



POSITION DESCRIPTION

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| Position Title | Supervisor – Urban |
| Position Code | 1267 |
| Directorate | Community & Infrastructure |
| Work Group | Field Services |
| Position Classification | Band 5 |
| Effective Date | July 2022 |

Our Vision

The Rural City of Wangaratta prides itself on being a community that is connected, sustainable and contemporary. We provide our community with diverse opportunities to participate in the arts, sport and recreation, and in cultural events and programs to bring them together to connect and celebrate the great place in which we live. Our staff enjoy the regional lifestyle and the benefits of a community situated within a gourmet food and wine region, with a wide range of outdoor adventure activities, and serviced by excellent education and health facilities. We live in a place where good things grow.

Our Values

Our staff are our greatest asset. Our success comes from the everyday demonstration of our values, being:

- **Trust**, to have confidence in the character and competence of our work colleagues.
- **Respect**, to acknowledge all people as individuals with inherent worth and value.
- **Openness**, where we are frank, honest and accountable in our dealings.
- **Fairness**, so we treat colleagues and customers fairly and consistently.
- **Excellence**, to contribute to outstanding services, systems and relationships.
- **Enjoyment**, so we obtain personal satisfaction from our work and display our enjoyment in the workplace.

1. Position Objectives

1.1 Lead and organise the Drainage & Street Sweeping Teams, ensuring efficient and effective utilisation of resources while undertaking Rural City of Wangaratta's street and pathway sweeping and drainage maintenance & development programmes.

2. Working Relationships

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|------------|-----------------------------------------------------------------|
| Reports to | Maintenance Coordinator |
| Supervises | Maintenance Worker – Drainage Sweeper Operator Drainage Crew |

3. Key Responsibilities

- 3.1** In consultation with the Manager – Field Services, implement, monitor and review drainage maintenance & development and street sweeping activities.
- 3.2** Provide input and advice to the Manager – Field Services in relation to strategic planning of works, consolidated budget and council plan.
- 3.3** Ensure that works and programs meet relevant standards including Council's Road Management Plan by regularly monitoring progress and liaising with staff to ensure techniques used are appropriate.
- 3.4** Carry out investigations of and provide alternatives/solutions for requests either externally or internally generated by customers or staff in a timely manner including responding to customers both verbally and in writing.
- 3.5** Prepare cost estimates and relevant work detail to assist with the preparation of strategic maintenance and capital works programs including budgets and ensure all projects are completed within the corresponding budget.
- 3.6** Identify and report on hazards associated with Works & Operations activities and carry out risk assessments and recommend control measures in line with Council's OH&S policies and procedures.
- 3.7** Assist with the development of a multi-skilled workforce, provide leadership, guidance and performance feedback to staff reporting to the position, undertake staff development reviews and identify training needs.
- 3.8** Undertake administrative duties including but not limited to the checking and authorisation of time sheets, purchase orders and invoices in accordance with Council's policies, procedures and delegations.

4. Core Physical Requirements

- 4.1** Capacity to undertake office-based activities including sitting at a desk and using a computer for extended periods.
- 4.2** Capacity to, on occasion, lift items unspecified in weight within individual limits.
- 4.3** Capacity to work in an outdoor environment for varying periods of time.
- 4.4** Capacity to perform heavy manual duties.
- 4.5** Capacity to bend knees or squat to ground level on occasional basis.

4.6 Capacity to walk on and negotiate uneven or sloping hard surfaces or ground.

4.7 Capacity to walk distances greater than 1 kilometre.

4.8 Capacity to step up and down from vehicles, plant & equipment frequently.

4.9 Capacity to drive a medium rigid motor vehicle.

5. Accountability and Extent of Authority

5.1 Accountable for and authorised to supervise and coordinate the Drainage & Street Sweeping Teams, (and other assigned staff members,) ensuring that maintenance and works programs are undertaken in accordance with identified standards or relevant specifications

5.2 Authorised and accountable for the provision of advice to the public and other staff along with the regulation of authorities/contractors whilst engaged in Works & Operations activities.

5.3 Accountable for ensuring administrative duties are completed in accordance with Councils policies, procedures and delegations.

5.4 Authorised and accountable to undertake risk assessments and recommend controls within the Works & Operations team.

5.5 Accountable for providing leadership and guidance to staff and authorised to complete staff development reviews and identify training needs.

6. Judgement and Decision Making

6.1 In conjunction with the Manager – Field Services, apply established techniques to new situations to solve operational works problems and staff performance issues along with the need to recognise when these techniques are not appropriate.

6.2 Required to improve or develop work methods using problem solving techniques and previous experience.

6.3 Required to assist in monitoring the progress and financial status of maintenance and capital works programs and make recommendations on the appropriate course of action to ensure the programs completion within timeframes and budget allocation.

6.4 Guidance and advice will always be available.

7. Knowledge and Skills

7.1 Specialist Skills and Knowledge

7.1.1 Demonstrated knowledge and skills in drainage maintenance & construction along with street sweeping and the specialised equipment that relates to these areas.

7.1.2 Developed skills in the interpretation and application of specifications, design plans and drawings.

7.1.3 Demonstrated skills in monitoring and reporting on assigned budget areas with support from Manager – Field Services.

7.1.4 General knowledge of Australian standards, codes, acts and regulations.

7.1.5 Experience in undertaking administrative duties and using Information Technology tools including a sound knowledge of Microsoft Office programs and mapping software.

7.1.6 Demonstrated knowledge of OH&S legislation and the ability to carry out risk assessments and identify control measures.

7.1.7 Demonstrated experience in design and audit of traffic management plans and their implementation in the field.

7.1.8 Demonstrated experience in forward costing of capital and maintenance programs and the ability to provide accurate quotations for private works.

7.2 Management Skills

7.2.1 Demonstrated skills in managing time, setting priorities, planning and organising own work and other employees to ensure specific and set objectives are achieved.

7.2.2 Understanding and ability to implement personnel practices including Equal Opportunity and staff development programs.

7.2.3 Ability to lead and supervise a diverse range of select staff and contractors delivering maintenance and capital works programs.

7.3 Interpersonal Skills

7.3.1 Ability to gain cooperation and assistance from clients, members of the public and other employees to achieve the objectives of the Works & Operation unit.

7.3.2 Ability to lead, and coordinate staff to ensure a cooperative and multi-skilled workforce is developed.

7.3.3 Developed written and verbal communication skills.

7.3.4 Developed conflict resolution and negotiation skills.

8. Qualifications and Experience

8.1 A relevant trade qualification or higher and/or extensive relevant industry experience relating to drainage construction & maintenance activities and street / pathway sweeping functions including demonstrated project management experience.

8.2 Developed interpersonal skills and experience in leading, coordinating and developing work teams.

8.3 Experience in budget reporting, reporting on projects, works and services.

8.4 Experience in undertaking administrative duties and using Information Technology tools including a sound knowledge of Microsoft Office programs and mapping software.

8.5 Experience in reading and interpreting works instructions and setting out works from plans using a variety of survey instruments.

8.6 Current drivers licence endorsed medium rigid.

8.7 Control traffic using a stop / slow bat

8.8 Implement traffic control plans

8.9 Select & modify traffic control plans

- 8.10 Design & audit traffic control plans
- 8.11 OH&S 5-day management training
- 8.12 Construction industry induction card
- 8.13 First Aid level 2
- 8.14 Confined space awareness training
- 8.15 Load restraint training

9. Key Selection Criteria

- 9.1 A relevant trade qualification or higher and/or extensive relevant industry experience relating to drainage construction & maintenance activities and street / pathway sweeping functions including demonstrated project management experience.
- 9.2 Developed interpersonal skills and experience in leading, coordinating and developing work teams.
- 9.3 Experience in budget reporting, reporting on projects, works and services.
- 9.4 Experience in undertaking administrative duties and using Information Technology tools including a sound knowledge of Microsoft Office programs and mapping software.
- 9.5 Experience in reading and interpreting works instructions and setting out works from plans using a variety of survey instruments.
- 9.6 Demonstrated ability to work cooperatively as a team member.
- 9.7 Current Driver Licence endorsed medium rigid.
- 9.8 Control traffic using a stop / slow bat
- 9.9 Implement traffic control plans
- 9.10 Select & modify traffic control plans
- 9.11 Design & audit traffic control plans
- 9.12 OH&S 5-day management training
- 9.13 Construction industry induction card

9.14 First Aid level 2

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9.16 Load restraint training

Authorised by: Director – Community & Infrastructure

Date:

Employee's Signature:

Date:
