



# BYRON SHIRE COUNCIL

## POSITION DESCRIPTION

**POSITION:** **Supervisor Capital Works**

**REPORTS TO:** Team Leader Capital Works

**DIRECTORATE:** Infrastructure Services

**BRANCH:** Works

**CLASSIFICATION:** Grade 6

**STAFF:** N/A

<b>CONTACTS:</b>	<b>Internal</b>	<b>External</b>
	General Management and staff at all levels	Customers Consultants Contractors Government Departments Community Organisations

**POSITION OBJECTIVE:**

To provide high level of service in the construction and renewal of Councils' Infrastructure.

To ensure the work team achieves the scheduled works for capital and renewal projects and other associated activities in an efficient, timely and cost effective manner.

**ORGANISATION VALUES:**

You will demonstrate the Byron Shire Council's Organisational Values as an integral component of your position within the organisation.

It is expected that every action you take, as a representative of Byron Shire Council will be underpinned by a commitment and belief in our Organisational Values, which are:



WE LEAD WITH ENTHUSIASM AND PURPOSE



WE ARE OPEN, HONEST AND RESPECTFUL



WE FOSTER WELLBEING AND CREATIVITY



WE ACHIEVE OUR GOALS AND SUCCEED TOGETHER

**KEY RESPONSIBILITIES:**

**Organisational Relationships**

- Contribute to corporate goals and harmony by accepting responsibility for own work, participating in a positive manner and contributing to workplace change.
- Contribute to a culture of continuous improvement and effective and enjoyable work practices and relationships.

**Operations Management**

- Coordinate and motivate team members towards achievement of agreed goals and positive participation in team activities.
- Ensure daily work activities are achieved in a timely and cost effective manner.
- Plan and monitor daily work schedules in collaboration with the Team Leader and Works Coordinator.
- Ensure the team provides an appropriate level of customer service when dealing with the public, contractors, internal staff and other government departments.
- Ensure resources (equipment, vehicles, plant, tools etc.) are used and maintained in accordance with manufacturer's specification and carried out in a responsible, safe and efficient manner.
- Monitor and review the performance of staff against developed criteria and agreed work objectives.
- Provide leadership to staff in accordance with the principles of EEO, human resource and corporate policies and ethical practice.
- Delegate tasks to multi-skilled labourers and multi-skilled operators while supervising.
- Assist the Team Leader and Works Coordinator to monitor and evaluate changing circumstances to enable continuous improvement in the provision of Infrastructure Services to allow the team to become competitive and innovative.
- Assist in the preparation of the 3 week look ahead schedule.
- Implement 3 week look-ahead as developed with Team Leader and Works Coordinator.
- Accurately use levelling / set-out devices, especially dumpy levels.
- Operate computers / tablets as required for daily reporting and communication purposes.
- Check and authorise periodic attendance sheets and allocate and re-allocate tasks amongst staff under the position's supervision.
- Report daily on achievements of planned works and activities for 3 week look-ahead.
- Calculate materials and quantities as required.
- Accurately read and interpret plans, technical drawings and technical specifications.
- Contribute toward the achievement of team goals and harmony within Infrastructure Services and the broader Works Team by accepting responsibility for own work, participating in a positive manner and contributing to workplace change.
- Liaise with ratepayers / customers when required and provide a strong customer focus in the implementation of Infrastructure Service functions.
- Ensure team work in accordance with Councils' Code of Conduct, policies and procedures.

**Financial Management**

- Ensure compliance with delegations of the position is maintained
- Ensure that activities operate within budgetary constraints
- Assist the Team Leader and Works Coordinator to develop cost estimates for capital projects.

**Human Resource Management**

- Comply with Council's Code of Conduct, Equal Employment Opportunity, Work Health Safety, corporate and human resources policies and procedures.
- Participate in and assist to develop a teamwork approach within the broader Works Team to ensure quality service outputs and team harmony.

- Apply human resources policies and procedures.
- Ensure effective and equitable leadership and supervision of staff.
- Promote and lead the team to create a high morale, team oriented, customer-focussed environment.
- Monitor and review performance of staff in accordance with Council's staff performance management systems and processes and develop programs for staff to improve performance effectiveness and job satisfaction.

#### **Work Health & Safety Management**

- Work in a safe manner having regard for the environment, self and others and contribute to the development and implementation of Council's and the Directorate's Work Health Safety and environmental management policies, protocols, procedures and practices.
- Report all risks, hazards, incidents and injuries immediately to supervisor.
- Be responsible and accountable for the safety of workers and company property under your supervision.
- Be responsible for ensuring all Work Health Safety legislative requirements and Council and Directorate Work Health Safety policies, procedures, guidelines, tools and requirements are followed at all times.

#### **Other Duties**

- Other such duties as required that are within the limits of the employee's skill, competence and training.
- Option to participate in after-hours call-out system.

#### **QUALIFICATIONS:**

- Certificate in Civil Construction or similar or demonstrated equivalent experience.
- Class C Drivers licence.
- WorkCover Construction Induction Certificate.
- Traffic Controller ticket
- Implement Traffic Control Plans ticket

#### **EXPERIENCE:**

- Demonstrated successful experience in a civil construction role with responsibility for leading and coordinating the work activities of a small to medium sized team.
- Relevant experience in civil construction works including but not limited to:
  - Road construction,
  - Stormwater pipe drainage,
  - Bridges,
  - Concrete cycle ways/footpaths, etc.
- Demonstrated experience in operation of minor / major plant.
- Demonstrated computer literacy, with experience in Microsoft Office suite (Word, Excel, and Outlook).

#### **KNOWLEDGE:**

- Knowledge of Work Health and Safety principles and requirements and other legislation relevant to the area of work.

#### **COMPETENCIES:**

## Demonstrated ability to:

- Lead, motivate and work within a team environment to achieve agreed outcomes.
- Sound and accurate interpretation of plans and technical drawings.
- Delegate work tasks to multi-skilled labourers and multi-skilled operators while supervising.
- Ability to accurately set out works from surveyed marks.
- Program and schedule work activities on a daily basis.
- Operate and maintain major plant (grader, roller, backhoe, forklift, loader, etc.) and minor plant (power tools, chainsaw, etc.)
- Work positively within the broader corporate team to achieve agreed outcomes.
- Provide excellent customer service and deliver quality service outcomes.
- Coordinate, manage and prioritise own workload in a busy complex environment.
- Apply interpersonal skills including the ability to communicate basic information in both written and verbal form.
- Apply Work Health and Safety practices to minimise risk and ensure safe work practices are adopted in the workplace.
- Work independently and contribute positively to a team environment.
- Be flexible in your approach to work and adapt well to workplace change.
- Work to timelines and within budget.
- Effectively use information technology to produce daily reports as required.
- Implement environmental controls (siltation, sedimentation etc.)

**SELECTION CRITERIA**

**Essential Criteria**

- Demonstrated successful experience in a variety of civil construction roles with responsibility for leading and coordinating the work activities of a small to medium sized team with a positive, encouraging and “Can-do” attitude.
- Demonstrated experience in civil construction works including but not limited to:
  - Road construction,
  - Stormwater pipe drainage,
  - Bridges,
  - Concrete cycle ways/footpaths, etc.
- Accurately read and interpret plans, technical drawings and technical specifications with experience in ordering and estimating materials.
- Demonstrated ability to accurately use levelling / set-out devices, especially dumpy levels.
- Demonstrated computer literacy, with experience in the MS Office suite of software (Word, Excel and Outlook).
- Excellent organisation skills with the ability to delegate work tasks to multi-skilled labourers and multi-skilled operators all while supervising and prioritising multiple projects and consistently meeting agreed timeframes.
- Ability to operate computers / tablets as required for daily reporting and communication purposes.
- Excellent interpersonal skills and ability to provide excellent customer service and deliver quality service outcomes as part of a multi-disciplinary team.
- Demonstrated commitment to Work Health Safety, Equal Employment Opportunity and Cultural Diversity principles.
- Class C Drivers Licence.
- WorkCover Construction Induction Certificate.

**Preferred Criteria**

- LR and / or MR Class Licence.
- First Aid Certificate.
- Demonstrated experience to operate major and minor plant and hold the required Work Cover tickets, licences and competencies.
- Traffic Controller ticket
- Implement Traffic Control Plans ticket
- Working near Overhead Power Lines ticket / competency.
- Previous experience in monitoring budgets or projects.
- Sound understanding of erosion and sediment control measures.
- Commitment to and understanding of process improvement and sustainability principles.

**PRESENT OCCUPANT:** \_\_\_\_\_

**SIGNATURE:** \_\_\_\_\_

**SUPERVISOR:** Team Leader Capital Works

**SIGNATURE:** \_\_\_\_\_