

# Position Description

## Supervisor (Roads)

**Name of appointed officer:** Vacant

**Date of appointment:**

**Date of last review of position description:** February 2018

### Salary and conditions

All terms and conditions of employment are consistent with the Local Government (State) Award unless otherwise stated.

Assessed entry level of position within salary system:	Band 2 Level 3
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Position limit within salary system: (20 Grade structure)	Grade 12 – Entry to Step 4
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Status of position:	Permanent
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Hours of work per fortnight:	76
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### Organisational relationships

Directorate:	Works and Civil
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Section:	Civil Services
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Team:	Not applicable
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Work base:	Grafton, South Grafton, Koolkhan or Maclean Depot (as appropriate to the position)
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Position responsible to:	Works Program Coordinator
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Level of support and supervision:	High level of independence
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Level of personal management	High
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Level of teamwork required:	High
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Supervision of staff:	up to approximately 25 staff
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Internal contacts:	All staff within Council but primarily within the Civil Services Section
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External contacts:	General public, government agencies, and private organisations
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## Vision, mission and values

<b>Our vision:</b>	To make the Clarence Valley a community full of opportunity
<b>Our mission:</b>	To plan and deliver services valued by the community
<b>Our values:</b>	the acronym ' <b>STRIVE</b> ' describes the values and behaviours which are considered to be core requirements when we deal with each other and our community



## Our Values and Behaviours

### Safe

We will have a safety focused workplace culture to ensure the wellbeing of our staff and the community.

Acceptable	Unacceptable
I am aware of hazards	I take shortcuts
I promote a safe culture	I ignore safety
I look out for others	I do not communicate

### Teamwork

We will work together as one council towards shared goals and for the greater good of the community.

Acceptable	Unacceptable
I share the load	I undermine others
I communicate with others	I act in isolation
I value people's strengths	"What's in it for me?"

### Respect

We will be inclusive, treat people with courtesy and fairness, and ensure each individual is valued and heard.

Acceptable	Unacceptable
I am inclusive	I am a bully
I value the skills and opinions of others	I am aggressive
I listen actively	I am a gossip

### Integrity

We will behave in a way that is honest, open, and transparent. We will take responsibility for our actions and strive for excellence.

Acceptable	Unacceptable
I am honest	I lie and conceal
I work ethically and lead by example	I act corruptly
I am responsible for my actions	I undermine others

### Value

We will deliver services efficiently, effectively, and in an environmentally and financially sustainable manner.

Acceptable	Unacceptable
I always look for improvements	I misuse Council resources
I work efficiently	I'm a bludger
I learn from my mistakes	I don't respect the environment

### Engagement

We will engage with our staff and community to inform our decision making, and create awareness of our activities.

Acceptable	Unacceptable
I communicate in a clear and timely manner	I deliberately misinform (lie)
I am the face of Council	I don't value consultation
I value all our customers' needs	I ignore communication

### Physical requirements of the position

Frequent driving between job sites

Regular use of computer keyboard

Capable of working in difficult terrain and walking on uneven ground

### Purpose of the position

To supervise and coordinate operational staff in the delivery of maintenance and construction programs, ensuring all activities are undertaken to required quality, environmental and WHS standards (including documentation).

To ensure that customer liaison and response is a high priority within the section.

To undertake investigations for Council and statutory authority works and matters of public complaint and request.

Provide timely, accurate and succinct information on Council issues.

### Major duties and responsibilities

Hire, procure or arrange plant, labour, materials and services required to complete Council designated works

Monitor and control expenditure of all works under the control of the position within budgetary constraints, and advise management of potential budget overruns

Inspect engineering matters (including matters of public complaint) and prepare advice, estimates and reports and recommend maintenance, construction and reconstruction options as required

Liaise, advise and negotiate with other Civil Services staff to ensure the successful completion of scheduled capital and maintenance programs.

Assist in the audit of works to ensure Council's standard of quality, environmental and WH&S standards and documentation are maintained

Monitor Council's road, bridge and drainage network and recommend required actions to maintain these assets to the highest possible standard and minimise on-going maintenance costs.

Ensure the training requirements of staff are communicated to the appropriate Section

Undertake staff competency and performance appraisals for subordinate staff and recommend disciplinary action if required

Check and certify time sheets, plant sheets, purchase orders and invoices for activities supervised by the position

Drive cultural change and be a key member of the Civil Services leadership team.

Lead and motivate staff to enhance: productivity; continuous improvement; safety; and job satisfaction.

Ensure a consistent level of service, behaviours and work practices are delivered in all areas.

### Major duties and responsibilities

Support emergency response in times of natural disaster.

### Essential selection criteria

*The selection criteria must be addressed as part of your application. Applicants must meet the essential criteria in order to be considered for interview.*

#### Education and knowledge

Certificate IV in Frontline Management, or Certificate IV in Local Government (Operational Works); **or** equivalent relevant industry experience

#### Licences/tickets, clearances, membership

Current Drivers Licence

WHS Construction Induction Training Certificate (NSW); or equivalent recognised in NSW

#### Experience

Demonstrated experience in a similar role

#### Position related skills

General computer literacy including basic proficiency in Microsoft Word and Excel, and email and internet programs

Well developed supervisory and staff management skills, including the ability to lead and motivate staff, and to resolve conflict

Well developed communication skills including the ability to liaise with the public

Sound clerical, administration and organisational skills, including the ability to work unsupervised on concurrent projects

#### Work qualities

Behaviour that positively demonstrates commitment to Council's STRIVE values

A demonstrated commitment to and knowledge of Work Health & Safety requirements

### Desirable selection criteria

*The following criteria are considered important and demonstrated capacity to meet them will be highly regarded*

#### Education and knowledge

Certificate IV in Training and Assessment or Occupational Health and Safety

#### Licences/tickets, clearances, membership

Safe Work Near Overhead Powerlines

High Risk Work Licence Class 'DG' - Dogging

Chainsaw Certificate Level 1 (trim and cross cut felled trees)

**Desirable selection criteria**

RMS Traffic Control Certificate – Prepare a Work Zone Traffic Management Plan ; or equivalent recognised in NSW

RMS Traffic Control Certificate - Implement Traffic Control Plans (Yellow); or equivalent recognised in NSW

RMS Traffic Control Certificate - Traffic Controller (Blue); or equivalent recognised in NSW

**Experience**

Previous experience in Local Government

**Other features of this position may include**

Call back

**Generic performance requirements**

**Ethics/probity** – act in accordance with the Code of Conduct.

**Equal employment opportunity** - comply with Council's Equal Employment Opportunity (EEO) Protocol.

**Health and safety (WHS)** - undertake duties and act at all times in accordance with the WHS Management System.

**Other duties (outside of specific position requirements)** - under the provisions of the Local Government (State) Award, Council may direct any employee to carry out duties that are believed to be within the employee's skills, qualifications, competence and fitness capabilities, whether or not they are a usual function of the position. Where an employee is required to perform duties associated with a higher position, the **Use of skills** Clause in the Local Government (State) Award will apply.

**Declaration**

In signing this declaration I acknowledge that I, .....  
have been advised of the requirements, terms and conditions of appointment to this position  
based on this Position Description.

Signed: ..... Date .....  
*Employee*

Signed: ..... Date .....  
*Senior Coordinator People, Culture and Safety*

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