**Position Description**

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| **Position Title:** | **Field Supervisor – Classified Roads (Night Mowing)** |
| **Directorate:** | City Infrastructure |
| **Reports to:** | Civil Construction & Maintenance Works Coordinator |
| **Direct reports:** | Up to 5 |
| **Salary Point:** | 9 |
| **Work location:** | Waratah Works Depot |
| **Date revised:** | March 2024 |

**Council Overview**

City of Newcastle employs over 1,200 staff and is responsible for a local government area of 187km. Newcastle is both the cultural and economic centre of the Hunter region. Our organisational structure consists of four directorates, each linked to the four themes of our Community Strategic Plan (CSP):

1. City Infrastructure
2. Corporate Services
3. Creative and Community Services
4. Planning and Environment

The Civil Construction & Maintenance Service Unit is part of City Infrastructure Directorate and this role reports to the Works Coordinator.

**What’s it like working at the City of Newcastle?**

We are focused on making a difference in our community and achieving our vision of***creating a liveable, sustainable, inclusive global city***. We are proud to deliver services valued by our community. People come first at the City of Newcastle, which means providing employees with meaningful work and capacity for work life balance. As a large local organisation, the City of Newcastle offers its employees the opportunity to develop in their current role, grow into future opportunities and reach their full potential.

Our organisation’s values are **Cooperation, Respect, Excellence and Wellbeing** which are underpinned by our behaviours of courage, trust and pride. Together, our values and behaviours support our decision making as well as our day-to-day interactions.

We value diversity of thought, and we focus on equity in the workplace. We are committed to creating an inclusive workplace culture where everyone feels respected, safe, and valued so they can be themselves and fully contribute their opinions and perspectives to the success of the organisation.

**What’s the focus of this position?**

This role is responsible for supervising the day to day running of maintenance and construction projects, including mentoring and training of crew members and organisation of required day labour, plant and material. Taking a ‘hands on’ approach – you will carry out the daily tasks with the team. You will act as a safety leader and effectively demonstrate City of Newcastle’s (CN) CREW values.

**What you will be doing:**

* Ensuring the efficient and effective construction and maintenance of civil infrastructure and other municipal works, including but not limited to road pavement construction, concrete works, asphalt works, vegetation control and drainage works within budget and within nominated timeframes.
* Plan, organise and supervise CN staff, labour hire employees and external contractors to ensure that the required quality of workmanship and productivity is attained.
* Planning and organisation to achieve optimum utilisation of resources in conjunction with minimum inconvenience to public amenity during the execution of works.
* Maintain the health and safety of yourself, fellow workers, and the general public during the execution of work by ensuring that safe work practices are implemented and adhered to in accordance with Work Health and Safety (WHS) Guidelines.
* Maintain accurate and detailed records under CN’s WHS and QSE Systems by recording job details, procedures, labour and plant timesheets, goods received, purchase requisitions, materials used etc.
* Work in a team-based environment in a manner which promotes team spirit and harmony and optimises the output of the team.
* To work in a manner which promotes the image of City of Newcastle, in line with CREW values.
* Continually improve skills and knowledge, guided by the progression model relevant to your role, for the benefit of you as an individual, your team, and the organisation
* Any other accountabilities or duties as directed by Supervisor / Manager which are within the employee’s skill, competency, and training.

**The essentials you’ll need:**

* Ability to interpret detailed civil engineering plans, standards and related documentation.
* Skills, knowledge and experience in the following municipal works:
  + The construction and maintenance of road pavements including sub grade, sub base and base preparation.
  + Concrete works including erection of general formwork, reinforcement fixing and concrete finishing of both poured and extruded concrete.
  + Asphaltic concrete works including the preparation for and placement of both hand and machine laid asphalt.
  + The construction and maintenance of storm water drainage systems.
* Proven practical knowledge and experience in the selection and application of plant and machinery used in civil works.
* Ability to estimate and organise labour, plant and material resources required to efficiently and effectively complete tasks from detailed civil engineering plans in accordance with the QSE System to satisfy quality, safety, and environmental requirements.
* Demonstrated ability to prepare and maintain accurate written records to satisfy the requirements of the QSE System.
* Ability to work in a dynamic team-based environment with an emphasis on continuous improvement.
* Traffic Control and Implement Traffic Control Plans accreditation or a preparedness to obtain.
* LR Class drivers’ licence or a preparedness to obtain.
* General WH&S Induction Training for Construction Industry

**Other valuable skills you may have:**

* Class MR or HR driver’s licence
* Traffic Control accreditation (Prepare a Work Zone Traffic Management Plan, Implement Traffic Control and Traffic Controller)
* Knowledge of RMCC routine maintenance works
* Previous supervisory experience in the civil construction or building industry
* Trade or TAFE certificate in an engineering / construction discipline

**We’ll encourage you along the way**

We will partner with you to support your performance and ongoing development to ensure you are fully prepared for future challenges as this position and our organisation adapts and evolves.

*I acknowledge that I have read and understood the requirements and responsibilities of this position as detailed in the Position Description (PD) and have discussed the PD with my Manager.*

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| **Employee Name:** |  |
| **Employee Signature:** |  |
| **Date:** |  |