



## INFORMATION PACKAGE

### POSITION VACANT

#### 2 X ASSISTANT WORKS SUPERVISORS MORUYA

- 1 X PERMANENT POSITION
- 1 X FIXED TERM POSITION (UNTIL JUNE 2022)

REF NO: ESC506

**CLOSING DATE: 4.30PM FRIDAY 29 OCTOBER 2021**

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Thank you for enquiring about this position.  
If, after reading the information in this package, you would like further information please contact Scott Cunningham on 0417 461 466.



**Collaborative Respectful Team Spirit Professional Open + Trusting**



## Important Information

Use our on-line application system to apply for this position. This can be accessed through the Vacant Positions section of Council's website [www.esc.nsw.gov.au](http://www.esc.nsw.gov.au)

## Claims against the selection criteria

This is the most important part of the application:

- Only applicants who address the selection criteria will be considered for the position.
- The job description outlines the duties of the role and describes the selection criteria that your application will be checked against. It is recommended that you include examples where you can.
- Selection for interview is based on the responses you make to these criteria.
- The selection criteria are mandatory fields in the online application system and you will be required to provide a response to these criteria as part of the application process.

## Prepare your resume (or CV)

- Prepare or update your resume (or CV) including your personal details, education and training, any relevant licences or certificates, employment history and contact details for at least two referees.
- Save your resume as a Microsoft word document or a PDF document, so it is ready for you to attach to your online application.
- Your resume should include a description of your skills, knowledge, personal qualities, experience and how they relate to the position.

Upload your resume, complete all sections of the online process and press submit to lodge your application.

Confidential referee checking will be carried out to verify the information provided in your application and at the interview. We will not contact any of your nominated referees without seeking your permission first.

For further information on how to make a great application don't hesitate to contact the Council's recruitment team on (02) 4474 1016.



## Position Description

### 2 x Assistant Works Supervisors

<b>Position Code</b>	174 – Permanent 395 – Fixed Term
<b>Division</b>	Works
<b>Location</b>	Moruya Depot
<b>Band/Level</b>	Operational Band 1 Level 4

#### Council values

The Eurobodalla Shire Council is guided by organisational values of collaboration, respect, team spirit, professionalism and openness and trust. These values contribute to the organisation's strategic direction and assist with decision making.

Our values represent 'the way we do things' and underpin the range of professional relationships we have with others in our day-to-day work. By reflecting and upholding our values throughout the organisation, we can make a positive difference for our community and our colleagues.

We are proud to be an equal employment opportunity employer. We have a strong commitment to enhancing equality of employment opportunities for all people, including those from diverse and minority backgrounds.

     <b>Our values</b>	<b>We are collaborative</b>	We ask for and share ideas, insights and knowledge. We find strength and reward in working together.
	<b>We are respectful</b>	We show respect and compassion to each other and our community. When there are issues, we go to the source.
	<b>We show team spirit</b>	We nurture and value our relationships, bringing out the best in each other.
	<b>We are professional</b>	We act with integrity, take pride in our work and always think first of our community. We aim for excellence in all that we do.
	<b>We are open and trusting</b>	We are upfront and sincere and trust our colleagues to respect our honesty and vulnerability. We look for the best in people and expect that in return.

## Primary purpose of the position

To assist Works Supervisor to prepare, control and monitor a project in construction work or maintenance activity. To assist to realise a safe and well organised project. Undertake control and responsibility of small construction and maintenance activities.

## Main duties and key result areas (KRA)

1. Assist in the preparation, control and monitoring a work project for construction works or maintenance activity in area of responsibility, including assisting in project planning, monitoring, reporting on expenditure vs. budget, document control and preparing estimates including during supervisors absence.  
*KRA: Works effectively planned in advance to permit safe, well-organized allocation and use of resources including plant, materials, staff, sub-contractors and service providers. Agreed level of service is achieved. Programmed works are carried out as scheduled. Budgets are drafted satisfactorily, monitored to identify anomalies and reported on, as project progresses. All project documentation is accurate and timely.*
2. Assist in the management of staff, contractors, and sub-contractors including work team performance feedback and training in doing construction and maintenance projects.  
*KRA: Project outcomes meet quality, safety and environmental obligations. A willing team environment is maintained. Positive communication is maintained with staff, contractors, public and others. All parties work constructively to achieve project outcomes in accordance with Council Policy and Procedures. Assist in regular team feedback, to promote service delivery improvement, remedy non-conformance and identifying staff training opportunities.*
3. Actively undertake physical labouring and other related construction or maintenance manual activities.  
*KRA: Tasks carried out safely using correct tools and equipment. Tasks are completed in a safe, timely manner to an acceptable industry standard without guidance*
4. Assist in providing customer service and liaison with the public, other service providers and government departments in relation to construction and maintenance projects and enquiries.  
*KRA: Positive communications with all parties is maintained. Eurobodalla Shire Council customer service reputation maintained or enhanced and response times meet Council Standards.*
5. Assist in the arrangement of quotations, prepare estimates and provide important technical interpretation for projects or elements of projects.  
*KRA: Quotations and estimates prepared to the required specification allowing for project contingency, WHS, other legislative requirements and standards to be achieved. Tasks are well presented, accurate and timely.*

6. Actively participate in the continuous improvement of Council's construction and maintenance activities.

*KRA: Workplace underperformance and inconsistencies are reported to supervisor. Suggestions for workplace performance improvement provided to supervisor. Improvements to focus on safety, performance reporting, productivity gains, quality and value for money aspects related to Council's construction and maintenance activities.*

7. Within area of responsibility, ensure
  - \* the application of EEO and Diversity principles, and
  - \* the health and safety of all persons through the implementation of, and compliance with Council's WHS Policy and procedures.

*KRA: WHS Policy and WHS system implemented together with demonstrated compliance with EEO and Diversity principles and practices.*

## Qualifications/Experience (Selection Criteria)

### Essential

1. Demonstrated commitment to supervise, mentor and create willing work teams and contractors to achieve work program obligations.
2. Appropriately correlated Certificate III qualifications (or ability and willingness to obtain).
3. Significant demonstrated relevant experience in the expected work environment of road construction.
4. Proven related ability to assist in the control and monitoring of projects in Council's construction and maintenance setting.
5. Developed technical field skills to competently undertake practical components of Council's construction and maintenance activities.
6. Basic understanding and experience in plant capabilities and outputs used in the construction and maintenance area.
7. Willingness and ability to successfully undertake physical labouring tasks associated with Council's maintenance and construction activities.
8. Developed oral and written workplace communication skills.
9. Developed literacy and numeracy skills.
10. Developed computer literacy skills.
11. Demonstrated knowledge of, or an ability to quickly gain knowledge of, Council's WHS Policy and WHS System and EEO and Diversity related policy and practices.

### Desirable

1. Higher qualifications held in relation to this work environment.

## Licence requirements

The following is the list of licence requirements for this role:

### Mandatory licences required prior to commencement

1. Class LR licence (or current Class C driver's licence with willingness and ability to obtain LR soon after commencement).
2. WorkCover WHS Induction Construction (white card) certificate (or willingness and ability to obtain prior to commencement).
3. Traffic – Traffic Controller (or willingness and ability to obtain prior to commencement).

### Mandatory licences required to obtain with Council assistance if not currently held

1. Traffic – Implement Traffic Control Plans
2. Chainsaw – Operate a Pole Saw
3. Chainsaw – Trim & Cut Felled Trees Manually
4. Quick Cut Saw Operations
5. First Aid

**The requirements outlined in Council's Policies and Codes of Practice  
apply to all employees of Council.**

**EMPLOYEE:** Vacant  
**SUPERVISOR:** Works Supervisor  
**DATE:** September 2021

## CONDITIONS OF EMPLOYMENT

Position Title:	2 x Assistant Works Supervisors <ul style="list-style-type: none"> <li>1 x permanent position</li> <li>1 x fixed term position (to June 2022)</li> </ul>						
Reference Number:	ESC506						
Grading:	Grade Range of 7 to 9 of Council's salary system. Appointment to a particular grade will be commensurate with the level of qualifications and experience of the successful candidate.						
Salary Range:	In the range of \$2,438.84 to \$2,753.88 gross per fortnight comprised of: <ul style="list-style-type: none"> <li>* \$2,183.73 to \$2,470.13 base salary,</li> <li>* \$33.40 Adverse Working Conditions Allowance, plus</li> <li>* \$221.71 to \$250.35 superannuation (calculated at 10%)</li> </ul>						
Award:	Local Government (State) Award 2020						
Probation:	A probationary period of three months applies to new staff members. Ongoing employment is subject to successful completion of the probationary period.						
Pre-placement Medical:	An offer of employment for this position is subject to medical clearance to verify that you are safely able to undertake the duties of the position. Pre-placement medical examinations are at Council's expense.						
Hours of Work:	Full-time, 76 hours per fortnight with hours currently arranged: <table> <tr> <td>Mon to Thurs</td><td>6.55am to 4.05pm</td></tr> <tr> <td>Fri – Week 1</td><td>6.55am to 2.05pm</td></tr> <tr> <td>Fri – Week 2</td><td>RDO</td></tr> </table> with variations from time to time to meet work requirements.  ESC has a Council Agreement which provides for flexibility in working hours by individual agreement between employees and managers.	Mon to Thurs	6.55am to 4.05pm	Fri – Week 1	6.55am to 2.05pm	Fri – Week 2	RDO
Mon to Thurs	6.55am to 4.05pm						
Fri – Week 1	6.55am to 2.05pm						
Fri – Week 2	RDO						
Location:	Based from the Moruya Depot and required to work at various locations across the Shire.						



Leave Entitlements:

4 weeks annual leave per full year of service. Annual leave accrues progressively over a 12 month service period and accumulates from year to year.

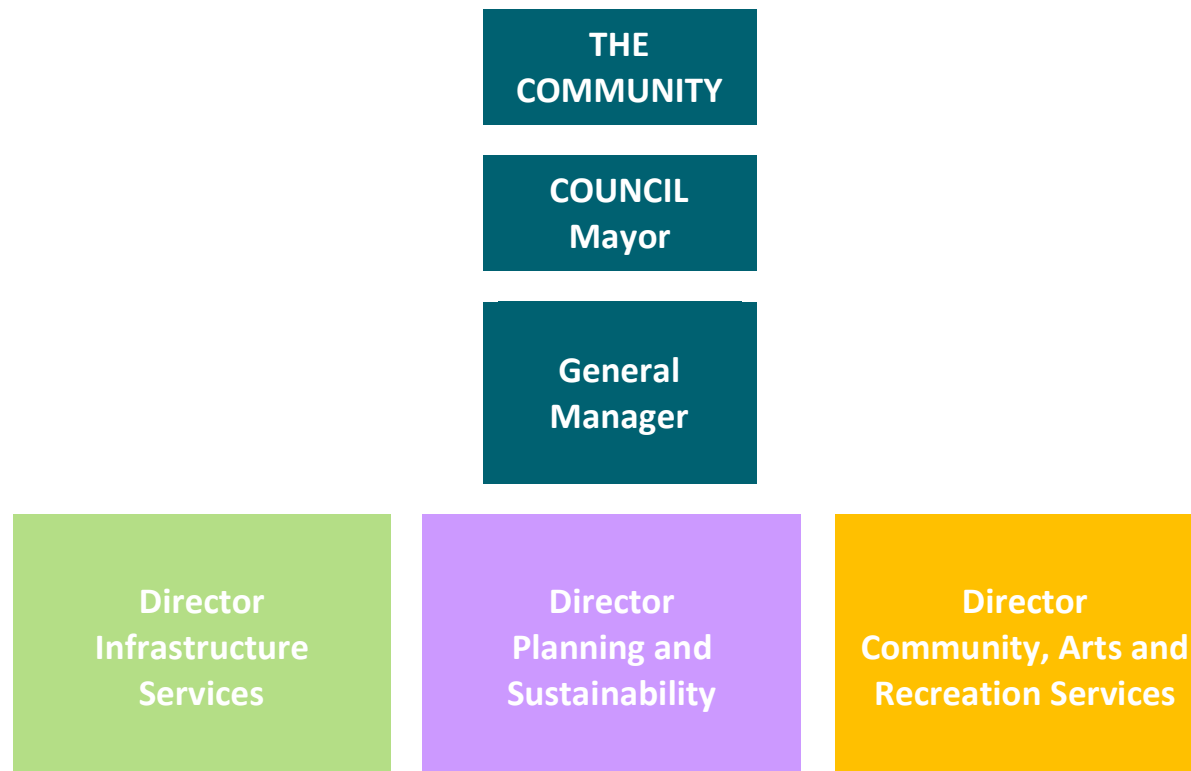
3 weeks sick leave on commencement. Additional 3 weeks accumulated on each anniversary of appointment.

ESC is committed to a safe and mentally and physically healthy workplace environment. Council is an equal employment opportunity employer with a smoke free work environment. We encourage applications from people of Aboriginal/Torres Strait Island backgrounds, people with a disability and their carers, people from non-English speaking backgrounds and women.



## EUROBODALLA SHIRE COUNCIL ORGANISATION CHART

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# EUROBODALLA SHIRE COUNCIL

## DIVISION CHART

