

Our organisation values Courage, Accountability, Safety, Teamwork, and Honesty in all we do

POSITION DESCRIPTION

Position title:	Mungindi Superintendent
Position Number:	587
Department and Section:	Infrastructure Department, Public Spaces
Band/Level:	Local Government (State) Award : Band 2 Level 3 Grade 13 Step 1 \$1,519.60 to Step 5 \$1,747.50 (dependent on experience and qualifications)
Reports to:	Asset Manager (Public Spaces)
Direct reports:	Leading Hand, Plant Operators and Labourers
Indirect reports:	Nil
Basis of Employment:	Full- Time, Permanent 38 hours per week
Location:	Mungindi
Additional Benefits:	Superannuation Guarantee Ability to Salary Sacrifice PPE Provided or Uniform Allowance Rostered Day Off Leaseback Vehicle suitable for line of work

OBLIGATIONS TO THE ORGANISATION

Moree Plains Shire is a strong, robust community that provides a relaxed, healthy, and harmonious lifestyle with an economy that supports the local region and preserves the important environmental qualities of our area. Moree Plains Shire Council are committed to playing our role to help build the community we want for our future and leading the way in fostering a healthy, positive, and well-resourced community.



POSITION OBJECTIVE

To effectively supervise, coordinate & manage the operational day to day maintenance of the Mungindi Township, the Shire and Regional Roads Vicinity.

ABOUT YOU

You are a team player willing to contribute to a cohesive team environment, communicate effectively and maintain positive internal and external relationships. Leadership skills are essential, as is the ability to motivate and foster a culture of integrity and high performance. You must demonstrate a commitment to Work, Health and Safety principles and apply these in all aspects of your daily work duties. A commitment to providing a high quality of works and demonstrating this consistently is also an essential requirement of this position.

KEY DUTIES AND RESPONSIBILITIES

- Management of the Mungindi works crew maintenance budget to ensure costs are within the allocated budgets.
- To effectively supervise, coordinate & manage the operational day to day maintenance of the Mungindi Township, the Shire and Regional Roads Vicinity.
- Supervision of the Mungindi works crews to ensure maximum productivity, work quality and levels of service to the community.
- Administer Safe Work Practices for contractors to ensure compliance with the WH&S requirements, RMS Traffic Control on work sites, EEO legislation, Council Policies and Procedures and associated Australian Standards.
- Assist the Asset Manager (Public Spaces) in developing and implementing strategies for the overall improvement of Council's assets at Mungindi township.
- Prepare progress reports, correspondence and other documents on progress maintenance and construction programs.
- Review and complete routine maintenance schedules.
- Authorisation and checking of timesheets, plants and daily running sheets to ensure accurate costing.
- Maintenance of plant and equipment in a safe, sound and operational condition.
- Lead and participate in weekly toolbox talks with staff.
- Promoting and maintaining substantial improvements in the maintenance, standard and amenity of Mungindi township.
- Meeting community expectations and needs.

- Attend community meetings when required.
- Facilitating and coordinating teamwork.
- Any other duties as directed by the Asset Manager (Public Spaces).
- Cooperate with Council to assist the organisation comply with the obligations under the Workplace Health & Safety Act and the Workplace Injury Management and Workers Compensation Act 1998.
- Comply with Council's Code of Conduct, WHS and EEO policies and procedures.

ESSENTIAL CRITERIA

- Certificate IV in Civil Construction or equivalent. (Applicants who do not hold this qualification may be considered, however you must commit to enrolling in the qualification within Council's 3-month probationary period).
- Relevant experience in the following areas:
 - Managing the maintenance operations of construction and general town works including open spaces.
 - Leading a team in the carrying out of maintenance functions.
 - Preparation of maintenance programs and schedules.
 - Contract management experience.
- Ability to contribute to a cohesive team environment, maintain positive relationships with internal and external stakeholders with the ability to learn new skills and adapt to changing situations.
- Excellent communication and customer service skills.
- Good organisational skills with the ability to solve problems using own initiative and prioritise work according to budgets, deadlines and available resources.

Literacy, Numeracy, and Record Keeping:

- Demonstrated literacy, numeracy and computer skills with the ability to keep accurate records and prepare progress reports and correspondence.

Tickets and Licences:

- White Card (General Construction and Induction).
- Current NSW Class C Driver Licence (Manual).

Immunisations required:

- Ability to provide evidence of vaccination/immunisation for Hepatitis A & B and Tetanus and maintain currency of this throughout your period of employment.

COMMON CRITERIA

- Demonstrated commitment to reconciliation, and to working constructively and respectfully with Aboriginal and Torres Strait Islander individuals and communities.
- Demonstrated commitment to inclusive work practices and respect for all people.
- Must be willing to commit to further training and development as required.
- Have a Unique Student Identifier code prior to commencement.
- Ability to complete Moree Plains Shire Council's Workplace Health and Safety and COVID-19 Induction modules online prior to commencement.
- Complete pre-employment health screening and provide evidence of relevant immunisations.
- Ability to provide evidence of working rights in Australia.
- Successful completion of all induction and probationary reviews within 3 months of commencement.
- Employees may be required to participate in the on-call roster, weekend work, reasonable overtime, and disaster and emergency situations when required.
- All staff must comply with NSW Office of Children's Guardian child safe standards.

DESIRABLE CRITERIA

- Diploma or Tertiary qualifications in Civil Construction.
- Current First Aid Certificate
- Traffic Control Work Training Card.

ACCEPTANCE

I, _____ confirm I have read and understood the Position Description. As the incumbent of this position, I agree to work in accordance with the requirements of the position and will abide by Moree Plains Shire Council's policies and procedures. I understand this Position Description is designed to guide the responsibilities and activities to be undertaken in this position and is not intended to be an exhaustive list. I acknowledge that the organisation, in response to changing priorities, may vary tasks and responsibilities from time to time.

Signature:

Date: