

# POSITION DESCRIPTION



<b>POSITION TITLE:</b>	Works Supervisor	<b>DEPARTMENT:</b>	Infrastructure & Assets
<b>REPORTS TO:</b>	Works Coordinator - Construction		
<b>CLASSIFICATION:</b>	Grade 8 - 9	<b>BASIS OF EMPLOYMENT:</b>	Permanent Full Time 38 Hour / 4 day week
<b>AWARD:</b>	Local Government (State) Award	<b>LOCATION:</b>	Dungog Shire Council Works Depot

## POSITION OBJECTIVE

Works Supervisor – Works is primarily responsible for the provision of supervisory and technical assistance in Capital Works Projects. The role may also be responsible for other construction, maintenance and operation activities on urban and rural roads, drainage, bridges, parks, reserves and other associated works.

## CORE DUTIES

Duties shall be primarily based on the day to day operations of Council's Infrastructure & Assets Department in the Works area and will include but not be limited to:

- Provide construction, maintenance and reconstruction services to the community for all public roads, bridges and associated infrastructure within the road reserve;
- Plan, co-ordinate and supervise plant, materials, contractors and staff involved in civil maintenance and construction activities to ensure maximum efficiency and effective use of those resources;
- Set out works for construction and undertake level control to ensure compliance with designs/instructions;
- Arrange for utility service locations that may affect works and co-ordinate with service providers for adjustment/relocation of services.
- Carry out minor design works on assigned projects.
- Ensure work is completed in accordance with agreed standards for time, cost and quality. Advise Works Supervisor and/or customer promptly when standards are not likely to be satisfied and remedial action is required;
- Ensure Council assets and property under your control are secured to minimise risk of loss or damage;
- Estimating quantities of materials required to complete works/projects;
- Complete relevant documentation including timesheets and plant hire sheets, and ensure correct cost allocation;
- Ensuring that Daily Running Sheets (MMS) are completed correctly;
- Arrange for supply and delivery of materials and services in a timely manner;
- Prepare and implement traffic control plans for projects.
- The ability to act in the role of Works Co-Ordinator when required;
- Any other duties to be performed within the scope of the person's skills as directed by the Works Manager.

## AUTHORITY AND ACCOUNTABILITY

- Responsibility for the leadership, direction and control of supervised staff;
- Acts within Council's 'Delegation of Authority – Works Supervisor';
- Comply with Council's 'Code of Conduct' and provide leadership to Works staff in this area;
- Ability to monitor and control budgets for relevant programme areas;
- Reports to management on any projected variances to budget allocations;
- Ability to formulate programmes taking into account a large number of factors and issues to meet community needs and Council outcomes;

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- Ability to analyse issues and provide relevant information to management.
- Ability to investigate and assess infrastructure and provide reports and advice on assessments undertaken;
- Project an image of Council which is courteous and efficient;
- Respond to all requests from the public in a prompt and courteous manner;
- Adopt and encourage the principles of continuous improvement to customer service;
- Provide current and accurate information to Management and other Council Departments as required;
- Provide construction and maintenance services to customers as fee for service private works.

### **JUDGEMENT & PROBLEM SOLVING**

- The position has a high level of independence in determining direction and approach to issues – assistance is available for more complex situations;
- Problems are solved through analytical reasoning and integration of wide ranging information;
- Ability in the use of effective decision making and problem solving techniques/processes to identify innovative solutions to complex problems;

### **SPECIALIST KNOWLEDGE & SKILLS**

- The position requires advanced knowledge and skills in a broad range of areas where analysis of complex information and options are involved;
- Plan civil maintenance and construction activities to ensure maximum efficiency and effective use of resources;
- Estimate quantities of materials required to complete works/projects;
- Basic knowledge of Asset Management principles;
- Provide accurate estimates for construction and maintenance projects;
- Set up planned environmental measures and ensure they operate effectively;
- Monitor the ongoing effectiveness of environmental protection measures and suggest improvements where required.

### **MANAGEMENT SKILLS**

- Proven ability to manage projects and to organise, plan, lead and co-ordinate the activities of work groups to proactively resolve issues with minimal guidance;
- Demonstrated ability to lead, motivate, develop and manage a diverse range of staff to achieve Council's goals and objectives in a complex and changing environment;
- Ability to manage and control staff, budgets and work programmes within the Works Department;
- Ability to manage time and set priorities in complex pressure situations to achieve major outcomes;
- Ensures adequate resources are available, within budgetary constraints, for achievement individual projects

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#### **INTERPERSONAL SKILLS**

- Demonstrated ability to communicate and interact at all levels on technical advice and policy issues to both internal and external clients;
- Provide leadership, direction and support to all staff under direct supervision and embrace a culture of continuous improvement, teamwork and customer service excellence;
- Provide clear communication to staff and involve staff in determination of the most appropriate solutions to problems;
- Keep staff regularly informed in all facets regarding the relevant works area;
- Provide regular and constructive feedback to relevant staff and promote training opportunities according to Council's policies and procedures;
- Provide advice and counselling of staff when inappropriate performance or behaviour is encountered;
- Ability to perform successful negotiation and conflict resolution to achieve satisfactory outcomes;
- Resolve staff problems, issues or grievances equitably;
- Provide input into the recruitment of new staff based on equity of opportunity and merit;
- Promote equity of opportunity and access for all;
- Act as the interface between relevant works staff and management.
- Highly developed verbal and written skills to be applied in a wide range of circumstances with minimal guidance and direction;

#### **RISK MANAGEMENT AND SAFETY**

- Actively promote risk management principles to relevant works staff;
- Assist in the ongoing development and implementation of Council's WHS Management System;
- Undertake duties with compliance to the WHS Act and Regulations, WorkCover Codes of Practice, Australian Standards and Council's WHS policies and procedures;
- Ensure that WHS risk assessments and reporting of incidents and accidents are undertaken and any issues raised are appropriately managed;
- Complete or review Incident Reports for all accidents or incidents in the workplace;
- Notify WHS Co-ordinator of accidents involving injury immediately and complete Accident Report Forms and provide input for WorkCover notification;
- Potentially hazardous situations are rectified or reported immediately to the Works Manager.
- Participate in annual risk management audits for the works area;
- Ensure all works are undertaken in accordance with statutory and common law requirements.

#### **OTHER FUNCTIONS AND RESPONSIBILITIES**

- Undertake training in accordance with training programmes and statutory requirements;
- Undertakes specific projects as required.

#### **PHYSICAL DEMANDS**

The physical demands described in the job demands checklist are representative of those that must be met by an employee to successfully perform the essential functions of this job. Reasonable accommodations may be made to enable individuals with disabilities to perform essential functions. Please refer to the job demand checklist which accompanies this position description.

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#### QUALIFICATIONS AND EXPERIENCE – SELECTION CRITERIA

##### Essential

- Advanced qualifications (Certificate IV or equivalent) in Works Supervision or a related discipline **AND/OR** at least five (5) years practical relevant industry experience in a similar role;
- Extensive experience managing road and bridge construction and maintenance activities – particularly road construction experience;
- Strong people management, leadership and communication skills;
- WorkCover WHS Induction Training for Construction Work;
- Competence in the operation of small plant and equipment (eg Chainsaw);
- Proven interpersonal, verbal and written communication skills;
- Proven ability to work as part of a self managed work team;
- Literacy and Numeracy to year 10 or equivalent;
- Working knowledge of WHS Act and practices;
- Class C Driver's licence.

##### Desirable

- Class MR or higher Driver's Licence;
- Experience and/or qualifications in the operation of earthmoving plant and equipment;
- Extensive knowledge of stabilising techniques and practices;
- Extensive knowledge of bitumen sealing practices;
- Traffic Controller, Implementer and Prepare Work Zone Traffic Management Plans qualification;
- Current First Aid Certificate.

#### AUTHORISATION

**General Manager:** Gareth Curtis **Date:**

**Date originated:** 25 September 2015 **Date last reviewed:**

## JOB DEMANDS CHECKLIST

The purpose of this form is to describe the physical and psychological demands associated with the job. All tasks outlined will be undertaken in accordance with Council's WHS policies and procedures including safe work method statements and risk assessments.

<b>POSITION:</b>	Works Supervisor
<b>EMPLOYMENT TYPE:</b>	Permanent - Full Time
<b>HRS P/W:</b>	38 hour - 4 Day week
<b>REVIEW DATE:</b>	4 March 2020
<b>REVIEWED BY:</b>	Nigel Atkins

<b>O</b>	Occasional	Activity exists up to 1/3 of the time when performing the task
<b>F</b>	Frequent	Activity exists between 1/3 and 2/3 of the time when performing the task
<b>C</b>	Constant	Activity exists more than 2/3 of the time when performing the task
<b>R</b>	Repetitive	Activity involves repetitive movements
<b>NA</b>	Not Applicable	

PHYSICAL DEMANDS OF JOB TASKS (MANUAL HANDLING)		IF SPECIFIC DETAILS AVAILABLE, PROVIDE MORE INFORMATION	O	F	C	R	NA
Kneeling/Squatting	Tasks involve flexion/bending at the knees and ankle, possibly at the waist in order to work at low levels	Manual tasks, concrete pours, etc		✓			
Leg/Foot Movement	Tasks involve use of the leg and or foot to operate machinery	Operation of vehicle.		✓			
Hand/Arm Movement	Tasks involve use of hands/arms – e.g. stacking, reaching, typing, mopping, sweeping, sorting, and inspecting.	Manual tasks, tool operation, etc			✓		
Bending/Twisting	Tasks involve forward or backward bending or twisting at the waist.	Manual tasks, concrete pours, etc		✓			
Standing	Tasks involve standing in an upright position without moving about		✓				
Driving	Tasks involve operating any motor powered vehicle and/or plant item	Utility, truck and small plant operation			✓		
Sitting	Tasks involve remaining in a seated position during task performance	Utility, truck and small plant operation			✓		
Reaching	Tasks involve reaching overhead with arms raised above shoulder height or forward reaching with arms extended.	Manual tasks, concrete pours, etc	✓				
Walking/Running	Tasks involve walking or running on even surfaces	Uneven ground on worksites, etc		✓			
	Tasks involve walking on uneven surfaces, steep slopes and whilst pushing/pulling objects	Survey and job set out		✓			
Climbing	Tasks involve climbing up or down stairs	Stairs, Ladder usage, etc	✓				
Working at heights	Tasks involve making use of ladders, foot stools etc. anything where the person stands on an object other than the ground.			✓			
Lifting/Carrying	Tasks involve raising/lowering or moving objects from one level/position to another, usually holding an object within the hands/arms			✓			
	1. Light lifting/carrying (0-9 Kg)			✓			
	2. Moderate lifting/carrying (10-15 Kg)	Equipment, etc		✓			
Restraining	Tasks involve restraining animals/objects/other						✓
Pushing/Pulling	Tasks involve pushing/pulling objects away from or towards the body. Also includes striking or jerking.	Placement of survey pegs		✓			
Grasping	Tasks involve gripping, holding, clasping with fingers or hands.	Tool usage, etc			✓		
Manual Dexterity	Tasks involve fine finger movements, hand/eye coordination.	Tool usage, etc			✓		

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<b>SENSORY DEMANDS OF JOB TASKS</b>		<b>IF SPECIFIC DETAILS AVAILABLE, PROVIDE MORE INFORMATION</b>	<b>O</b>	<b>F</b>	<b>C</b>	<b>R</b>	<b>NA</b>
Sight	Tasks involve use of eyes (sight) as an integral part of task performance – i.e. looking at screen/keyboard in computer operation, etc.					✓	
Hearing	Tasks involve working in a noisy area – e.g. pump rooms, workshop and/or operation of noisy machinery/equipment	Worksites, workshop, etc		✓			
Smell	Tasks involve the use of the smell senses as an integral part of the task performance – e.g. working with chemicals, dusty environments.		✓				
<b>PSYCHOLOGICAL DEMANDS</b>							
Managing high turnover of work.					✓		
Supervising multiple staff.		Staff, Contractors, etc				✓	
Tasks involving the management of Council's cemetery facilities, grave digging, placement of headstones.			✓				
Tasks involving disposing/handling of deceased animals.			✓				
<b>PSYCHOSOCIAL DEMANDS</b>							
Tasks involve interacting with distressed people			✓				
Tasks involve interacting with people with mental illness/disability			✓				
<b>EXPOSURE TO CHEMICAL HAZARDS</b>							
Gases	Tasks involve working with gases		✓				
Liquids	Tasks involve working with liquids which may cause skin irritations if contact is made with skin – e.g. dermatitis		✓				
Hazardous Substances	Tasks involve handling hazardous substances including storage and or transporting.		✓				
<b>WORKING ENVIRONMENT</b>							
Working outdoors	Exposure to all weather conditions, sunlight, wind, rain, varying temperatures.					✓	
Working indoors	Working in indoor environments, exposure to air conditioning.		✓				
Working with public	Customer service, complaint handling, dealing with telephone, and or face to face enquiries.			✓			
Working with Children	Working at a Council operated facility where children use that facility.	Road and Park maintenance as required	✓				
Working with animals	Tasks involving Council's saleyard operations, pound keeping operations, animal control.						✓
Working in confines spaces	Tasks involving entering confined spaces.		✓				
Working in remote locations	Tasks involving working in remote locations with limited communications available.		✓				
Biological Products	Tasks involving working with waste, refuse.		✓				