

# Position description

## Works Supervisor – Operations

Division:	<b>Infrastructure and Engineering Services</b>
Department:	<b>Operations North and South</b>
Reports to:	<b>Works Engineer</b>
Number of direct reports:	<b>Various</b>
Location:	<b>Tuncurry, Taree, Gloucester, Stroud, Tea Gardens, Bulahdelah Depots</b>
Grade:	<b>9</b>
Employment status:	<b>Permanent, Full Time</b>
Hours of work:	<b>38</b>
Date approved:	<b>July 2020</b>

### Our Mission

“We deliver benefits for our community in a way that adds value and builds trust”.

### Our Values

Organisational values are a critical component of our organisational culture. Council staff and management have created and adopted the following set of organisational values which help guide our decisions and behaviours.

<b>Wellbeing</b>	We value safety, security, health and happiness
<b>Integrity</b>	We are open, honest, accountable and take pride in all we do
<b>Sustainability</b>	We use efficiencies, innovation and cooperation to achieve sustainable results
<b>Respect</b>	We work together respectfully ensuring inclusion, equality and open communication

### Position Overview

This position sits within the Operations North and South departments and is responsible for the coordination and management of work crews to carry out the pre-planning and delivery of civil infrastructure works (both maintenance and construction activities), which may include roads, bridges, stormwater drainage and associated infrastructure assets.

### Key Accountabilities & Duties

- Carry out pre-planning of all civil works, including the co-ordination and supervision of labour, plant, cost estimates, work programs, risk management assessments, services identifications and locations, and materials scheduling, including creation and upkeep of relevant Management Plans.

- Monitor works to ensure works are completed in accordance with agreed plans, timing, standards and specifications, including environmental, safety and quality requirements, traffic control plans and risk management plans.
- Manage, coordinate and supervise staff, communicate at an appropriate level to ensure flow of information to support the activities of staff in the team and carry out annual staff performance assessments.
- Contribute to the delivery of organisational outcomes and the Operational Plan.
- Work collaboratively with others to deliver quality outcomes.
- Support and contribute to a culture of continuous improvement.
- Work Health & Safety - All Council staff are accountable for ensuring that they fulfil their specific responsibilities, duties and due diligence requirements under the NSW Work, Health & Safety legislation. Staff are also required to adhere to Council's relevant safe work instructions, policies and procedures.
- Equal Employment Opportunity (EEO) - All Council staff are required to adhere to Council's EEO policies and procedures.
- Delegations - All Council staff are required to comply with the financial and operational delegations issued to them as per Council's delegations register.
- Other duties within the employee's skill, competence and training level, as required to meet business needs.

### Selection Criteria






1. Formal qualifications in Civil Construction to Certificate III or higher level and/or equivalent experience.
2. Extensive knowledge of road, drainage and bridge construction and maintenance with the ability to ensure works are completed satisfactorily in accordance with technical specifications, plans, designs and within budget.
3. Sound knowledge of the principles of WHS and their application at construction sites, including problem solving skills of a high order.
4. Well developed verbal written communication skills, including the ability to prepare reports.
5. Demonstrated experience in budget management, including development of estimates and scheduling.
6. Demonstrated ability to develop and maintain constructive relationships and partnerships, both internally and externally, that contribute to the achievement of organisational outcomes, including supervising staff and in coaching and mentoring others in a team.
7. Demonstrated ability to meet the focus capability requirements of this position as defined in the position capabilities.
8. Current Class C Drivers Licence

## Position Capabilities

The Local Government Capability Framework describes the core knowledge, skills and abilities expressed as behaviours, which set out clear expectations about performance in local government: “how we do things around here”. It builds on organisational values and creates a common sense of purpose.

More detailed descriptors of capabilities are available at: <http://capability.lgnsw.org.au/?staff-member>

Below is the full list of capabilities and the level required for this position. The capabilities in bold are the focus capabilities for this position.

Local Government Capability Framework		
Capability Group	Capability Name	Level
 Personal attributes	<b>Manage Self</b>	<b>Adept</b>
	Display Resilience and Adaptability	Foundational
	Act with Integrity	Intermediate
	<b>Demonstrate Accountability</b>	<b>Adept</b>
 Relationships	Communicate and Engage	Foundational
	Community and Customer Focus	Intermediate
	Work Collaboratively	Foundational
	Influence and Negotiate	Foundational
 Results	Plan and Prioritise	Foundational
	<b>Think and Solve Problems</b>	<b>Adept</b>
	Create and Innovate	Foundational
	<b>Deliver Results</b>	<b>Adept</b>
 Resources	Finance	Foundational
	Assets and Tools	Foundational
	Technology and Information	Intermediate
	Procurement and Contracts	Foundational
 Workforce Leadership	<b>Manage and Develop People</b>	<b>Adept</b>
	Inspire Direction and Purpose	Foundational
	Optimise Workforce Contribution	Foundational
	Lead and Manage Change	Foundational

## ACKNOWLEDGEMENT

This position description is a broad description of the accountabilities, duties and required capabilities relating to this position. The role and position are dynamic and may evolve and change over time in line with changing strategic and operational requirements. Continuing development, change and improvement of processes, practices, knowledge, skills and behaviours is expected at MidCoast Council.

I have signed below in acknowledgement of reading, understanding and accepting the contents of this document. I accept that, with consultation, my duties may be modified by MidCoast Council from time to time as necessary.

Employee Name:

Employee's Signature:

Date:

## HR USE ONLY

Is a Working with Children Check required for this position?

Yes ☐ No ☐

Is a criminal record check required for this position?

Yes ☐ No ☐