

POSITION DESCRIPTION



POSITION TITLE: Works Supervisor
CLASSIFICATION: Band 6
UNIT / DIVISION: Works/Infrastructure Services

HUMAN RESOURCE MANAGER:
Signature & Date

GENERAL MANAGER:
Signature & Date

INCUMBENT:
Signature & Date
.....
Print Name

POSITION OBJECTIVES

The Works Supervisor will provide advice and support to Works team to deliver high quality, cost effective and timely civil maintenance and construction works.

KEY RESPONSIBILITIES

- In collaboration with the Works Coordinator, manage scheduled programs and contracts to enable delivery of efficient road maintenance and construction works, ensuring compliance with Council's Road Management Plan, Road Maintenance Service Level Agreements and Quality System
- Provide estimates and quotations for projects to be undertaken by Works team in accordance with Council's adopted procedures, policies and standards
- Advise of any issues affecting efficiency or performance to the Works Coordinator and relevant stakeholders
- Manage and allocate resources such as plant, people (including external contractors), purchasing and ordering materials
- Enforce and maintain a safe working environment within the team to ensure compliance with Statutes, Council policies, procedures and Work Instructions
- Manage resources with clear objectives and budgets by regularly reporting to the Works Coordinator to ensure adherence to plans
- Ensure works meet program requirements, are well planned, highly productive and comply with works specification in accordance with the Quality System

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ORGANISATIONAL RELATIONSHIPS

Reports to:	Works Coordinator
Supervises/Manages/Coordinates:	Works Team Leaders
Internal Liaisons:	General Manager Infrastructure Services Plant & Fleet Coordinator Works Teams All staff
External Liaisons:	Community Groups Service Authorities Contractors/Sub Contractors Members of the public

ACCOUNTABILITY AND EXTENT OF AUTHORITY

- Provide specialist advice to internal and external stakeholders within Council guidelines
- Provide support within area of expertise
- Have formal input into policy development within area of expertise
- Act within set objectives, budgets and refer to manager for any decisions on any matter which could have an effect on Council Policy, projects and budget

JUDGEMENT AND DECISION MAKING

- Make decisions based on specialist knowledge and skills and knowledge of department goals and objectives
- Use previously acquired experience and specialist knowledge to solve problems
- Guidance and advice is usually available

SPECIALIST KNOWLEDGE AND SKILLS

- Proficient knowledge of civil construction techniques (including pavement construction and drainage) and ability to prepare accurate detailed cost estimates
- Excellent understanding of technology, procedures and processes relevant to the unit
- Ability to interpret regulations including relevant policies, regulations and precedents
- Understanding of the long term goals of the unit and of relevant policies of the unit and wider organisation
- Proficiency in the use of electronic hardware and software, and the ability to learn new software/systems

MANAGEMENT SKILLS

- Manage time, set priorities, plan and organise one's own work and that of other employees to efficiently achieve specific and set objectives within a set timetable
- Provide guidance and leadership to staff of lesser experience
- Ability to implement personnel practices including those related to equal employment opportunity, occupational health and safety and employees training and development
- Asset Management involves all areas of Council including those that plan services, provide services, manage assets, and manage financial functions. Asset management is a key element of Council's integrated planning.

POSITION DESCRIPTION

INTERPERSONAL SKILLS

- High level written and verbal communication skills
- Conduct research and write reports in field of expertise
- Ability to gain cooperation and assistance from internal and external stakeholders
- Ability to liaise with counterparts to discuss specialist matters and where appropriate with employees in other functions to resolve intra-organisational problems

QUALIFICATIONS AND EXPERIENCE

Mandatory

- Degree or Diploma in Civil Engineering or similar discipline, or lesser formal qualification with substantial relevant experience
- Substantial experience in roads maintenance or civil design and/or construction
- Valid driver's licence

Desirable

- Local Government experience and knowledge

Key Selection Criteria

- Relevant qualifications and experience
- Demonstrated experience interpreting civil construction drawings, identifying and communicating possible issues and providing accurate estimation of timing and costs
- Relevant experience managing contracts and allocating resources, including associated matters such as OH&S, Environmental Management, Quality and Risk Management
- Previous experience managing and leading staff

Other Prerequisites – Applicants must have a valid Australian visa with work rights and hold an Australian Driver's Licence.