

# Eurobodalla Shire Council information package

---

**Position vacant:** Maintenance Supervisor (Batemans Bay)

**Ref no:** ESC764

**Closing date:** Monday 6 February 2023 at 4.30pm

## Contents:

- Important information
- Position description
- Conditions of employment
- Organisation chart

Eurobodalla Shire Council  
PO Box 99 Moruya NSW 2537  
Phone: 02 4474 7378  
Email: [positions@esc.nsw.gov.au](mailto:positions@esc.nsw.gov.au)

Thank you for enquiring about this position.  
If you would like more information after reading this package,  
please contact Zac McAnally on 0427 409 018.

## Important information

---

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

Applicants found suitable through this recruitment process may be contacted for fixed term contract opportunities of less than 12 months where the position is similar in nature – meaning the position requires the same nature of duties, abilities, qualifications, experience and standard of work performance.

## 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 to demonstrate your knowledge and experience.
- 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 please contact Council's recruitment team on 02 4474 7378.

## Position description

---

### Maintenance Supervisor (Batemans Bay)

Position code:	292
Division:	Works
Location:	Batemans Bay Depot
Band/Grade:	Administrative / Technical / Trades Band 3 Level 1

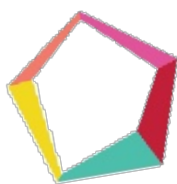
### Council values

At Eurobodalla Shire Council we embrace diversity and inclusion and value the contribution and experience of all our people. We are proud to work on Yuin Country.

Our Council Values represent “the way we do things around here.” We value collaboration, respect, teamwork, professionalism, openness and trust. Our values guide our decision-making and behaviour and underpin the interactions and professional relationships we have with others in our day-to-day work.

Values also contribute to our organisation's strategic direction and reinforce our commitment to creating a safe and mentally and physically healthy workplace. We strive to build a workforce culture that embraces work-life balance, wellbeing, and flexibility.

We encourage applications from people of all backgrounds and abilities.



#### **We are collaborative**

We ask for and share ideas, insights and knowledge.  
We find strength and reward in working together.

#### **We are respectful**

We show respect and compassion to each other and our community. When there are issues, we go to the sources.

#### **We show team spirit**

We nurture and value our relationships, bringing out the best in each other.

#### **We are professional**

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.

#### **We are open and trusting**

We are upfront and sincere and trust our colleagues to respect our honest and vulnerability. We look for the best in people and expect that in return.

## Primary purpose of the position

Prepare, control, and monitor a work project in construction works or maintenance activity. To achieve a safe and well organised project/activity.

## Main duties and key result areas (KRA):

1. Prepare, control and monitor a work project for construction works or maintenance activity in area of responsibility, including project planning, monitoring, reporting on expenditure vs. budget, document control and preparing estimates.

*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. Manage 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. Team feedback is provided regularly, to promote service delivery improvement, remedy non-conformance and staff training opportunities identified.*

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. Provide customer service and/or 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 and/or enhanced and response times meet Council Standards.*

5. Arrange 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 criteria

1. Demonstrated ability to supervise, mentor and create willing work teams and contractors to achieve work program obligations.
2. Certificate IV in Civil Construction Supervision or equivalent qualification (or willingness and ability to obtain with Council assistance).
3. Significant demonstrated relevant experience in the civil construction and/or civil maintenance work environment.
4. Proven related ability to control and monitor projects on state roads on behalf of T4NSW and in Council's construction and maintenance setting.
5. Established technical field skills to competently undertake all practical components of construction and maintenance activities likely to be undertaken by Council. Including on state roads on behalf of T4NSW under the Routine Maintenance Council Contract.
6. Well-rounded understanding and experience in plant capabilities and outputs used in Council's civil construction and civil maintenance area.
7. Willingness and ability to successfully undertake physical labouring tasks associated with Council's civil maintenance and civil construction activities.
8. Well-developed oral and written workplace communication skills, coupled with well-developed literacy and numeracy skills and computer literacy.
9. 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 in position related work discipline.
2. Knowledge of TfNSW M3 specification.

## Licence and qualification requirements

### Mandatory licences and qualifications required prior to commencement

1. Current Class LR driver's licence (or Current Class C and willingness and ability to obtain LR prior to commencement).
2. General Construction Induction Card (White Card) (or willingness and ability to obtain prior to commencement).
3. Traffic – Traffic Controller (or willingness and ability to obtain prior to commencement).
4. Traffic – Implement Traffic Control Plans (or willingness and ability to obtain prior to commencement).

### Mandatory licences and qualifications required to obtain with Council assistance (if not currently held)

- First Aid Certificate.
- Chainsaw – Operate a Pole Saw.
- Chainsaw – Trim & Cut Felled Trees Manually.
- Working Safety near Live Electrical Apparatus.
- Handle Dangerous Goods.
- TfNSW M3 Specification Certification
- Frontend Loader Assessment (on Council Site only).

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

Supervisor:

Maintenance Coordinator

Date:

January 2023

## Conditions of employment

---

Position title:	Maintenance Supervisor (Batemans Bay)
Reference number:	ESC764
Grading:	Grade 10 of Council's salary system
Salary range:	<p>In the range of \$2,739.65 to \$2,924.65 gross per fortnight comprising:</p> <ul style="list-style-type: none"><li>• \$2,444.36 to \$2,611.78 base salary,</li><li>• \$34.96 Adverse Working Conditions allowance, plus</li><li>• \$260.33 to \$277.91 superannuation (calculated at 10.5%)</li></ul>
Vehicle:	A fully maintained Council vehicle for to/from home use is available with this position.
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:	<p>Full-time, 76 hours per fortnight with hours currently arranged:</p> <p>Monday to Thursday 6.55am to 4.05pm Fri – Week 1 6.55am to 2.05pm Fri – Week 2 RDO</p> <p>with variations from time to time to meet work requirements.</p> <p>Eurobodalla Shire Council has a Council Agreement which provides for flexibility in working hours by individual agreement between employees and managers.</p>
On-Call	When required by Council, participation in an on-call roster is part of this position. An allowance is paid when on-call.
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.

---

Eurobodalla Council is committed to a safe and mentally and physically healthy workplace environment. Eurobodalla Council is an equal employment opportunity employer with a smoke free work environment. We work on Yuin Country.

We encourage applications from people of all backgrounds and abilities.



## Organisation chart

