



POSITION DESCRIPTION

SUPERVISOR ROADS SOUTH

Department:	Technical Services
Reports to:	Manager Road Operations
Location:	Coolah
Grade:	13

PURPOSE OF THE POSITION

This position is responsible for the implementation of best practice procedures for construction, preventative and corrective maintenance, operation and emergency repair of Council's road network and coordinates and oversees the road construction and maintenance operations.

The job holder will spend the majority of time performing supervisory and administrative functions. Relative job responsibilities may shift for short periods depending on specific work load requirements. The Supervisor Roads South may also be required to act in the higher duties role of Manager Road Operations in the absence of the incumbent.

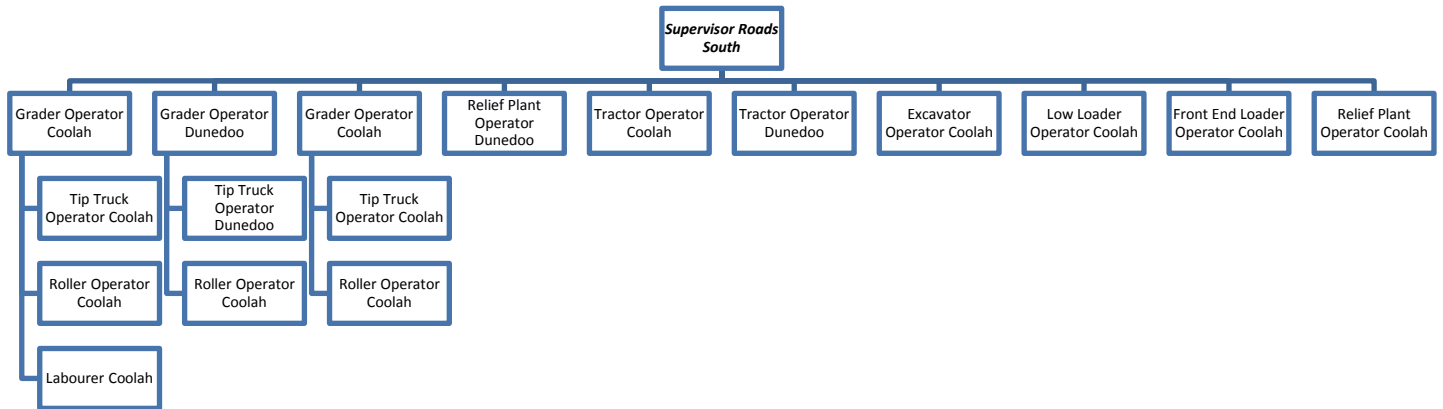
ESSENTIAL SELECTION CRITERIA

- Commitment to Council's Mission, Values and Code of Conduct.
- Understanding of work health and safety (WHS) in the workplace and commitment to:
 - a positive contribution to WHS in the workplace
 - compliance with Council and legislative requirements
- Certificate III in Civil Construction or other relevant qualification which includes road construction and maintenance competencies and / or extensive experience in road construction and/or maintenance
- Extensive supervisory experience
- Participate in rotating on-call roster for emergency call-outs
- Ability to be on-site in Coolah within 30 minutes for any emergency call-out and within 30 minutes plus travel time to calls at other centres in the group
- OHS Construction Induction Certificate ("whitecard")
- Class C Driver's Licence

DESIRABLE SELECTION CRITERIA

- Certificate IV in Civil Construction
- Extensive grader operator experience constructing roads to line and level
- Sound knowledge of RMS Road Maintenance Contract requirements
- Current Traffic Controller Ticket (blue ticket)
- Current Work Site Traffic Control Ticket (yellow ticket).
- Basic computer skills including use of tablet/s and smartphones to send, receive and store information

STRUCTURE



KEY RESPONSIBILITIES

- Oversee road maintenance and construction activities; allocate resources both labour and plant on a day to day basis so that objectives of works programs are met.
- Supervise staff and works activities related to roads, drainage, and other assets in a safe and operational condition.
- Ensure job site safety risk assessments are carried out by staff, and hazard controls are in place in accordance with Council's safety plan; audit risk assessments regularly and report results.
- Complete and review safe work method statements as and when required.
- Receive and act upon customer maintenance requests, including liaising with customers
- Report and carry out minor unprogrammed maintenance tasks as necessary.
- Organise emergency repairs where required.
- Undertake periodic surveillance of activities to confirm correct procedures are followed.
- Ensure Environmental Protection measures required on the job are effectively implemented and maintained.
- Participate in after hours call out roster and willing to work overtime when directed.
- Ensure timesheets are correctly completed and authorised weekly within given timeframe.
- Ensure daily cost sheets are completed and remain within budget.
- Ensure daily running sheets for Road Maintenance Council Contract (RMCC) activities are completed and submitted in required timeframe.
- Ensure risk assessments are carried out in consultation with staff and agreed control measures are implemented and complied with.
- Ensure appropriate licences and permits to operate plant items and perform specific tasks are held by staff and contractors.
- Ensure Work Health and Safety is practiced in the workplace in accordance with relevant safety standards and Council Policy.
- Maintain close liaison with relevant staff to ensure works are organised in accordance with adopted works programs.
- Ensure communication, co-operation and motivation are maintained within the works team.
- Participate in the development and implementation of goals, objectives, policies and priorities; recommend and implement resulting policies and procedures.
- Identify opportunities for improving service delivery methods and procedures; identify resource needs; review with appropriate management staff; implement improvements.
- Direct, coordinate and review the work plan for assigned operations and customer services and activities; assign work activities and projects; monitor work flow; review and evaluate work products, methods and procedures; meet with staff to identify and resolve problems.
- Ensure high quality service is given to customers; quickly resolve service complaints.
- Train, motivate and evaluate operations personnel; identify staff training needs; work with employees to correct deficiencies; implement disciplinary procedures.

- Participate in the development of program budget; forecast funds needed for staffing, equipment, materials and supplies; monitor expenditures.
- Provide staff assistance to the Manager Road Operations.
- Attend and participate in professional group meetings; stay abreast of new trends and innovations in the field of road construction and maintenance and ancillary areas.
- Promote and maintain a positive image of Council to the community.

This is not an exhaustive list of duties, and the job holder may be required to undertake other duties that are within the limits of the employee's skill, competence and training.

GENERAL DUTIES

1. Perform duties competently, efficiently and effectively in order to achieve Council's vision of "Excellence in Local Government".
2. Support Council's Mission to provide:
 - Quality, cost effective services that will enhance our community's lifestyle, environment, opportunity and prosperity.
 - Infrastructure and services which meet the social and economic needs and aspirations of the community now and in the future.
 - Effective leadership and good governance, by encouraging teamwork, through a dedicated responsible well trained workforce.
3. Behave in a manner consistent with, and promote to staff, Council's Values:
 - **Honesty** – Frank and open discussion, taking responsibility for our actions.
 - **Integrity** – Behaving in accordance with our values.
 - **Fairness** – Consideration of the facts and a commitment to two way communication.
 - **Compassion** – Working for the benefit and care of our community and the natural environment.
 - **Respect** – To ourselves, colleagues, the organisation and the community listening actively and responding truthfully.
 - **Transparency** – Open and honest interactions with each other and our community.
 - **Passion** – Achievement of activities with energy, enthusiasm and pride.
 - **Trust** – Striving to be dependable, reliable and delivering outcomes in a spirit of goodwill.
 - **Opportunity** – To be an enviable workplace creating pathways for staff development.
4. **Workplace Health & Safety**
 All employees of Council have a legal obligation to comply with statutory requirements and Warrumbungle Shire Council's WHS Management system, policies, procedures, Safe Work Method Statements, practices and work instructions. These are introduced to ensure the health and safety of employees, contractors, visitors, volunteers, the public and the environment.
 Responsibilities include:
 - Being aware of Council's WHS Management system, policies and procedures.
 - Performing all work and associated functions in a safe manner.
 - Complying with all documented WHS policies, procedures, Safe Work Method Statements, work instructions and verbal instructions issued by the organisation or its officers.
 - Correctly using and maintaining all personal protective clothing and equipment supplied by the organisation.
 - Identifying hazards, conducting risk assessments, and taking corrective action to eliminate hazards where possible in the workplace, and/or to report hazards and risks in accordance with WHS procedures.
 - Establishing and maintaining a high standard of housekeeping and cleanliness within individual work areas and on Warrumbungle Shire Council property generally.
 - Reporting and assisting with the investigation of all incidents in the workplace, including minor injuries, near misses and property damage.
 - Attending any toolbox, team talks or specific training supplied by Council.

- Being familiar with the location of first aid treatment centres, fire protection facilities and evacuation procedures.
- Working in a manner that will not endanger themselves, other employees or the public.
- Report any concerns for WHS to your Supervisor.

5. Ethical Behaviour

Employees must be impartial and fair in dealings with residents, customers, suppliers, general public and each other in order to retain trust, confidence and support. Council's Code of Conduct sets out minimum standards of conduct that are expected of all Council officials (all employees, Councillors etc.).

6. Maintain Knowledge

Employees are required to maintain current knowledge of industry issues by:

- Actively communicating and networking with industry peers, associations and;
- Keeping up to date with technological, legislative and other changes affecting the operations and responsibilities of the branch; and
- Sharing information with members of the department and other departments in Council.

7. Communication

Employees are required to ensure that honest and effective communication is established and maintained with other team members.

8. Equal Employment Opportunity

Employees are required to actively participate in demonstrating commitment to the following principles:

Staff have the right:

- to the opportunity for promotion on merit;
- of access to all appropriate benefits and conditions;
- to be free of harassment at work; and
- to have their complaints treated in confidence, without prejudice to their employment and be advised of outcome.

Staff have the responsibility to:

- work to full capacity;
- recognise the skills and talents of other staff; and
- respect the social and cultural diversity among fellow staff and customers.

9. Risk Management

Employees are required to adopt a pro-active risk management approach to all Council's activities under the incumbent's responsibility and ensure that risks are identified, quantified and controlled, and that all Council employees, contractors and the community are protected against reasonable loss.

CONDITIONS OF WORK

Council employees work according to conditions provided under the Local Government (State) Award and Council's policies and systems, including but not restricted to:

- Council's Salary System
- Council's Code of Conduct
- Equal Employment Opportunity
- Drug and alcohol testing.

Hours of Work

Council's outdoor staff normally work a 38 hour week:

Week 1 - 7.30 am – 4.30 pm Monday – Thursday
 7.30 am – 4.00 pm Friday

Week 2 - 7.30 am – 4.30 pm Tuesday – Friday

For works located 3 km or more from the depot, staff may be required to start on the job (ie be at the work site rather than the depot at the starting time). Staff may also be required to finish on the job (ie at the work site).

A ten minute break (paid) is provided for morning tea and half an hour (unpaid) for lunch.

Council operates a 9-day fortnight with one rostered day off per two weeks. Employees are entitled to four weeks annual leave and fifteen days sick leave per annum. After one year of employment female employees are entitled to nine weeks paid maternity leave.

Progression

Salary progression is based on a competency assessment document. Assessments are conducted after six (6) months employment and thereafter annually on 1 August or on request.

Superannuation

Council pays the amount required by the Superannuation Guarantee Scheme on behalf of every employee to the Local Government Superannuation Scheme.

Training

Council provides leave for training and study purposes, based upon the employee's professional development and Council's long term needs as determined by its training plan.

Smoke-Free Workplace

Council's workplaces and vehicles are smoke-free zones. Yuluwirri Kids Preschool and Long Day Care Centre is smoke free to the property boundary, as are Council's swimming pools. Smokers must move a minimum of four (4) metres from doorways into buildings and dispose properly of waste.

Health Monitoring Requirements

This position has the following health monitoring requirements as part of Council's Health Monitoring Procedure and WHS requirements.

Hepatitis A/B

Pre-employment

Blood test for immunity. Immunisation if required, followed by blood test within 12 months and further booster if recommended by medical practitioner.

Hearing

Pre-employment

- Audiometric testing within three months of commencement

Every two years

Audiometric testing

Council Induction

Before commencing duties all workers must complete a Council induction.

Camera surveillance and global positioning system (GPS) tracking

Reason for Surveillance

Council recognises its obligations to ensure, where reasonably practicable, the provision of a safe and healthy workplace for its workers and others. Technological advances now mean that most mobile devices (including but not limited to phones, tablets and notebook computers) have camera, computer and tracking surveillance functionality. Council in the course of its business uses these devices. Individual workers have similar capabilities with a Council supplied device or their personal mobile device.

Council utilises surveillance and global positioning (GPS) tracking to:

- help provide protection to Council workers and members of the public
- help provide protection and security of Council assets
- improve service delivery
- optimise fleet operations

Types of Surveillance

Types of surveillance will include:

- camera surveillance at Council facilities
- global positioning system (GPS) tracking on Council plant
- duress devices for staff working in isolation

How surveillance will be carried out

Warrumbungle Shire Council will be carrying out camera surveillance and global positioning (GPS) tracking in the following ways:

- Camera surveillance has been installed in and on Council-owned buildings and in some public spaces in the Council area. Areas which have camera surveillance will be identified by the following sign:



Global positioning system (GPS) tracking has been, or may be, installed, in:

- commuter use vehicles
- plant and trucks
- small plant
- general fleet and leaseback vehicles

All vehicles and plant with global positioning system (GPS) tracking installed will have the following sticker attached:

Camera surveillance and global positioning (GPS) tracking will be continuous and ongoing.

