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| **Title** | Pavements and Contracts Supervisor |
| **Classification/Grade/Band** | Band 2 Level 3 |
| **Group/Unit/Section** | Infrastructure Services / Roads Construction and Maintenance / Program Delivery |
| **Reports to** | Team Leader Stabilisation and Asphalt |

**Vision**

A vibrant and sustainable Central Coast

**Purpose**

To provide valuable services that strengthen and support the Central Coast Community

**Values**

Decisions, actions and behaviours are governed by our Corporate Values; Be Safe, Serve, Collaborate, Improve, Be Your Best and Be Positive. All employees have a responsibility to uphold and champion these values.

Primary Role Statement

In contributing to the overarching vision and purpose, the role of Pavements & Contracts Supervisor is responsible for the efficient delivery of the Road Treatment Programs including asphalt; stabilisation; sealing and all associated Pavement Treatment Programs. The Pavements & Contracts Supervisor will be responsible for work carried out by contractors and in-house staff as required as well as managing budgets for the various projects, and for the organisation and supervision of road and drainage works for the Service Unit, when required.

The position of Pavements & Contracts Supervisor is required to provide quality customer service and create value for the community.

**Key Duties and Responsibilities**

* Supervise and coordinate the delivery of capital road and drainage projects primarily by contract, as required, including asphalt, stabilisation, sealing and other associated programs generally carried out by contractors;
* Coordination of multiple projects including setting work priorities for both internal and external resources to assist in the preparation and delivery of the various Capital Works Programs;
* Preparation, review and monitoring as required of project budgets in order to program, monitor and report on the various projects and programs;
* Utilise engineering principles to ensure technical aspects of work being delivered is in accordance with legislation, regulations and statutory requirements;
* Identify opportunities to improve operational efficiencies which lead to improved service delivery, cost savings and improved revenue opportunities;
* Maintain the delivery of works primarily by contract including preparation and assessment of tenders, site records, manage procurement of materials and services, authorise invoices and time sheets and other documentation as necessary to comply with Quality assurance, Work Health & Safety and Environmental requirements;
* Display written and strong verbal communication skills in dealing with the various parties including contractors and the public;
* Demonstrate commitment to customer service by taking responsibility for delivering high quality services that result in a positive community impact;
* Implement Central Coast Council’s (CCC) policies and procedures to ensure commitment in promoting and practising work, health, safety and environment protection;
* Perform any other duties, tasks or projects the employer may assign, having regard to the incumbent’s skills, training and experience.

**Authority and Accountability**

* Take care of your own health and safety and that of others. Comply with any reasonable instructions and apply Council’s Safe Systems of Work consistent with the Responsibilities, Authorities and Accountabilities of your role;
* The Pavement & Contracts Supervisor may work away from Council premises and is required to make autonomous decisions usually influenced only by Council policy, the situation and relevant legislative framework. Independent action is required;
* Decisions affect the work and activities of others within the section or from a specific project team;
* The work of the Pavement & Contracts Supervisor influences the community within a specified service line through the application of technical skill or application of regulatory requirements;
* The Pavement & Contracts Supervisor is responsible for ensuring that operational safety standards or other requirements are met at an operational level;
* Develops a complete budget for a specific project. Responsible for costing resources/time/people and materials;
* Monitor budgetary spending within work area against pre-determined targets. Weigh up options on a cost basis in order to make recommendations and continuously look for greater efficiency within work area.

# Personal Attributes

* Give frank and honest feedback/advice and seek to listen and understand when ideas are challenged;
* Be committed to achieving work goals and maintains motivation when tasks are challenging and actively seek feedback from colleagues and stakeholders;
* Demonstrate a high level of personal motivation, take opportunities to learn new skills, develop strengths and examine and reflect on our performance;
* Be responsive to the input of others and work to understand their perspectives.
* Be solution focused, committed to resolving differences and committed to positive outcomes.

**Interpersonal Skills**

* Actively listen and clearly explain complex concepts and arguments to individuals and groups;
* Take responsibility for delivering high quality customer-focused services;
* Contribute to a supportive and cooperative team environment, share information and learning across teams and solve issues and challenges in collaboration with others;
* Respond to conflict without inflaming the situation and knows when to refer to a supervisor for assistance and/ or withdraw from a conflict situation.
* Respond to colleagues who need clarification or guidance and help when workloads are

high;

* Recognise performance issues that need addressing and seek relevant advice.

**Business Enablers and Technical Skills**

* Complete tasks to agreed budgets, timeframes and standards without guidance and contribute to the allocation of responsibilities and resources to ensure achievement of team goals;
* Understand the team/ unit objectives and responds proactively to changing circumstances and adjust plans and schedules when necessary;
* Identify issues that may impact on task completion and provides appropriate solutions;
* Understand delegations and act within authority levels;
* Exercise fiscally responsible behaviour and remain up to date with financial delegation processes;
* Support system improvement initiatives and embrace new technologies;
* Purchase under delegation and comply with procedures;
* Understand project goals, action tasks and expected outcomes and identify and escalate project variances.
* Be aware of procurement and contract management risks and actions to mitigate these;
* Assist the team to understand the organisation’s direction, policies and services.
* Evaluate progress and identify improvements for future projects.

**Leadership / Management / Team Work**

* Recognise and acknowledge individual/ team performance;
* Monitor and use resources responsibly to achieve team objectives;
* Accommodate changing priorities and respond flexibly to uncertainty and ambiguity.
* Work collaboratively with colleagues and supervisor to positively influence team development and harmony;
* Understand team objectives and how their work relates to the team’s success and contribute to the development and achievement of team goals and work;
* Provide timely feedback, guidance and coaching to surrounding staff and contractors as required;
* Monitor and communicate performance standards to desired outcomes.

**QUALIFICATIONS**

**Essential**

* Diploma qualification in Civil Engineering Construction Works, Frontline Management, Project Management or related field OR demonstrated solid contemporary experience in Road Treatment Programs and/or Construction projects, combined with ongoing professional development;
* Current Class C Driver’s Licence;
* General Induction Card (White) for Construction Works;
* Select/Modify Traffic Control Plans (Red Card).

**Desirable**

* Specialist training or qualification in pavement design including granular, stabilising, asphaltic and sealed pavements;

**EXPERIENCE**

* Demonstrated experience in the supervision of Road Treatment Programs including asphalt, stabilisation and sealing;
* Demonstrated experience in the construction of civil works, roads and drainage
* Proven ability to assess, interpret and judge information or situations, and formulate recommendations, provide specialist advice or deliver a service, based on the findings;
* Demonstrated supervisory experience of Day Labour employees and contractors and the ability to work in a team situation;
* Demonstrated experience in the preparation and monitoring of job programs and costing;
* Demonstrated ability to set and achieve work targets in a competitive work environment;
* Demonstrated knowledge of and commitment to Quality Assurance, Work, Health & Safety and Environmental practices;

Key Relationships

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| Internal | External |
| Section Managers/Team Leaders | Members of the Public/residents/ratepayers |
| Other Council employees (not including direct reports) | Commercial/industrial/development representatives (e.g. Vendors, builders, clients) |
|  | Community Organisations – service clubs etc. |
|  | Professional/Industry associations including Unions |
|  | Consultants, solicitors and other professionals |
|  | State and Federal Government Agencies |
|  | Local Business |