

POSITION DESCRIPTION

Position Title:	Works Supervisor East	Position Code:	5-WSE
Division:	Infrastructure	Grade:	G
Location:	Wellington	Hours/Week:	38-9 day fortnight
Reports to:	Operations Coordinator East		
No. Direct Reports:	33	No. Indirect Reports	Nil

Primary Purpose of Position

The Works Supervisor is responsible for coordinating and supervising the day to day operations of the Infrastructure Delivery works teams. This includes:

- Delivery of routine maintenance programmes and construction projects in a safe and cost efficient manner and to agreed quality standards.
- Preplanning of two week schedules for crews and contractors.
- Sourcing and supervision of required resources – plant, labour, materials.
- Customer liaison

Key Accountabilities / Duties

Key Result Area	Primary Activities
Project / Programme Co-ordination	<ul style="list-style-type: none"> • Understand client and programme requirements. • Obtain and respond to client and public feedback regarding projects and programmes. • Assist with or prepare project estimates and management system documents based on plans, specifications and industry standards. • Day to day delivery of projects and programmes • Assist with consultation plans in relation to projects and programmes. • Ensure compliance with and efficient implementation of the Defined Asset Management Policy (DAMP) as it applies to programmes assigned. • Emergency response assistance. • Ensure Maintenance and Construction Projects are delivered in a safe and cost efficient manner and to agreed quality standards.
Teamwork and Involvement	<ul style="list-style-type: none"> • Participate in programming meetings • Regular liaison with engineers, coordinators, GPS technician and systems office staff to allow efficient and timely project decision making. • Facilitate site induction and information flow to operational staff and contractors. • Undertake networking with clients, staff and appropriate bodies both internal and external to Council.
Performance Management	<ul style="list-style-type: none"> • Ensure staff in the Branch are performance managed effectively and in line with Council's policies • Undertake training and development.

Key Accountabilities / Duties

Management systems	<ul style="list-style-type: none"> Follow organisational systems and procedures in the delivery of projects and programmes. Develop required new systems elements. Contract Supervision processes are followed.
Leadership	<ul style="list-style-type: none"> Represent the branch in a professional and ethical manner Be part of the communication link from the Manager to your members of staff.
Team/People Management	<ul style="list-style-type: none"> Supervise your team and their duties ensuring that individual accountabilities and performance are monitored and achieved. In conjunction with HR policies, make recommendations through the Operations Engineer/Coordinator to the Manager on appointments, promotions and terminations of staff under your control. Ensure that the organisation's policies and procedures are fully understood and adhered to by your team. Ensure appropriate communication to your team to ensure awareness of relevant key issues Foster good team work and high staff morale within the team.
Corporate Reporting, planning and Monitoring	<ul style="list-style-type: none"> Assist the Manager Infrastructure Delivery in providing branch input and implementing the following strategic plans & documents; <ul style="list-style-type: none"> Management Plan Business Plan Agreed brief Branch Budget Provide input into corporate plans, reports, programs, and policies as required.

Inherent Requirements of the Position

- Class C Drivers Licence.
- RMS Prepare Work Zone Traffic management Plan ticket.
- General Construction Induction card.
- Pre-employment health assessment.
- First Aid certificate.
- This position is required to wear an approved Council uniform at all times.
- This position is required to work indoors and outside, in public and non-public areas as a part of the role, thus a reasonable level of fitness and good manual handling techniques are an inherent requirement of the role.
- Willingness to undertake further study as required.
- The position is provided with a DRC mobile phone which must be carried at all times. Personal calls are to be reimbursed regularly.

Selection Criteria

Essential

- Certificate IV in Civil Construction Supervision or related discipline.
- General Construction Induction card and Prepare Work Zone Traffic Management Plan ticket.
- Basic computer skills with experience using Microsoft office programs, including email.

Selection Criteria

4. Ability to effectively supervise staff and contribute to staff development.
5. Class C Drivers Licence.

Desirable

7. Previous Local Government experience in a civil construction environment.
8. Knowledge of Quality Assurance and Quality Control Systems.

Organisation Wide Accountabilities

Corporate Values	<p>Creating Community for Today and Tomorrow</p> <p>All employees have a responsibility to uphold the values of Dubbo Regional Council being:</p> <ul style="list-style-type: none"> • Progressive <ul style="list-style-type: none"> ○ Be Curious, Courageous And Committed • Sustainable <ul style="list-style-type: none"> ○ Balanced Approach To Growth & Opportunity • One Team <ul style="list-style-type: none"> ○ Working Together • Integrity <ul style="list-style-type: none"> ○ Accountable For Our Actions
Work Health and Safety	<p>All employees are responsible for the Work Health and Safety (WHS) for Dubbo Regional Council and their duties include:</p> <ul style="list-style-type: none"> • Complying with Council's WHS policies and procedures • Working with due diligence and consideration to safeguard their own health and safety and the health and safety of others • Reporting any potential hazards, incidents or injuries to their Supervisor or People, Culture & Safety within 48 hours • Participating in any WHS consultation arrangements • Complying with any Return to Work Plan if injured and supporting rehabilitation in the workplace • Correctly using all personal protective equipment • Complying with emergency and evacuation procedures and site rules if applicable • The Chief Executive Officer, Directors (Officers), Managers and On-Site Supervisors have additional responsibilities as defined in the Dubbo Regional Council Work Health and Safety and Consultation Policy
Sustainability	<p>Staff will give equal priority to improving and enhancing Council's economic, social and environmental outcomes by integrating sustainability into all decision making processes. This includes continuously increasing efficiencies, reducing resource use, sustainable procurement, maintaining service levels and protecting our natural assets. It is expected that all staff can demonstrate awareness and participation in sustainable work practices.</p>
Code of Conduct and Equal Employment Opportunity	<p>Staff will, at all times, adhere to:</p> <ul style="list-style-type: none"> • Council's adopted Code of Conduct.

Organisation Wide Accountabilities

- Council's Anti-Discrimination, Harassment and Equal Employment Opportunity Policy to foster a fair and equitable workplace free of illegal discrimination, harassment and bullying behaviour.

Acceptance:

I, _____ confirm I have read and understood the Position Description. As the incumbent of this position, I agree to work in accordance with the requirements of the position and will abide by Dubbo Regional Council's policies and procedures.

I understand this Position Description is designed to guide the responsibilities and activities to be undertaken in this position and is not intended to be an exhaustive list. I acknowledge that the organisation, in response to changing priorities, may vary tasks and responsibilities from time to time.

Signature:

Date: