicate in the Workplace.
6. Follow defined risk management policies and procedures.
7. Follow defined ethical guidelines from Council, including Code of Conduct.
8. Follow defined environmental sustainability guidelines.

Employment Conditions

- 38 hour week with RDO every third week.
- Take Annual Leave in accordance with the applicable Leave Roster.
- Hours of work are 7.21am to 4.15pm Monday to Friday.
- Probationary period of 3 months.
- All uniform / PPE provided.
- Four weeks annual leave.
- Long Service Leave after 5 years.
- Superannuation of 9.5% paid by Council.
- Medical, audio and drug & alcohol screen required as part of selection process.

This document reflects the major elements and responsibilities of this position and is not designed to be prescriptive in nature. A full Position Description will be provided to candidates upon request or upon offer of employment.