Position Description

|  |  |
| --- | --- |
| **Position Title:** |  **OVERSEER**  |
| **Department:** | **INFRASTRUCTURE SERVICES** |
| **Award Band and Level:** | **B3 L21** |
| **Salary Grade:** | **GRADE 13** |
| **Last Review Date:** | **January 2019** |

**POSITION REPORTS TO:**

Works Manager

RMCC Projects Officer

**POSITIONS REPORTING TO THIS ONE:**

* Gangers
* Road Workers
* Plant Operators
* Contractors

**INTERNAL LIAISON:**

* Engineering Support Staff
* Operational staff
* Corporate Service Staff

**EXTERNAL LIAISON:**

* Contractors, consultants, suppliers and funding bodies
* Community representatives
* Residents and ratepayers

###### DEPARTMENT OBJECTIVES:

To provide high standard Engineering Services to the community including:

* The provision of effective engineering design work.
* Efficient infrastructure construction and maintenance.
* The delivery of sufficient Water as required.
* The provision of reliable Sewerage services.
* The maintenance of functional Public Parks, Recreational areas, the Aquatic Centre and the Aerodrome.
* The effective availability of allocated plant and equipment.
* The effective control of weeds.

###### POSITION OBJECTIVES:

To implement the effective and efficient use of resources as directed in order to ensure maintenance and construction works outcomes, under supervision of the Works Engineer, including:

* Construction of roads and drainage in a cost efficient and operationally effective manner.
* Ensure that all works meet quality, safety and environmental requirements, including those of engaged Contractors.
* Ensure work teams complete tasks effectively and efficiently through best practice and continuous improvement.
* Participate in the configuration and delivery of the capital works program, maintenance program in time and budget.
* Carry out thorough inspections of Council’s gravel and sealed roads on a regular basis to determine priorities for maintenance.
* Carry out routine inspections of councils Assets.
* Coordinate and prioritise completing of defects within the budget.

###### OPERATIONAL PLAN REFERENCE:

Pages 80-98.

**KEY RESPONSIBILITIES:**

1. To ensure that all directions are communicated to staff and that works are completed within Councils Quality, Environmental and Work Health and Safety Management Plans.
2. To exercise all delegated functions, duties and responsibilities and implement without delay any decisions and / or directives flowing from Management decisions on works related matters.
3. Conforming to existing Council strategies and plans, initiate and deliver works objectives, projects and tasks to develop and maintain essential community infrastructure.
4. To implement safety of all worksites under this positions control as required by Council policies and the WH&S Act and associated regulation.
5. Deliver the capital works and maintenance program on time and within budget, (this includes but not restricted to Reseals, Kerb and gutter, Pavement upgrades, stormwater, footpath, Cycleway.
6. To manage the on the ground completion of Council’s Capital and Maintenance programs, including resource allocation, quality, environmental and WH&S management.

**TASKS:**

1. Manage resources as directed to deliver maintenance and construction works.
2. Conformance to the approved budget and the day to day delivery of the weekly works program.
3. Through the Works Manager, RMCC Project Officer and other Overseers provide reports on service delivery, works programs & budget control as required.
4. Ensure that work teams have clearly defined supervisory structures, work objectives and outcomes as directed, including:
* Ensure initial inductions for teams on plans, objectives and achievements
* Monitor worksites through regular site inspection and team meetings
* Monitor Budgets and timing of works
* Accurate and timely handling of all grievances and disciplinary issues
* Promoting ownership and pride in the organisation through leadership, on the job training, delegation, recognition and fairness
1. Ensure all work is conducted to existing Work Cover NSW standards and Council policy by qualified and experienced staff.
2. Ensure comprehensive risk management practises are in place within the works team, are adhered to and are being regularly monitored.
3. Ensure the regular and effective passage of information.
4. Ensure that Capital and maintenance programs are completed within required Quality, WH&S and Environmental requirements.

###### DELEGATIONS

**1. ADMINISTRATIVE**

* Complete site inductions for sites under this positions control.
* Monitor and sign off on risk assessments.
* Ensure that all quality requirements are completed for resealing, heavy patching, gravelling and all other works as necessary.
* Ensure that plant pre-start checklists are completed by their staff.
* Timely response to incoming correspondence through Council’s records management system.

**2. FINANCIAL**

* Ensure that all ordering of materials and equipment is in line with relevant Council policy.
* Monitor job budgets under this positions control and alert the Works manager to any deficiencies in a timely manner.
* Ensure security and custodianship of Council’s assets under this positions control.

**CORE COMPETENCIES:**

All Council employees are required to achieve and maintain an acceptable level of competence in the following areas. Assessment will be ongoing with a formal review to occur annually.

In carrying out their duties employees must at all times:

|  |  |  |  |  |
| --- | --- | --- | --- | --- |
| No. | Competency | Yes  |  No | Comment |
| 1 | Demonstrate knowledge of Council’s purpose, structure, values and services. |  |  |  |
| 2 | Display a customer focused attitude both internally and externally  |  |  |  |
| 3 | Communicate in a clear and concise manner |  |  |  |
| 4 | Deliver a high quality service and seek ways to improve work processes |  |  |  |
| 5 | Co-operate with other employees and assist in enhancing team morale. |  |  |  |
| 6 | Demonstrate and maintain a high level of integrity and confidentiality. |  |  |  |
| 7 | Actively discourage all forms of discrimination and harassment.  |  |  |  |
| 8 | Demonstrate an understanding of Council’s Work Health and Safety policies and procedures and conform to all WHS requirements of the job. |  |  |  |
| 9 | Seek to improve performance by gaining new skills and knowledge through training and education. |  |  |  |

|  |  |  |  |  |  |  |
| --- | --- | --- | --- | --- | --- | --- |
| **Assessed Core Competency Level** | **E** | **1** | **2** | **3** | **4** | **Date** |

**POSITION SPECIFIC COMPETENCIES & ACCOUNTABILITY:**

**Authority and accountability:** May be responsible to provide a specialised/technical service and to complete work which has some elements of complexity. Make recommendations within the employer and represent the employer to the public or other organisations.

**Judgement and problem solving:** Problem solving and judgements are made where there is a lack of definition requiring analysis of a number of options. Typical judgements may require variation of work priorities and approaches.

**Specialist knowledge and skills:** Positions have advanced knowledge and skills in a number of areas where analysis of complex options is involved.

**Management skills:** May supervise groups of operational and/or other administrative/trades/technical employees. Employees supervised may be in a number of different work areas, requiring motivation, monitoring and co- ordination to achieve specific outputs.

**Interpersonal skills:** Skills to communicate with subordinate staff and the public and/or negotiation/persuasive skills to resolve disputes with staff or the public.

**Qualifications and experience:** An advanced certificate, associate diploma, appropriate in-house training or equivalent combined with extensive experience in the application of skills in the most complex areas of the job.

# PHYSICAL REQUIREMENTS OF THE JOB

The following table represents the physical environment in which jobholders will be required to operate under normal circumstances based on average daily exposure to the nominated tasks. Additional tasks / requirements can be added.

|  |
| --- |
| WORKING CONDITIONS / PHYSICAL REQUIREMENTS |
| Manual tasks Hw | 2 | Work Indoors | 2 |
| Manual tasks Lt | 2 | Work Outdoors | 2 |
| Repetitive lifting | 1 | High temperatures | 2 |
| Trunk twisting | 1 | Low temperatures | 2 |
| Extended standing | 2 | Operate machinery | 1 |
| Extended kneeling | 1 | Sun protection | 3 |
| Extended reaching | 1 | Safety boots/shoes | 3 |
| Elevating arms above shoulder | 1 | Respirator | 1 |
| Climbing into and from excavations | 1 | Ear protection | 1 |
| Crawling | 1 | Eye protection | 1 |
| Shovelling/digging | 1 | Safety helmet | 2 |
| Frequent bending | 1 | Work at heights | 1 |
| Extended sitting | 2 | Confined spaces | 1 |
| Extended walking | 1 | Extended vibration | 0 |
| Loud noise exposure | 2 | Extended driving | 3 |
| Work on uneven ground | 2 | Extended computer use | 1 |
| Colour vision | 2 | Exposure to chemicals | 1 |
| Depth perception | 1 | Exposure to Hepatitis  | 1 |
| Balance | 1 | Fine manipulation | 1 |

**The Rating system used is:**

0 = No exposure / requirement

1 = Low exposure / requirement

2 = Medium exposure / requirement

3 = High exposure / requirement

**Performance Objectives:**

|  |  |  |
| --- | --- | --- |
| **Objective** | **Tasks** | **Performance Measures** |
| Ensure that all works meet quality, safety and environmental requirements, including those of engaged Contractors | Ensure that all maintenance and to acceptable quality standards | Quality requirements are met |
| Ensure that all maintenance and construction works are completed within Councils RMS Environmental Management Plan requirements | Environmental requirements are met |
| Ensure that all maintenance and construction works are completed within Council policy | Safety requirements are met for all works under this positions control, ie - no recorded breaches, risk assessments, SWMS compliance |
| Inductions are completed highlighting all safety, environmental and quality requirements for all site specific works | Inductions are completed for all site specific works and all paper work is submitted for inclusion in Councils data management system |
| Maintenance of roads and drainage in a cost efficient and operationally effective manner | All works are completed within budget and any budget deficiencies are reported to the Works manager in a timely manner | Works are completed within budget or any deficiencies reported to Works manager in a timely manner |
| Work teams complete tasks efficiently | Staff under this positions control are managed to ensure efficient delivery of the weekly works program |
| Preparation of estimates for private works | Estimates for private works are provided in a timely and effective manner | Private works are accurately costed |
| Ensure work teams complete tasks effectively and efficiently through best practice and continuous improvement | Manage work teams on a day to day basis in line with the weekly works program | Work teams complete tasks as required by weekly works program |
| Ensure that teams are utilised effectively, even during adverse conditions through effective planning (ie – wet weather tasks) | Tasks are identified and listed for wet weather /adverse working condition circumstances |
| Administrative tasks are completed | Ensure that administrative tasks required for all works under this positions control are completed as per Council policies and directives | Timesheets, risk assessments, plant sheets, induction records, plant hire records, invoices, orders, traffic control checklists, etc. |
| Council materials and plant are managed for optimum production | Plant used by staff is kept in safe working order and any issues with the safety or working order of plant is reported to the workshop superintendent appropriately. ie – daily plant checklists, plant sheets |
| Ensure that Council plant is accounted for and in working order | All Council plant is accounted for and maintained as required by plant manuals |
| Works are completed using appropriate materials | All materials used are appropriate for the task |
| All materials are used within safety, environmental and quality guidelines | All materials used are used in accordance with MSDS |
| Ensure that materials are accounted for | All materials are accounted for |

###### RECRUITMENT SELECTION CRITERIA:

 **ESSENTIAL**

1. Minimum of 5 years’ experience in civil works construction and maintenance.
2. Construction Induction Certificate.
3. Work Activity Induction Certificate.
4. RMS Select/Modify Traffic Control Plans.
5. Class C driver’s license.
6. Certificate III in Civil Construction or equivalent.
7. Demonstrated skills in successful people management including above average communication skills
8. Demonstrated knowledge of gravel road patching techniques and gravel identification.
9. Demonstrated decision-making skills.
10. Sound computer skills.
11. Demonstrated experience in implementing workplace safety, quality systems and environmental assessment to RMS standards.
12. Certificate IV Supervision / Front line Management.

###### DESIRABLE

1. Previous experience in Local Government.
2. Previous experience in the application of RMS standards and systems.
3. Certificate IV in Civil Works Supervision or equivalent.
4. AAPA Sprayed Sealing Selection and Design Certificate.
5. Previous experience in gravel mining operations and DMR compliance.
6. Department of industry and investment Certificate Mine Management.

|  |
| --- |
| ***Note that signing the PD indicates an agreement and acceptance of the content as at the date of signing.*** |

|  |  |  |  |
| --- | --- | --- | --- |
| **POSITION INCUMBENTS NAME** |  | **SIGNATURE** |  |
|  |  |  |  |
|  |  | DATE |  |
|  |  |  |  |
|  |  |  |  |
| **SUPERVISORS NAME** |  | **SIGNATURE** |  |
|  |  |  |  |
|  |  | **DATE** |  |
|  |  |  |  |
|  |  |  |  |
|  |  |  |  |
| **MANAGERS NAME** |  | **SIGNATURE** |  |
|  |  |  |  |
|  |  | **DATE** |  |

|  |
| --- |
| **HR ACTION** |
|  |
|  |
|  |
|  |
|  |