

**BARCALDINE REGIONAL COUNCIL**  
**POSITION DESCRIPTION**

**POSITION: MAINTENANCE SUPERVISOR**

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- 1. LOCATION BASE:** Alpha and Jericho District, Barcaldine District or Aramac and Muttaborra District with Regional Work and Travel as required.
- 2. DIRECTION AND SUPERVISORY RESPONSIBILITY:**
  - 1) Works under general direction from more senior employees;
  - 2) Supervises 1-15 other employees within the section;
  - 3) Establishes priorities and monitors workflow in areas of responsibility; and
  - 4) Responsible for setting outcomes for subordinate employees.
- 3. REPORTS AND PROFESSIONAL RELATIONSHIPS:**
  - 1) Reports directly to the Senior Works Supervisor;
  - 2) Interacts with all Council Departments including the Chief Executive Officer (CEO), Deputy Chief Executive Officer (DCEO), Chief Engineer, other Senior Works Supervisors, District Managers, Senior Management and Support Staff, Other Stakeholders and Members of the Public.
- 4. INDUSTRIAL INSTRUMENTS:**
  - 1) Queensland Local Government Industry (Stream A) Award – State 2017 – Division 2 – Section 1; and
  - 2) Barcaldine Regional Council Certified Agreement 2018.
- 5. AWARD EMPLOYMENT STATUS:**
  - 1) Full Time – Ongoing subject to Council's capacity to Pay, Funding and Employee Performance.
- 6. CLASSIFICATION LEVEL:**
  - 1) Level 4-5 as defined in the Queensland Local Government Industry (Stream A) Award Division 2 - Section 1 - Schedule 1 (Classifications).
  - 2) Appointed Classification level will depend on experience and assessed qualifications.
- 7. MAJOR DUTIES AND RESPONSIBILITIES OF POSITION**

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  - 1) Successfully perform construction and maintenance duties required on various Projects that improve and maintain the service, safety and function of Council and Community infrastructure, as directed by the Senior Works Supervisor;
  - 2) Successfully carry out active and safe supervision of all activities undertaken by the Construction and/or Maintenance Team;
  - 3) Successfully exercise operational responsibility and oversee the construction and delivery of Projects on-site and off-site where applicable - directing, planning and setting outcomes for subordinate employees, establishing priorities, coordinating resourcing, and monitoring workflow in areas of responsibility;
  - 4) Successfully develop strong professional networks both internally and externally through effective communication with internal and external stakeholders at all levels;

- 5) Successfully maintain a strong customer focus and provide superior customer service to ensure all stakeholders including the general public receive satisfactory outcomes from their dealings with Council;
- 6) Promote a cooperative team environment, exchange information, gather ideas and collaborate with all internal and external stakeholders as required, contributing positively towards successful Project delivery;
- 7) Effectively participate in road maintenance and/or construction work (as required) by performing roles including but not limited to:
  - a. Traffic control, including placement of signs, cones and barricades as required, and direct traffic as maybe necessary;
  - b. Manual handling tasks such as lifting, digging, raking and shovelling construction materials as may be required;
  - c. Signal plant operators to facilitate alignment and movement of materials as may be necessary; and
  - d. Operation of vehicles and a variety of plant associated with construction and/or maintenance as determined by Council and if lawfully licensed.
- 8) As solely determined by Council and if lawfully licensed, successfully operate and maintain any vehicle/plant in a safe and efficient manner in accordance with legislated Transport requirements, operators' handbook, and BRC workshop guidelines:
  - a. Carry out daily inspections of plant and accurately complete fault sheets as required;
  - b. Carry out normal maintenance checks to the standard as directed by the workshop supervisor; and
  - c. Ensure that plant and tools are kept in good working order, kept clean and tidy and used correctly and in a competent manner.
- 9) Successfully carry out obligations in regard to Council Policies and Procedures, Legislative requirements and successful delivery of Quality Assurance and Environmental procedures;
- 10) Be aware of, comply with and be able to access, all statutory workplace safety legislation and Barcaldine Regional Council WH&S Management System – BRC Safety Management System, WH&S policies and procedures;
- 11) Promote safe working practices and successfully maintain a safe work environment - Lead regular tool box talks, daily site activities and monitor all works undertaken; and
- 12) Successfully carry out other duties as may be necessary within skills, competencies and training.

## **8. SUPPORTING RESPONSIBILITIES**

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- 1) To provide support to other Districts and/or Council Regional Functions as may be lawfully directed by the CEO.
- 2) All employees must:
  - a. Observe all laws relating to their employment including but not limited to the ethics principles outlined in section 4 of the Public Sector Ethics Act 1994;
  - b. Conduct all duties in accordance with relevant statutory requirements, industry codes, practices and standards; and

- c. Comply with Council's Employee Code of Conduct, Council plans, policies and procedures.
- 3) All employees must observe Section 13 of the Local Government Act 2009 as follows:
- Section 13.2 Responsibilities of local government employees**  
All employees have the following responsibilities—
- (a) Implementing the policies and priorities of the local government in a way that promotes—
    - (i) the effective, efficient and economical management of public resources; and
    - (ii) excellence in service delivery; and
    - (iii) continual improvement;
  - (b) carrying out their duties in a way that ensures the local government—
    - (i) discharges its responsibilities under this Act; and
    - (ii) complies with all laws that apply to local governments; and
    - (iii) achieves its corporate plan;
  - (c) providing sound and impartial advice to the local government;
  - (d) carrying out their duties impartially and with integrity;
  - (e) ensuring the employee's personal conduct does not reflect adversely on the reputation of the local government;
  - (f) improving all aspects of the employee's work performance;
  - (g) observing all laws relating to their employment;
  - (h) observing the ethics principles under the Public Sector Ethics Act 1994, section 4;
  - (i) complying with a code of conduct under the Public Sector Ethics Act 1994.

## 9. SKILLS, KNOWLEDGE, EXPERIENCE AND QUALIFICATIONS

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### Essential

The Appointee will hold relevant Licences, Qualifications and experience related to this Position including:

- 1) The Appointee must have minimum 4 years' experience in construction and/or maintenance;
- 2) Previous recent experience supervising construction works;
- 3) The Appointee must hold a current lawful Queensland Construction Safety Induction Card (White/Blue Card) or equivalent;
- 4) The Appointee must hold a current QLD Class "MR" Drivers Licence; and
- 5) Experience and Certificate(s) of Competency (or licences) for operation of various mechanical plant.

### Desirable

- 1) Certificate III in Civil Construction or equivalent desirable;
- 2) Queensland Traffic Controller Licence or ability to gain;
- 3) Traffic Management Implementation Qualification or ability to gain; and
- 4) Previous recent experience in Local Government or with other government bodies desirable.

## 10. PHYSICAL REQUIREMENTS

### Physical Demand Category

- |                                     |  |
|-------------------------------------|--|
| <input type="checkbox"/>            | Sedentary Work   |
| <input type="checkbox"/>            | Light Duty – Occasional lifting/ carrying of objects weighing up to 5kgs   |
| <input checked="" type="checkbox"/> | Medium work – Occasional lifting/ carrying of objects weighing up to 10kgs |
| <input type="checkbox"/>            | Heavy work – Occasional lifting/ carrying of objects weighing up to 20kgs  |

### Audio Visual Demands

- |                                     |                   |                                     |         |
|-------------------------------------|-------------------|-------------------------------------|---------|
| <input checked="" type="checkbox"/> | Peripheral Vision | <input checked="" type="checkbox"/> | Hearing |
|-------------------------------------|-------------------|-------------------------------------|---------|

### Specific Actions Required

This job may include:

	Standing/Walking		Sitting		Driving
<input type="checkbox"/>	None	<input type="checkbox"/>	None	<input type="checkbox"/>	None
<input type="checkbox"/>	Occasional	<input type="checkbox"/>	Occasional	<input type="checkbox"/>	Occasional
<input checked="" type="checkbox"/>	1-4 Hours	<input checked="" type="checkbox"/>	1-4 Hours	<input checked="" type="checkbox"/>	1-4 Hours
<input type="checkbox"/>	4-6 Hours	<input type="checkbox"/>	4-6 Hours	<input type="checkbox"/>	4-6 Hours
<input type="checkbox"/>	6-8 Hours	<input type="checkbox"/>	6-8 Hours	<input type="checkbox"/>	6-8 Hours

### Work Environment

Attribute	Yes	No
Chemicals	<input checked="" type="checkbox"/>	<input type="checkbox"/>
Cold	<input checked="" type="checkbox"/>	<input type="checkbox"/>
Dampness	<input checked="" type="checkbox"/>	<input type="checkbox"/>
Fumes/Gases	<input checked="" type="checkbox"/>	<input type="checkbox"/>
Heat/Humidity	<input checked="" type="checkbox"/>	<input type="checkbox"/>
Heights	<input checked="" type="checkbox"/>	<input type="checkbox"/>
Noise	<input checked="" type="checkbox"/>	<input type="checkbox"/>

### Repetitive Motions

- |                                     |                  |                                     |                   |                                     |                   |
|-------------------------------------|------------------|-------------------------------------|-------------------|-------------------------------------|-------------------|
| <input checked="" type="checkbox"/> | Simple Grasping  | <input type="checkbox"/>            | Fine Manipulation | <input checked="" type="checkbox"/> | Pushing & Pulling |
| <input checked="" type="checkbox"/> | Finger Dexterity | <input checked="" type="checkbox"/> | Foot Movement     |                                     |                   |

**This job will require the following:**

Action	Frequent	Occasional	None
Bending	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Squatting	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Climbing	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Twisting	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Reaching	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>

**11. SELECTION CRITERIA**

Selection will be based on an Assessment of any Applicant's ability to demonstrate their successful past performance, or their perceived abilities to be able to successfully perform and deliver services, against the following: -

- 1) Demonstrated knowledge and recent experience in road construction and maintenance;
- 2) Demonstrated knowledge and proven performance in people management/ managing a team;
- 3) Demonstrated ability to exercise a degree of autonomy, judgement and initiative;
- 4) Demonstrated problem solving skills with the ability to think strategically and develop creative solutions;
- 5) Demonstrated ability to provide a high level of customer service and possesses a good understanding of Quality Assurance and Environmental procedures;
- 6) Demonstrated strong and effective communication skills (written and verbal), and well developed interpersonal skills;
- 7) Demonstrated well developed self-management, time-management and prioritisation skills; and
- 8) Demonstrated a good understanding of how to maintain a safe working environment, and commitment to Workplace Health and Safety policies and procedures.

**POSITION DESCRIPTION AUTHORISATION**

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This position description is subject to change from time to time as Council's operational needs change and/or the organisation may be developed or restructured. Any such change shall be the subject of consultation with the position incumbent and others as may be deemed necessary or desirable.

**Chief Executive Officers Certification**

This position description is authorised by:

\_\_\_\_\_ Date 09/10/2019

**Steven Boxall**  
**Chief Executive Officer**

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**Employee Name:**

**Signature:**

**Date:**