



POSITION DESCRIPTION

Position Title	Works Supervisor - Unsealed
Position Code	7135
Directorate	Community & Infrastructure
Work Group	Works
Position Classification	Band 5
Effective Date	July 2024

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 Deliver assigned construction and maintenance programs, cost and project manage assigned works projects, investigate and resolve customer enquiries and provide advice to other Council staff.

1.2 Lead and supervise road maintenance works teams and contractors that report to the position.

2. Working Relationships

Reports to	Maintenance Coordinator
Supervises	Maintenance Team Leader – Unsealed Maintenance Workers - Unsealed

3. Key Responsibilities

- 3.1** In consultation with the Coordinator Works, plan, implement, monitor and review maintenance programs and assist with the delivery of assigned capital works and maintenance projects.
- 3.2** Provide input and advice to the Coordinator Works 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** Utilise relevant maintenance management systems to achieve agreed maintenance programs.
- 3.5** Carry out investigations and provide alternatives/solutions for requests either externally or internally generated by customers or staff in a timely manner.
- 3.6** Prepare cost estimates and relevant work detail to assist with the preparation of strategic maintenance and capital works programs including budgets and quotations for private and contract works.
- 3.7** Monitor assigned budget areas and report regularly to the Coordinator Works.
- 3.8** Identify and report on hazards associated with road maintenance activities, carry out risk assessments, recommend control measures, assist in the development of Safe Operating Procedures and ensure compliance with all relevant OH & S requirements.
- 3.9** 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.
- 3.10** Provide data on road maintenance activities as requested.
- 3.11** 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.
- 3.12** Ensure plant and equipment is carefully selected and utilised to its full potential as part of all road construction and maintenance projects.
- 3.13** Ensure that regular team meetings and toolbox meetings are conducted and assist teams to undertake works in the field.

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 frequently 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 walk on uneven surfaces.
- 4.5** Capacity to sit and drive a manual motor vehicle for long periods.

5. Accountability and Extent of Authority

- 5.1** Authorised and accountable for the provision of advice to the public and other staff and the regulation of authorities/contractors whilst engaged in road maintenance activities.
- 5.2** Accountable for ensuring administrative duties are completed in accordance with Councils policies, procedures and delegations.
- 5.3** Accountable for and authorised to ensure that various work teams and contractors and other assigned staff members,) undertake maintenance and works programs in accordance with identified standards or to relevant specifications.
- 5.4** Authorised and accountable to undertake risk assessments and recommend controls within the road maintenance 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 Coordinator Works, apply established techniques to new situations to solve operational works problems and staff performance issues and ability 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 road maintenance works and project management.

7.1.2 Demonstrated knowledge of road maintenance plant and machinery and an understanding of capabilities and limitations.

7.1.3 Demonstrated skills in the interpretation and application of specifications, design plans and drawings.

7.1.4 Skills in monitoring and reporting on assigned budget areas with support from Coordinator Works.

7.1.5 General knowledge of relevant Australian standards, codes, acts and regulations.

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

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 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 road maintenance team.

7.3.2 Ability to lead and supervise 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 road construction & maintenance activities including demonstrated project management experience.

8.2 Demonstrated experience in undertaking administrative duties and using information technology tools including a sound knowledge of Microsoft Office programs.

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

8.4 Demonstrated experience in forward costing of capital and maintenance programs and the ability to provide accurate quotations to customers and stakeholders.

9. Key Selection Criteria

9.1 A relevant trade qualification or higher and/or extensive relevant industry experience relating to road construction & maintenance activities including demonstrated project management experience.

9.2 Demonstrated knowledge and skills in road maintenance works and project management.

9.3 Demonstrated knowledge of road maintenance plant and machinery and an understanding of capabilities and limitations.

9.4 Developed interpersonal skills and experience in leading and supervising work teams.

9.5 Experience in budget reporting, reporting on projects, works and services as required.

9.6 Experience in undertaking administrative duties and using Information Technology

tools including a sound knowledge of Microsoft Office programs and mapping software.

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

9.8 Demonstrated ability to work cooperatively as a team member.

9.9 Current Driver Licence (for a manual vehicle).

Authorised by: Director – Community & Infrastructure

Date:

Employee's Signature:

Date:
