

# Eurobodalla Shire Council information package

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**Position vacant:** 3x Assistant Works Supervisor

**Ref no:** ESC892

**Closing date:** Tuesday 2 April 2024 at 11:00pm

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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 Greg Knight on 0417 049 911.

## Important information

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Use our online 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-at-council](http://www.esc.nsw.gov.au/jobs-at-council).

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

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### 3x Assistant Works Supervisor

Position code:	Various
Division:	Works
Location:	Various locations in the Eurobodalla
Band/Grade:	Operational Band 1 Level 4 – Grade 7-9

### 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

To assist Works Supervisor to prepare, control and monitor a project in construction work or maintenance activity. To assist in creating 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 the supervisor's absence.  
*KRA: Works effectively planned in advance to permit safe, well-organised 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 and 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
- 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. Relevant Certificate III qualification/s or willingness to complete with Council assistance.
2. Significant experience working in a construction/maintenance environment with a basic understanding of machinery items and equipment, as well as their capabilities and outputs.
3. Willingness and ability to do physical labouring duties for Council's construction/maintenance tasks.
4. Can competently supervise and mentor teams and contractors to meet work obligations and able to assist with monitoring Construction/Maintenance projects.
5. Developed oral and written communication skills.
6. Developed literacy, numeracy and computer skills.
7. 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.

## Licence and qualification requirements

### Mandatory licences and qualifications required prior to commencement

1. Current Class LR driver's licence (or current Class C driver's licence with willingness and ability to obtain LR soon after commencement).

2. General Construction Induction Card (White Card) (or willingness and ability to obtain prior to commencement).

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

1. Traffic Controller.
2. Implement Traffic Control Plans.
3. First Aid.
4. Quick Cut Saw Operations.
5. Chainsaw - Operate a Pole Saw.
6. Chainsaw - Trim & Cut Felled Trees.
7. Working Safely near live electrical apparatus.

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

Supervisor:	Works Supervisor
Date:	March 2024

## Conditions of employment

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Position title:	3x Assistant Works Supervisor
Reference number:	ESC892
Grading:	Grade 7 to 9 of Council's salary system
Salary range:	<p>In the range of \$2,624.25 to \$3,070.12 gross per fortnight comprising:</p> <ul style="list-style-type: none"><li>• \$2,327.63 to \$2,729.31 base salary</li><li>• \$36.56 Adverse Working Conditions allowance</li><li>• \$260.06 to \$304.25 superannuation (calculated at 11%)</li></ul>
Award:	Local Government (State) Award 2023
Probation:	A probationary period of three months applies to new staff members. Ongoing employment is subject to successful completion of the probationary period.
Pre-employment 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-employment medical examinations are at Council's expense.
Hearing test:	A hearing test must be completed within eight weeks from the date of offer. A copy of the report must be provided to WHS for review in order for probation to be signed off.
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>
Location:	Based from the Moruya, Narooma or Batemans Bay 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.

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## Organisation chart

