

## LONGREACH REGIONAL COUNCIL Position Description

<b><u>Position Title</u></b> Construction Supervisor – Ilfracombe Branch	<b><u>Award/Salary Level range for this position</u></b> Qld Local Government Officers Award 1998 Level 3 to Level 5 Plus EBA, Locality Allowance, Construction Worker Allowance
<b><u>Section</u></b> Infrastructure	
<b><u>Stream</u></b> Technical Services	<b><u>Days &amp; Hours of Duty</u></b> 9 Day Fortnight 6.00am to 3.00pm Summer (Lunch 12noon to 12.30pm) 7.00am to 4.00pm – Winter (1.00pm to 1.30pm) OT as authorised
<b><u>Location:</u></b> Ilfracombe	
<b><u>Incumbent:</u></b> VACANT	<b><u>Current Classification:</u></b>  <b><u>Last Review Date:</u></b>

### **Position Objectives**

The Construction Supervisor contributes to the effective and efficient operation by organising and supervising works projects and taking responsibility for their outcomes.

1. Supervise the Council's works program for rural and urban road construction and maintenance works;
2. To supervise the day to day construction operations within rural and urban Construction and organise machinery and repairs as appropriate;
3. Use proven sound construction practices to ensure that all works is carried our in an efficient and effective manner;
4. Liaise with other sections of the Council to program, obtain and usterialse plant, materials and equipment as required;
5. Reading and interpret road works design plans, and setting out of both construction and road works;
6. Report road conditions etc to the Works Supervisor;
7. Ensure that Council equipment is kept clean and maintained;
8. Attend to signage plans for job sites including safety plan, correct signage, setting out and erection;
9. Ensure that jobs are correctly dissected and recorded on job sheets/time sheets and materials used on jobs recorded on daily diaries;
10. operation of plant and equipment as required ina safe, effective and efficient manner;
11. To meet the requirements of SAPLAN 2 in carrying out responsibilities;

Employee Initials:  
Supervisor Initials:

### **Within Organisation**

To contribute to the efficient and productive operation of Council operations by ensuring duties are carried out in a safe and competent manner.

### **Organisational Relationships**

#### **Accountable Supervisor \* : Works Supervisor – Ilfracombe Branch**

*(\*The Accountable Supervisor is the Council Officer nominated as the immediate supervisor of the officer incumbent in this position and as such is the person who will supervise as required and conduct the annual review of the position and the officers performance in the position)*

**Liaises with:** Co-operates with other Council staff with respect to duties allocated.  
General public to assist in providing excellence in customer service  
Suppliers of plant, equipment and material  
Contractors  
Representatives from Main Roads and other government agencies  
Representatives from Community groups and sporting bodies

**Supervises:** Road Maintenance Gang  
Road Construction Gang

**Relieves:** Primary backup to Works Supervisor

### **Extent of Authority**

- Work under general direction of Works Supervisor or Director of Infrastructure Services.
- Supervises works projects/programs.
- In accordance with the objectives and responsibilities contained in the Position Description;

The incumbent in carrying out this authority may use the following guidelines;

- Develop solutions to problems by being creative and using analytical skills based on professional and technical skills;
- Makes decisions within the scope of this Position Description
- Uses initiative within these guidelines when carrying out work to maintain effectiveness and efficiency;
- Provide direction to others when carrying out tasks;

### **Position Requirements**

#### **Skills**

- Demonstrated ability in the use of maintenance of equipment and plant utilised in road construction and maintenance type work;
- Demonstrated ability in leading a team to effectively and efficiently achieve high quality outputs that meet accepted best industry practices;
- Demonstrated ability to work as a team member, independently and autonomously;
- Excellent interpersonal communication skills to deal with a wide range of people and provide quality customer service;

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- Good written communication skills to deal with a wide range of people and provide quality customer service;
- Demonstrated ability to lead others including basic understanding of human resource practices including;
  - On the job training
  - Equal Employment Opportunities (EEO) Principals
  - Supervision practices
- Demonstrated knowledge of Workplace Health and Safety requirements including risk assessments, hazardous substances and traffic management requirements;
- Demonstrated knowledge and understanding of Traffic Management requirements;
- Competent ability to operate a computer system such as Microsoft Office suite and PCS to job costs, budgets etc
- Prioritisation skills
- Availability for overtime and on call duties;
- Ability to read and interpret plans;

**Attitudes/Commitments**

- Strong commitment to professionalism and on-going learning and development;
- Strong commitment to cooperation of other staff members and management;

**Councils Policies**

- Ensure all activities, projects and tasks are carried out in accordance with Council's Corporate Policies, in particular Human Resource Management, Recordkeeping, Information Technology, Risk Assessment; communications, Finance and Quality Assurance.

**Knowledge**

- Good working knowledge/expertise and experience to undertake the range of activities required in road construction and maintenance.
- Technical knowledge of work activities performed by construction and maintenance gangs.
- Sound knowledge of policies and regulations relevant to the construction and maintenance activities.
- Knowledge of relevant statutory requirements.

**Essential Experience/Qualifications**

- Extensive experience in roadwork construction and maintenance methods and techniques;
- Extensive current experience in the supervision and motivation of staff;
- Good knowledge of Civil Construction
- Truck Licence and various Workcover (Operator) tickets
- 30215 Qld – Course in General Safety Induction (Construction Industry)

**Desirable Qualification**

- AQTF qualifications at Certificate II or Certificate III in Construction

Employee Initials:  
Supervisor Initials:

## **Responsibilities of Position**

### **Construction and Maintenance Operations;**

- Supervise the road construction and maintenance including correct operation of machinery and application of techniques in road construction and repair;
- Ensure all construction and maintenance equipment and plant for road works are fully maintained;
- Plan monthly maintenance schedules;
- Constantly observe the general conditions of council's roads and ensure council erects appropriate hazard signage in a timely manner;
- Participate in the long term planning of maintenance and upgrading of the councils rural and urban roads;
- Carry out other maintenance and construction functions as required by the Works Supervisor;

### **Construction and Maintenance Program**

- Carry out annual maintenance and construction programs on all council's rural roads and prioritise works in consultation with the Works Supervisor
- Plan, implement and monitor the material and human resources, timeframes for these programs;

### **Team Leadership**

- Supervise and coordinate effective and efficient work performance of the Construction Gang;
- Require to direct work-related tasks and activities in terms of getting the work completed on time, within budget and in accordance with Workplace health and Safety;
- Reporting employee problems, conduct and performance breaches of EEO to the Works Supervisor;
- Provide coaching and assistance to the Construction Gang;
- Ensure SAFEPLAN 2 obligations are met;

### **Teamwork**

- Participate in team meetings and assist in leading team meetings when required;
- Assist others and co-operate with co-workers;
- Carryout other tasks as required by the Works Supervisor to ensure the team effectiveness and efficiency;
- Assist in on the job training for subordinate employees

### **Customer Service**

- Promote and maintain a positive organisational image and good community relations;
- Provide quality customer service to both internal and external customers
- Report to the Works Supervisor in a timely manner issues and activities likely to influence Council operations or relations with Council's customers;.
- Other duties as directed by the Works Supervisor, Director Infrastructure Services and Chief Executive Officer.

Employee Initials:  
Supervisor Initials:

### **Performance/Skill Standards**

- Effective supervision of a team of multi-skilled construction workers including labourers, plant operators and contractors;
- Tasks allocated to the position shall be performed to agreed standards and in accordance with established procedural guidelines.
- Allocated task and reporting requirements are consistently completed within the agreed time frames
- Actively participates in recommending possible ways in which allocated tasks and responsibilities can be carried out more effectively and efficiently
- Demonstrates a spirit of cooperation toward other employees and the achievement of Councils' goals.
- Effective coordination of labour, plant and materials to undertake construction and maintenance activities in accordance with scheduled works programmes
- Effective handling of works programs, reporting, monitoring expenditure and compliance with budget constraints
- All administrative duties are performed in a timely manner
- Ensure that work is carried out in a safe manner in accordance with the WH&S Act, Regulation, Standards and Council's work procedures
- Compliance with Industrial Awards, WH&S, EEO legislation, and Council's policies and procedures and statutory obligations are met

## **WH&S OBLIGATION AND RESPONSIBILITY STATEMENT**

### **MANAGERS & SUPERVISORS**

Managers and Supervisors are responsible and accountable to their Senior Manager for the health and safety of all employees, contractors, visitors and volunteers at workplaces that are under their control.

1. Ensuring a safe work environment and safe system of work are provided for all employees, contractors, visitors and volunteers.
2. Implementing, maintaining and monitoring the **WH&S Management Plan and MAPs within their area of responsibility.**
3. Being aware of KPIs that have been set by management.
4. Assisting with the development and implementation of departmental WH&S policies, procedures and work instructions.
5. Providing information to employees through team meetings, **toolbox talks** or information sessions in relation to WH&S.
6. **Conducting hazard inspections** at all relevant workplaces in accordance with the 'Hazard inspection Matrix'.
7. Ensuring **risk assessments are conducted** and recorded for all identified hazards, or prior to the implementation of new work practices, hazardous substances, or plant. Also, as required, assisting or participating in the carrying out of risk assessments on identified hazards.

Employee Initials:  
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8. Ensuring **all incidents, serious bodily injuries**, work-related illnesses or dangerous occurrences are reported to the WHSO within the required timeframes.
9. Identifying employee training needs and ensuring that no employee is required to undertake a task without first receiving training in the safe method of work, or adequate safety instructions.
10. Ensuring all new employees and internal transferees are given job **induction training** and appropriate job safety instructions.
11. Enforcing the wearing of all required personal protective equipment and ensuring that the equipment is worn correctly.
12. Ensuring a high standard of housekeeping is maintained within their area of control.
13. Ensuring that no hazardous substance is purchased or used without first carrying out a risk assessment and gaining approval from the authorised person.
14. Ensuring all employees under their control are aware of first aid locations, fire protection facilities, evacuation and other emergency procedures.
15. In liaison with the Workplace Rehabilitation Coordinator, implementing rehabilitation procedures and facilitating early return to work for injured employees. Also assisting with the identification of positions that are suitable for rehabilitation placements.

Attend WH&S Committee meetings as required.

**Position Review**

**Incumbent Certification**

I have read the position description with pages numbered 1 to 6 which has been reviewed by my accountable supervisor and myself and I am aware of the position requirements.

\_\_\_\_\_/\_\_\_\_\_/\_\_\_\_\_  
(Signature of Incumbent) Date

**Accountable Supervisor Certification**

I have reviewed the position description with the incumbent of the position and am satisfied that the position description provided for the incumbent is correct.

\_\_\_\_\_/\_\_\_\_\_/\_\_\_\_\_  
(Signature of Accountable Supervisor) Date

**Chief Executive Officers Certification**

This position description is authorised by me.

\_\_\_\_\_/\_\_\_\_\_/\_\_\_\_\_  
Signature of Chief Executive Officer) Date

Employee Initials:  
Supervisor Initials:

## **Construction Supervisor Selection Criteria**

**Essential:**

1. Demonstrated knowledge and experience in road construction methods and applications including drainage and formation work;
2. Demonstrated experience as a supervisor/leader with the ability to motivate and lead staff;
3. Ability to manage projects and budgets relating to projects;
4. Demonstrated ability in the safe and correct operation and maintenance of equipment and plant;
5. Demonstrated knowledge of traffic management requirements and risk assessments;
6. Knowledge of Workplace Health and Safety requirements
7. Basic computer skills

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