



Works Supervisor

Position Description

Incumbent:	VACANT
Position Number:	4005
Directorate:	Infrastructure Services
Team:	Construction Team
Position Status:	Permanent Full Time
Classification:	QLGIA (Stream A) Level 6-8
Current Level:	
Reports to:	Manager of Operations
Location:	Isisford
Accountable for:	Maintenance Team Leader, Plant Operators and Labourers
Revised:	Dec 2021

Our Vision

The communities of the Longreach Region, with their individual identities and a proud heritage, will be characterised by their cohesive and inclusive nature, making the region a location of choice for business investment and outback living.

Reaching a population of 5,500 by 2027, the Longreach Region will be characterised by strong communities and a vibrant economy driven by skills and innovation in a diversity of traditional and new industries.

Our Mission

Council's Mission is to deliver decisive leadership in making locally-responsive, informed and responsible decisions, providing the highest-quality services and facilities to all communities of the Longreach Region.

Our Eight Core Values

1. A Safe and Healthy Work Environment
2. Inclusiveness and Respect
3. Consistency and Fairness
4. Teamwork and Staff Development
5. Performance and Value for Money
6. Leadership and Collaboration
7. Sustainability
8. Forward-looking



Position Objective

This position will be responsible for the effective and efficient management of all civil construction and maintenance activities for the Isisford/Yaraka area. The incumbent will also be responsible for the efficient, timely and cost effective delivery of assigned projects in accordance with Council's Policies and Procedures.


Position Responsibilities

- Manage the implementation of the construction works schedule for works being performed and supervised.
- Manage construction projects for identified works in area of responsibility.
- Manage project plans to ensure availability of required employees, contractors, plant/equipment and materials.
- Prepare estimates for projects, and assist in the preparation of budget submissions and works programs.
- Monitor, review and report progress of works, identify problems, manage resources and recommend solutions.
- Monitor standard of completed projects to ensure high quality of performance.
- Liaise with procurement on tender and request for quote process for works and secure outside services in accordance with procurement policies and procedure.
- Assist in the audit procedures to ensure Council plant are maintained and services as required and within budgetary constraints.
- Initiate cost reporting of all jobs on a fortnightly basis in order to have all employees concerned of the ongoing performance of the Job Task
- Manage, monitor and review project budgets and programs.
- Provide leadership and supervision of assigned construction projects to achieve and maintain a safe, efficient, well-trained and cooperative team in an equitable, harmonious and productive manner.
- Recommend and monitor employee development programs across the Construction gang.
- Manage project quality control and completion to relevant quality assurance and environmental standards.
- Monitor the implementation of traffic control procedures in compliance with relevant legislation and industry standards as required.
- Participate in after-hours and emergency response by Construction Department.
- Ensure that all work is carried out in line with Council's Workplace Health and Safety policies and procedures.
- Other such relevant duties as required from time to time which would generally fall within the scope of this position as directed by your accountable supervisor or the Chief Executive Officer.

Position Requirements

Skills

- Demonstrated communication and leadership skills in regard to management, supervision and motivation of staff.
- High level of communication skills, both oral and written.
- Good customer service skills, both internal and external customers.
- Ability to effectively manage a budget and exercise good judgement and supervision of construction projects.
- Demonstrated organisation and prioritisation skills in meeting work and project deadlines.
- Ability to read and interpret detailed construction plans.
- Ability to plan and budget works and organise works schedules.

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- Demonstrated organisation and prioritisation skills in meeting work and project deadlines.
 - Sound problem solving, negotiating and work planning skills.

Knowledge

- Demonstrated knowledge of road making methods, specifications, and plan interpretation and survey concepts.
- Demonstrated knowledge of Construction practices and the ability to supervise those working in this area.
- Technical knowledge of work activities performed by a construction team with the ability to supervise those working in this area.
- Working knowledge of methods of operation used by Council.
- Sound knowledge of policies and regulations relevant to Local Government operations.

Mandatory Experience/Qualifications

- Experience in the design, management and supervision of projects and small teams working across various locations on different projects.
- Experience in works programming and civil construction and maintenance works.
- Qualification and/or relevant experience in Project Management
- Current “MR” Class Drivers Licence.
- General Construction Induction card.
- Certificate IV in Civil Construction (Supervision).
- Control Traffic with a Stop Slow Bat.
- Traffic Management Implementation.
- Plant competency including: Roller, Skidsteer and Loader
- High Risk work licence: Forklift.
- Vehicle Loading Crane (<10 mtn) training

Desirable Experience/Qualifications

- First Aid and CPR Certificate.
- Certificate IV in Leadership and Management.

Delegations and Authorisations

Financial Delegation

A financial delegation of \$50,000.00 is assigned to this position. Please refer to Council’s Procurement Management Directive for details of Councils guidelines as per Local Government Act and Regulation. Legislative Sub-Delegations and Authorisations may also be applicable to this position and are detailed in the external public registers. Both registers are available on Council’s Electronic Document Management System.

Vehicle Authorisation

A vehicle authorisation for Commute Use is assigned to this position. Please refer to Councils Vehicle Policy for details of Councils guidelines on vehicle usage.

Physical Requirements

Physical Demand Category

- Sedentary Work
 Light Duty – Frequent lifting/carrying of objects weighing up to 5kgs.
 Medium Work – Frequent lifting/carrying of objects weighing up to 10kgs.
 Heavy Work – Frequent lifting/carrying of objects weighing up to 25kgs.

Audio-Visual Demands

- Depth Perception
 Colour Discrimination
 Peripheral Vision
 Hearing

Specific Actions Required

This job may include:

- | Standing/Walking | Sitting | Driving |
|---|---|---|
| <input type="checkbox"/> None | <input type="checkbox"/> None | <input type="checkbox"/> None |
| <input type="checkbox"/> Occasional | <input type="checkbox"/> Occasional | <input type="checkbox"/> Occasional |
| <input type="checkbox"/> 1-4 Hours | <input checked="" type="checkbox"/> 1-4 Hours | <input checked="" type="checkbox"/> 1-4 Hours |
| <input checked="" type="checkbox"/> 4-6 Hours | <input type="checkbox"/> 4-6 Hours | <input type="checkbox"/> 4-6 Hours |
| <input type="checkbox"/> 6-8 Hours | <input type="checkbox"/> 6-8 Hours | <input type="checkbox"/> 6-8 Hours |

Work Environment

Attribute	Yes	No
Chemicals	<input checked="" type="checkbox"/>	<input type="checkbox"/>
Cold	<input type="checkbox"/>	<input checked="" type="checkbox"/>
Dampness	<input type="checkbox"/>	<input checked="" type="checkbox"/>
Fumes/Gases	<input checked="" type="checkbox"/>	<input type="checkbox"/>
Heat/Humidity	<input checked="" type="checkbox"/>	<input type="checkbox"/>
Heights	<input type="checkbox"/>	<input checked="" type="checkbox"/>
Noise	<input checked="" type="checkbox"/>	<input type="checkbox"/>

Repetitive Motions

- Simple Grasping
 Fine Manipulation
 Pushing & Pulling
 Finger Dexterity
 Foot Movement

This Job Will Require

Manoeuvre	Frequent	Occasional	None
Bending	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Squatting	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Climbing	<input type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>
Twisting	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Reaching	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>

- Plant operation with maximum seat rating of 150kgs

Workplace Health and Safety Obligations

All employees have a legal obligation to comply with regulatory requirements and **LRC- SMS (Longreach Regional Council's - Safety Management System)** incorporating WH&S policies, procedures and work instructions. These are introduced to ensure the health and safety of employees, contractors, visitors, volunteers, the public and the environment and remain compliant with Industry Benchmark Standards.

The following statements apply to all Managers and Supervisors for the supervision of employees, including permanent, part-time and casual employees. Your responsibilities include:

1. Setting a good example for staff to follow and encourage a positive attitude to health and safety, ensuring a safe work environment and safe system of work is provided for all employees, contractors, visitors and volunteers.
2. Comply with the *Health and safety duties and Duty of Care* requirements as specified within the *Work Health and Safety Act 2011 Part 2* with particular attention to *S19 Primary duty of care* for *Person Conducting a Business or Undertaking (PCBU)* responsibilities.
3. Striving to meet and/or exceed Key Performance Indicator requirements that have been set by management.
4. To comply with instructions given for WH&S at a workplace by the employer;
5. Ensuring all accidents, incidents, serious bodily injuries, work-related illnesses or dangerous occurrences and near misses are reported to the WHSA within the required timeframes (within 24 hours of the event)
6. Conducting an investigation and submit a report for any and all accidents or incidents that have occurred within your area of responsibility within the workplace;
7. Enforcing the wearing of all required uniforms and personal protective equipment, ensuring that the equipment is worn correctly, after providing proper instruction in its use;
8. Not to wilfully or recklessly interfere with or misuse anything provided for WH&S at the workplace;
9. Not to wilfully place at risk the WH&S of any persons at the workplace including yourself;
10. Adhere to the **LRC-SMS** by Implementing, maintaining and monitoring the Council's WH&S Management Plan and completing relevant Monthly Action Plan items within your area of responsibility;
11. Performing all work and associated functions in a safe, efficient and effective manner;
12. Assisting with the development, implementation and monitoring of departmental WH&S policies, procedures, work instruction and verbal directions within your area of responsibility;
13. Providing information to employees through team meetings, toolbox talks or information sessions in relation to WH&S;
14. Instigate and supervise the facilitation of hazard inspections, risk assessments, and the implementation of corrective action to eliminate hazards where practical and / or control risks in the workplace;
15. 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;
16. Ensuring that no hazardous substance is purchased or used without first carrying out a risk assessment and gaining approval from the authorised person.
17. 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
18. Establishing and maintaining a high standard of housekeeping within your individual work area(s) and generally within the Longreach Regional Council's area of responsibility;
19. Attending any toolbox, team talks or specific training (e.g. Take 5s etc.) as supplied and required by Longreach Regional Council;
20. Ensuring all employees under your control are aware of first aid locations, fire protection facilities, evacuation and other emergency procedures.
21. 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.

- 22. Attend WH&S Committee meetings as and when required.

Acknowledgement

This Position Description has been designed to indicate the general nature and level of work performed by employees within this classification. It is not designed to contain or be interpreted as a comprehensive inventory of all duties, responsibilities and qualifications required of employees assigned to the role.

Authorised By:	Roger Naidoo, Director of Infrastructure Services
Signature:	
Date:	
Present Incumbent:	VACANT
Signature:	
Date:	