

Position Description – Supervisor Shire Works

Shire of Donnybrook Balingup 000.V.24.1



GENERAL OVERVIEW:

Position Title/Number:	Supervisor Shire Works
Directorate/Division:	Operations/Works & Services
Industrial Instrument:	Local Government Industry Award 2020(IA)
Classification:	Level 7
Reports to:	Manager Works & Services
Primary Location:	Donnybrook Depot, 21 Cherrydale Way, Donnybrook

OUR VISION:

“ A proud community enjoying our rural lifestyle, cultural heritage, and natural environment. ”

POSITION OVERVIEW:

To provide effective and proactive leadership, and supervision of employees and contractors in the construction and maintenance service area, ensuring all tasks are delivered in a safe and efficient manner.

POSITION RESPONSIBILITIES:

- > Provide leadership to employees and contractors to effectively plan, schedule, coordinate, supervise, and deliver works associated with the maintenance, renewal, upgrade, and expansion of the Shire's transport infrastructure assets.
- > Provide technical expertise and leadership in the implementation, delivery, and documentation of best-practice civil construction and maintenance techniques across all works undertaken.
- > Foster a positive, safety-focused, and high-performing team culture, striving for continuous improvement across the Construction and Maintenance teams.
- > Train, mentor, and assess staff competency to ensure employees possess the skills, knowledge, and qualifications required to safely and effectively undertake their assigned duties.
- > In conjunction with the Manager Works & Services, Human Resources, and WHS Officers, ensure new employees are appropriately inducted and onboarded through the Shire's Passport Process.
- > Demonstrate leadership in workplace health and safety and ensure compliance with applicable WHS legislation, the Shire's Risk Management Framework, and all relevant policies, procedures, and safe work practices.
- > Coordinate with the Shire Mechanic to ensure the effective maintenance, servicing, and repair of Shire plant and equipment, and contribute to the development and implementation of the plant replacement and renewal program.
- > Assist the Manager Works & Services with the preparation and delivery of annual operating and capital works budgets and provide input into the strategic planning and management of the Shire's infrastructure assets.



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- > Undertake administrative functions associated with the role, including staff timesheets, project reporting, procurement, budget monitoring, safety compliance, records management, and performance reporting.
- > Undertake procurement activities in accordance with the Shire's Purchasing Policy, procurement procedures, and delegated authority framework.
- > Assist with the planning, coordination, and delivery of cemetery operations, including grave digging, ashes interments, and associated maintenance activities.
- > Investigate infrastructure maintenance requests, prepare reports and recommendations as required, and coordinate the delivery of approved works.
- > Support the Manager Works & Services in the day-to-day operation of Shire depots and the coordination of works programs, and provide relief for this position during periods of leave or absence when required
- > Participate in the after-hours Incident Controller roster and coordinate emergency response activities, including receiving callouts, assessing operational requirements, and mobilising staff and resources as necessary.
- > Actively participate in and contribute to Works & Services meetings, including toolbox meetings, planning sessions, safety discussions, and continuous improvement initiatives.
- > Develop and maintain effective working relationships with internal departments, contractors, government agencies, service authorities, community groups, and members of the public.
- > Carry out all other duties, responsibilities, and reasonable directions as assigned by the Manager Works & Services.

ORGANISATIONAL RELATIONSHIPS:

Responsible for:	• Supervision of 9.0 FTE Construction and Maintenance Staff. • Manager Works & Services • Director Operations
Internal Relationships:	• Supervisor Parks and Gardens • Construction & Maintenance Staff • Other Shire Staff: P&G, Technical, WHS, HR & Finance.
External Relationships:	• Federal and State government agencies, other Local Governments, community groups, agencies, contractors, staff associations and organisations, private sector stakeholders, ratepayers, local residents, and general public.

EXTENT OF AUTHORITY:

Under the direction of the Manager Works & Services and as delegated from time-to-time, the incumbent has authority to act within predetermined guidelines, policies, procedures, predetermined budgetary limits and expenditure and in accordance with the statutory provisions of the *Local Government Act 1995* and other relevant legislation. Delegated authority in accordance with the Delegations Register.



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POSITION BENEFITS:

Rostered Day Off (RDO):	Yes	Vehicle:	Yes (Commuter Use Only)
Mobile Telephone Allowance:	Yes	Laptop/computer:	Yes
Gym Membership:	Yes	Wellbeing Program:	Yes

CORPORATE RESPONSIBILITIES:

Budget:	Council adopted
Code of Conduct:	All employees are responsible for adhering to the Shire's Code of Conduct and the policies and procedures that support it.
Workplace Health and Safety (OH&S):	The Shire of Donnybrook Balingup is committed to ensuring the health and safety of its employees. All employees have responsibilities and accountabilities which are identified in Operational Procedure EXE/OP-7 Work Health and Safety Responsibilities.
Equal Opportunity:	Comply with the Shire's EO requirements and provide, so far as practicable, an environment that is fair, equitable and free of harassment for staff and those we serve.

TRAINING MATRIX:

Training can be achieved through many different mediums, including previous experience, formal qualifications and education. The following programs are provided to you, and are compulsory, as a new employee of the Shire of Donnybrook Balingup:

Shire of Donnybrook Balingup Induction:	To be completed within one (1) week of commencement of employment.
Workplace Health and Safety (OH&S) Induction:	To be completed within two (2) weeks of commencement of employment.
Records System Training:	To be completed within the first month of commencement of employment.
Corporate Software (Synergy) Training:	To be completed within the first month of commencement.
Local Government Induction Training:	To be completed within the first month of commencement of employment. <i>(Not required for all positions)</i>

ANNUAL PERFORMANCE REVIEW:



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At least once in every calendar year, an evaluation of the position holder's performance will be conducted by the Manager / Supervisor. The annual review will include an assessment of achievement of the key duties, responsibilities, and key performance indicators (KPIs) and will be used to identify training and development needs.

SELECTION CRITERIA:

Essential Requirements

- > Extensive experience in leading civil construction and maintenance works, that includes the undertaking of final trim road grading and operation of plant.
- > Comprehensive knowledge and experience in the implementation and enforcement of WHS requirements.
- > Demonstrated ability to schedule, supervise, motivate and upskill staff.
- > Sound verbal, written, customer service and computer skills.
- > Current HR Driver's License and tickets for the operation of various civil construction plant and equipment.
- > Construction Industry White Card.
- > First Aid.

Desirable Experience and Qualifications

- > Previous Local Government experience in a similar role.
- > Traffic Management and other civil construction qualifications
- > Current HC Drivers Licence

ACKNOWLEDGEMENTS:

The details contained in this position description are an accurate statement of the key duties and responsibilities and other requirements of this position and consideration has been given to any relevant KPIs and objectives.

Manager Name:

Signature:

Date:

I have noted the statement of the key duties and responsibilities and other requirements as noted in this position description. I also acknowledge that other duties, KPIs and objectives may be assigned to this position as required from time to time to meet the business needs of the organisation.

**Position Holder
Name:**

Signature:

Date:

