

Burdekin Shire Council is seeking applications for a Works Supervisor to assist the Works Overseer by managing significant components of Council's capital and maintenance road and drainage construction programmes.

#### The Position

The key responsibilities include:

- Under general direction, plan, supervise and coordinate the maintenance and construction of Council assets in connection with roads and footpaths, kerbing and channelling, storm water drainage, boat ramps and other functions of Council.
- Under limited direction, control projects within budget allocation.
- Supervise Council day labour workforce and external contractors.

#### The Person

The successful applicant will possess the following attributes at a minimum:

- Considerable experience in the construction industry supervision in general and in particular relating to Local Authority, Department of Transport and Main Roads works construction and maintenance.
- Demonstrated ability to effectively manage complex civil construction and maintenance projects within Local Government including examples of recent projects.
- Ability to effectively manage staff.
- Considerable experience in job costing control; cost forecasting; maintaining job safety and quality documents; and site records.
- Certificate IV in Civil Construction or equivalent recognised experience.
- Traffic Management Implementation.
- Current C class drivers licence.
- Authorised Person under the Electricity Act, 2002.

Applicants should familiarise themselves with the entire position description.

The applicable salary is to a ceiling of Level 4 (\$80,043pa) with the commencing salary dependent upon the skills and experience of the successful applicant.

Application packages are available from the Human Resources Office on (07) 4783 9800 or Council's website [www.burdekin.qld.gov.au](http://www.burdekin.qld.gov.au).

Applications for **18/41 – Supervisor - Works** should include:

- A cover letter
- A current resume
- Statements addressing the selection criteria found in the Position Description

Applications can be submitted using one of the following methods:

- Email – [employment@burdekin.qld.gov.au](mailto:employment@burdekin.qld.gov.au)
- Mail – Confidential Application No. 18/41, PO Box 974, Ayr Qld 4807

Applications close on Wednesday, 25 July 2018 at 5.00pm. Word or PDF format is preferable.

For further information please contact Rob Potter – Works Overseer on (07) 4783 9800.

<b>Position Number</b>	30067
<b>Certified Agreement</b>	Burdekin Shire Council Certified Agreement - 2018
<b>Award</b>	Queensland Local Government Industry (Stream A) Award – State 2017
<b>Award Section</b>	Section 1- Administrative, clerical, technical, professional, community service, supervisory and managerial services
<b>Award Level</b>	Level 4
<b>Reports To</b>	Works Overseer
<b>Place of Employment</b>	Council Depot, 25-51 Jones Street, Ayr

### Position Objective

As an enthusiastic, productive and reliable member of the Burdekin Shire Council Works Team assist the Works Overseer by managing significant components of Council's capital and maintenance road and drainage construction programmes.

### Key Responsibilities

Council is committed to a One Team One Council approach where all departments work collaboratively together to achieve value for money for the rate payers of the Burdekin.

Accordingly the key responsibilities may be modified from time to time to ensure the expected outcomes are coordinated with Council's operational and corporate plans. Without limiting the above, the key responsibilities shall include:

- Under general direction plan, supervise and co-ordinate the maintenance and construction of Council assets in connection with roads and footpaths, kerbing and channelling and stormwater drainage, boat ramps, and other functions of Council which require the supervision of plant and labour, exercising initiative in the application of established works procedures.
- Negotiate and co-ordinate the engagement of private contracted plant and services, for allocated jobs within the section.
- Under limited direction, control projects within budget allocation.
- Supervise Council day labour workforce and external contractors, for allocated jobs.
- Use initiative in catering for short term changes in priorities affecting the works programme.
- Participate in Council's On-call roster and attend to after-hours emergencies.
- Participate in accident, incident and near-miss investigations and make recommendations on changes to work procedures.
- Contribute to short and long term operational improvements of the Section.
- Implement and maintain relevant systems in consultation with the Works Overseer.
- Construct projects in accordance with customer specifications, plans and documentation.

## Position Requirements

### Knowledge

- An understanding and appreciation of long-term goals of the Department.
- Understanding and appreciation of customer focus in Council operations.
- A sound knowledge of programme activities and work practices including knowledge of interrelated programmes which may result in changes.
- Comprehensive knowledge of civil works construction and control practices.
- Sound knowledge of Council policies relevant to the work area.
- Sound knowledge of budget allocations for area of responsibility.
- Sound knowledge of the Workplace Health and Safety Act and Regulations including the Electricity Act and its application to the workplace.
- Sound knowledge of Council's obligations under Safeplan.
- Sound knowledge of Council's Quality Assurance system.
- Sound knowledge of the requirements of the MUTCD – Part 3 Works on Roads.
- Sound knowledge of Department of Main Roads Standard Specifications and Standard Drawings.
- Working knowledge of the Environmental Protection Act and its application to the environmental management of worksites.
- Sound knowledge of Equal Employment Opportunity principles.
- Sound knowledge of Workplace Bullying and Harassment legislation.
- Sound knowledge in the use of computers and software associated with current industry standard road construction and road maintenance practices.

### Skills

- Competent in the use of automatic levels, theodolite, total stations and laser technology for job-set out and control.
- Well-developed interpersonal skills.
- Written and verbal communication skills.
- Computer literacy.
- Time management skills.
- Supervision skills.
- Motivation skills.
- Day to day job control skills.
- Investigation skills.

### Abilities

- Ability to manage time, set priorities, plan and organise own work and that of subordinate employees.
- Ability to supervise, motivate and develop employees.
- Ability to lead a team of employees/contractors to achieve high quality outcomes within budget and on time.
- Ability to assess safety risks and complete and understand risk assessments associated with works.
- Ability to suggest modifications to designs on-site to allow works to proceed without standing down or redirecting plant and equipment to ensure maximum utilisation of Council and contract resources and minimise impact on Works and Maintenance programmes.

- Ability to order, deliver and track materials and services within Council's Finance system.

#### Other Requirements

- Participate in Council's On-call roster and attend to after-hours emergencies as required.

#### Experience and Qualifications

- Considerable experience in the construction industry supervision in general and in particular relating to Local Authority, Department of Transport and Main Roads works construction and maintenance.
- Considerable experience in job costing control and cost forecasting; maintenance of job Safety & Quality documents; and site records.
- Certificate IV in Civil Construction or equivalent recognised experience.
- Current C Class Drivers Licence (minimum).
- General Construction Induction White Card.
- Authorised Person under the Electrical Safety Act Queensland.
- Ability to read and understand Telstra network plans.
- Traffic Management Implementation.
- Traffic Management Design.

#### Award Classification

These classification characteristics are drawn directly from the Queensland Local Government Industry (Stream A) Award – State 2017, and are used as a guide to determine the level of this position, but may not form a specific part of the key responsibilities:

#### Organisational Relationships

- Works under general direction.
- Supervises subordinate employees or works in a specialised field.

#### Extent of Authority

- Required to set outcomes within defined constraints.
- Provides specialist, technical or professional advice.
- Freedom to act governed by clear objectives and/or budget constraints.
- Solutions to problems generally found in precedents, guidelines or instructions. Assistance is usually available.

#### Core Competencies

These competencies relate to positions at this Award level:

#### Teamwork

- Participate in team-based activities and suggest improvements to team activities.
- Respect, encourage, and support other team members.
- Perform successfully in a range of team roles.
- Contribute willingly to team activities.
- Accept decisions, even those with which you disagree.

#### Customer Service

- Treat both internal and external customers with courtesy and respect.
- Work according to agreed customer service standards within your team.
- Contribute towards setting customer service standards within your team.
- Explore customer's expectations and base the service on this knowledge.

#### Communication

- Write in a clear and concise style, which is grammatically correct, well punctuated, and rarely contains passive sentences.
- Clearly express opinions, ideas, and information to colleagues
- Actively listen

#### Quality

- Work according to agreed quality standards within your team.
- Contribute towards setting quality standards within your team.
- Monitor your work and identify opportunities for improving quality.
- Suggest improvements through the customer request system.
- Implement strategies for improving quality.

#### Environment

- Work according to agreed environmental standards within your team.
- Contribute towards setting environmental standards within your team.
- Monitor your work for opportunities to reduce adverse impacts on the environment.
- Report incidents and suggest improvements through the customer request system.
- Implement strategies for reducing adverse impacts on the environment.

#### Work Health and Safety

- Work safely and in accordance with the relevant work method statements and procedures.
- Encourage your colleagues to work safely.
- Identify hazards and assess risks in the workplace.
- Use organisational systems, such as customer service requests, to identify and rectify hazards, near misses, and non-compliances with procedures.
- Anticipate problems and risks and modify work methods appropriately.

#### Efficiency

- Undertake tasks in an efficient and timely manner.
- Suggest improvements through the customer request system.

#### General

1. This is a description of the job as it is at present constituted. It is the practice of this organisation periodically to examine employees' job descriptions and to update them to ensure that they relate to the job as then being performed, or to incorporate whatever changes are being proposed. This procedure is jointly conducted by each manager in consultation with those reporting directly to him or her. Therefore you will be expected to

participate fully in such discussions. It is the Organisation's aim to reach agreement to reasonable changes where identified.

2. Whilst employment is in the position described in this document it is understood that employment is with Burdekin Shire Council. In the event of organisational change or restructure, Council may require employees to undertake other roles for which they are qualified and capable of performing.
3. Employees may be required to undertake a variety of duties not related to their substantive role in times of disaster.
4. All employees are responsible for making and keeping records in accordance with legislation, information standards and other relevant guidelines and procedures, and ensuring they are captured in the authorised recordkeeping system, Technology One Enterprise Content Management (ECM).
5. Failure to maintain any licence or certificate, which is a condition of your employment, may result in demotion or termination as Council is unable to guarantee your transfer to a position not requiring the said licence or certificate.
6. All employees are expected to participate in Council's Induction Program and future training opportunities to maintain a current knowledge base and provide excellent service levels for internal and external customers.
7. All employees are to actively participate in the Employee Performance Development Program.
8. All employees must work in accordance with the standards contained within Council's Code of Conduct. Failure to do so may lead to disciplinary action up to and including termination of employment.
9. All employees are encouraged to be a contributing member to the wider Burdekin community and therefore it is highly recommended that you take up permanent residency within three months of the successful completion of your probationary period.
10. Abide by all existing policies, guidelines, and Operational Standards and as amended from time to time.

### Selection Criteria

It is essential to respond to each criterion with one or two paragraphs explaining how you have demonstrated each particular skill or quality, and including examples from your work experiences. Short-listing of candidates will be based upon an assessment of how well the following selection criteria are addressed.

#### Essential

1. Considerable experience in the construction industry supervision in general and in particular relating to Local Authority, Department of Transport and Main Roads works construction and maintenance.
2. Demonstrated ability to effectively manage complex civil construction and maintenance projects within Local Government including examples of recent projects.
3. Ability to effectively manage staff.
4. Considerable experience in job costing control; cost forecasting; maintaining job Safety & Quality documents; and site records.
5. Certificate IV in Civil Construction or equivalent recognised experience.
6. Traffic Management Implementation.
7. Current C class drivers licence.
8. Authorised Person under the Electricity Act, 2002.

#### Desirable

1. Traffic Management Design or demonstrated ability to become qualified within 18 months.