



Position Details

Title:	Supervisor
Classification:	Band 5
Position Number:	601, 602, 603 & 604
Business Unit:	Infrastructure
Reports to:	Team Leader Works

Key Objectives

- To coordinate the execution of allocated works within the particular Sector of the Shire involving the maintenance and renewal of road and other assets on a daily basis in accordance with the Road Management Plan, having regard to safety, economy and quality, and within set response times, for the overall benefit of the municipality;
- To manage the staff within the sector to achieve set outcomes as outlined in service plans

Key Responsibilities

Project/Program Coordination

- Arrange for appropriate labour, plant and materials to be deployed on-site on a daily basis for works allocated;
- Provide guidance, advice and leadership to staff and subcontractors in the coordination and execution of works activities within set timeframes;
- Liaise with the Team Leader Works in the procurement of plant and equipment;
- Ensure the correct safety signage for works is set out, where appropriate, and ensure all safety measures are understood and carried out by team members;
- Work within Occupational Health and Safety regulations/Codes of Practice and ensure equipment is appropriate for all activities undertaken by staff;
- Educate staff in the correct, and safe use of plant and equipment, and take corrective action for non-compliance;
- Arrange for the necessary documentation for the ordering and supply of goods, materials and services;
- Provide appropriate response to customer requests as required by the Road Management Plan, and Council customer service expectations;

- Liaise with Public Authorities where appropriate, concerning the location of services prior to undertaking works activities;
- Ensure the Team Leader Works is informed of any problems encountered in carrying out duties;
- Undertake any works or duties as allocated by the Team Leader Works, including manual tasks;
- Deputise for the Coordinator Works and Enterprises when required;
- Assist in the development of the planning for future works, and collection of data;
- Respond to emergencies and urgent works within agreed timeframes where directed by the Team Leader Works.

Key Performance Indicators

Key Performance Indicators will be set in consultation with the incumbent to ensure outcomes of the position are in accordance with the goals identified in Council's Corporate Plan. Indicators and performance targets will be reviewed annually and may be modified by mutual agreement.

Extent of Authority

- Efficient and effective resource deployment, and implementation of daily works programs/projects in accordance with set targets;
- Ensuring team members are educated in the proper use of relevant plant and safety equipment, ensuring compliance with Council policies, procedures and OH&S Act 2004
- The daily supervision of contractors;
- Ensuring the safe and efficient operation of plant by staff members and contractors;
- Commit to and adhere with Councils Child Safe Requirements

Judgement and Decision Making

Required to exercise judgement in the interpretation and reading of plans or deviating from planned programs or activities before and during execution.

Specialist Skills and Knowledge

- Mechanical knowledge of the operations and capabilities of trucks, graders, rollers, and miscellaneous plant and equipment;
- Knowledge of road making materials, construction techniques, and current technology;
- Ability to set out road signage in accordance with required standards and codes;
- An understanding of, and ability to implement Occupational Health and Safety regulations/Codes of Practice;

- Knowledge of Best Value legislation;
- Knowledge of bituminous surfacing including patching and spray seal operations;
- Knowledge and understanding of Council's Road Management Plan is required.

Management Skills

- The ability to identify and correct problems, oversights and errors in plans and/or construction practices;
- Ability to provide leadership/on the job training, and to resolve problems using team skills;
- Ability plan and coordinate construction activities;
- Ability to supervise contractors and team members in undertaking daily works;
- Will comply with systems and policies to ensure a safe work environment by:
 - Taking reasonable care for his or her own health and safety and the health and safety of others within the workplace and co-operate with Council with respect to any action taken to comply with a requirement of the OHS Act;
 - Not intentionally or recklessly interfere with or misuse anything provided at the workplace in the interests of health, safety or welfare;
 - Contribute to OHS consultation processes;
 - Prompt reporting of hazards and incidents;

Inter-personal skills

- Ability to respond courteously and efficiently to customer requests and complaints;
- Conflict resolution skills to resolve human resource issues and supervise contractors;
- Ability to provide clear and decisive directions to team members.

Compliance with Legislation and Policies

Adhere to all current relevant codes of conduct and legislative requirements including:

- Southern Grampians Shire Council Policies and Procedures;
- Southern Grampians Shire Council Staff Code of Conduct;
- Privacy and Data Protection Act 2014 (Vic);
- Equal Opportunity Act 2010 (Vic);
- Occupational Health and Safety Act 2004 (Vic);

- Government/Industry Codes of Conduct;
 - The Southern Grampians Shire Council Enterprise Agreement; and
 - The Municipal Emergency Management Plan.
- Demonstrate a commitment to risk management principles and practices, and also maintain a safe environment for staff and the community;
 - Responsible for ensuring the security of Council's assets under the Officer's control;
 - Responsible for ensuring compliance with the requirements of the Occupational Health and Safety Act 2004 (Vic), Council's Health and Safety management programs and for ensuring, as far as practicable, safe working practices for all staff.

Key Selection Criteria

The employee will demonstrate the following:

- ✓ May require current Working with Children Check;
- ✓ Current Driver's License;
- ✓ Several years' experience in the coordination and supervision of municipal construction projects or closely related projects;
- ✓ Experience in supervising a work team, including contractors;
- ✓ Experience in, and knowledge of municipal construction works, including road maintenance, construction and bitumen sealing;
- ✓ Experience in the operation of a broad range of heavy plant and equipment;
- ✓ A sound knowledge of Occupational Health and Safety principles and practices, and a commitment to safe work practices.

Agreement

I, _____ have read and understand the objectives and conditions of the above mentioned role.

Employee: _____

SGSC: _____

Signature: _____

Signature: _____

Date: _____

Date: _____