

POSITION DESCRIPTION

SITES SUPERVISOR - BUILDING PROJECTS

POSITION NUMBER	3197 / 3045 / 3053
DIRECTORATE	Assets and Infrastructure
SECTION	Project Delivery
REPORTS TO	Coordinator Building Projects
DIRECT REPORTS	Nil
GRADE	13
CONDITIONS OF EMPLOYMENT	Local Government (State) Award 2017
DATE PREPARED	August 2017
DATE LAST UPDATED	April 2019

1. PURPOSE OF THE POSITION

To coordinate and supervise the planning, procurement, construction and execution of key building projects listed in the Community Strategic Plan and Operational Plan.

2. KEY ACCOUNTABILITIES

- 1.1 Identify and supervise key building projects listed in Community Strategic Plan and Operational Plan
- 1.2 Prepare consultancy briefs, develop Tender and / or Request for Quotation documentation, project manage consultants and/or contractors (including budget, processing progress claims, construction programs and project timetables, service delivery and general contract administration) to ensure outcomes are achieved and procurement processes are adhered to.
- 1.3 Seek out and apply for grant funding for key building projects listed Community Strategic Plan and Operational Plan
- 1.4 Manage public consultation and participation in Council's building projects delivery
- 1.5 Develop innovative and practical solutions to complex and potentially sensitive building project matters
- 1.6 Liaison with project stakeholders, including delivering key project messages and receiving and collating feedback

3. WORKPLACE HEALTH AND SAFETY

'There is always time to work safely'. We all have a responsibility for Workplace Health and Safety. All employees must observe safe work practices and operating procedures and comply with the requirements of the WHS legislation and Council's Policies and Procedures relating to Workplace Health and Safety.

4. MODEL CODE OF CONDUCT

Council's Model Code of Conduct sets out minimum standards of conduct that is expected of employees and which we must adhere to. Employees must be impartial and fair in dealings with residents, customers, suppliers, general public and with each other in order to retain trust, confidence and support.

5. EQUAL EMPLOYMENT OPPORTUNITY

Georges River Council wants to build a workplace free from discrimination and harassment. It is the responsibility of all employees to ensure that they treat all colleagues and customers with respect and professionalism without regard to non-relevant criteria or distinctions.

6. COUNCIL'S POLICIES, MANAGEMENT GUIDELINES AND PROCEDURES

Comply with all Council's Management Guidelines, Policies and Procedures

7. CUSTOMERS

- 7.1 Provide effective service to Council customers and the community
- 7.2 Provide effective service to internal customers
- 7.3 Present a positive image of Council

8. LIMITS OF AUTHORITY

Please note that this position holds delegations pursuant to section 378 of the Local Government Act. Responsibilities are to be exercised in accordance with Council's Delegations of Functions.

9. SELECTION CRITERIA

Qualifications, Certificates & Licences

- 9.1 Tertiary qualifications in Building, Construction or Civil Engineering;
- 9.2 Qualification in Project Management
- 9.3 Workcover Construction Industry Induction (White Card)
- 9.4 Class C Drivers Licence

Essential

- 9.5 Extensive experience in building works project management with comprehensive knowledge of construction techniques and methods for projects including aquatic centres, amenities buildings, office refurbishment, sporting facilities and general building construction.
- 9.6 Demonstrated experience in engaging stakeholders and the community
- 9.6 Demonstrated experience in budget and contract administration
- 9.7 Demonstrated effective verbal and written communication skills, including the ability to draft correspondence and reports
- 9.8 Demonstrated working knowledge of Australian Building Standards
- 9.9 Proven experience in Risk Management
- 9.10 Demonstrated knowledge of Work Health and Safety legislation
- 9.11 Be proficient in MS Office, ideally including Microsoft Project.

Desirable

- 9.12 Previous local government experience

EMPLOYEE ONLY

I have read and understand the content of this Position Description and undertake to meet the key accountabilities in an appropriate manner.

Employee Name: _____

Signature: _____

Date: _____

MEDICAL ASSESSMENT (People and Culture Use Only)

PP1 - Comprehensive pre-employment medical assessment excluding physio with drug and alcohol test