

## POSITION DESCRIPTION

### Senior Works Supervisor

#### POSITION OVERVIEW

The Senior Works Supervisor oversees the construction and maintenance of road and civil projects as well as closely monitors activities across the district worksites. This role will manage all construction, maintenance and general service crews, whilst ensuring health and safety requirements are observed, and that work is completed to schedule.

This role will also contribute to the development of contracts, liaise with subcontractors and vendors, and perform works specific administrative tasks.

Employment Location:	Barcaldine; or Regional Work and travel as required.
Industrial Instruments:	Queensland Local Government Industry (Stream A) Award – State 2018; Barcaldine Regional Council Certified Agreement 2022.
Classification Level:	Minimum Level 7.3
Position Status:	Full time; Subject to Council's capacity to Pay, Funding and Employee Performance.
Accountable To:	Directly to the Director of Works; Interacts with Senior Management Team and Support Staff; Other Stakeholders and Members of the Public; Work is performed under general supervision.
Supervisory Responsibility:	Supervision and direction of other employees may be required.

## **KEY OUTCOMES AND RESPONSIBILITIES OF POSITION**

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**Responsibilities of the Senior Works Supervisor are (but not limited to):**

### **Collaboration**

- Ensuring the district works teams work together to deliver quality work to strict deadlines
- Proactively contributing to the development of continuous improvement initiatives within the wider Works Department
- Providing decision-making, coaching, mentoring skills whilst developing team members technical and team skills as well as managing conflict that may occur across the team
- Working closely with the BRC engineering projects team
- Identify and report appropriate staffing / workforce levels based on budget allocations

### **Planning and Monitoring**

- Monitoring project construction roads processes, staffing and equipment allocation / availability to ensure the projects run at the desired standard
- Identifying/resolving problems within projects as they occur
- Performing equipment, material, and routine site inspections
- Prepare monthly reports for Director of Works when required
- Scheduling regular meetings with vendors, site inspectors, managers, and executive staff
- Assist in the preparation of budget submissions and work programs
- Ensuring materials, equipment and supplies are available, maintained and stored securely

### **General responsibilities**

- Monitor standard of completed projects to ensure high quality of performance within the day-to-day operations
- Assisting with the recruitment and training of new staff
- Processing paperwork and traveling to multiple sites as required
- Day-to-day supervision of direct reports
- Ensuring adherence to health and safety regulations at all times

### **Reporting**

- Initiate cost reporting of all jobs on a fortnightly basis in order to have all employees concerned of the ongoing performance of the Job Task
- Revise and implement changes as required
- Initiate regular internal audits in collaboration with Fleet, Plant and Workshop team of plant availability / utilisation
- Assist in the development of QA procedures throughout all Council activities
- Provide the Director of Works with a Fortnightly Works Programme and any other informed reports as required

## **SKILLS, KNOWLEDGE, EXPERIENCE AND QUALIFICATIONS**

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

- Minimum of five years in a senior supervisor role within a Qld Council or equivalent experience in the construction industry preferably with Cert IV in Civil Construction and / or Diploma of Project Management
- Strong leadership skills
- Excellent organization and planning skills to prioritize and balance work
- Ability to lead others in the completion of a schedule, budget guidelines, and customer requirements
- Great verbal and written communication skills
- Valid driver's license
- Computer proficient, with experience in MS Excel, Project, and Word
- Ability to focus and keep calm under pressure
- Ability to keep track of multiple projects

## **SELECTION CRITERIA**

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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 against the following:

1. Demonstrated recent experience in civil construction and/or maintenance
2. Proven ability to manage projects including planning and reporting and promoting teamwork
3. Ability to assess priorities and manage competing deadlines both independently and as the team supervisor
4. Demonstrated knowledge or ability to gain an understanding of WHS, Quality Assurance and Environmental procedures
5. Demonstrated effective communication skills (interpersonal, written and verbal)
6. Demonstrated ability to safely and effectively participate in hazardous manual tasks and labouring activities such as lifting, digging, shovelling and the use of powered tools.

## PHYSICAL REQUIREMENTS

### Physical Demand Category

- Sedentary Work
- Light Duty – Occasional lifting/ carrying of objects weighing up to 5kgs
- Medium work – Occasional lifting/ carrying of objects weighing up to 10kgs
- Heavy work – Occasional lifting/ carrying of objects weighing up to 20kgs

### Audio Visual Demands

- Peripheral Vision
- Hearing
- Depth Perception
- Colour Discrimination

### 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 checked="" type="checkbox"/> Occasional	<input type="checkbox"/> Occasional
<input type="checkbox"/> 1-4 Hours	<input 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 checked="" 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"/>

### 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"/>

### Repetitive Motions

- Simple Grasping
- Fine Manipulation
- Pushing and Pulling
- Finger Dexterity
- Foot Movement

## ACKNOWLEDGEMENT

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. Further, it has been designed to indicate the general nature and level of work performed by employees within this classification and is not to be interpreted as a comprehensive inventory of all duties, responsibilities and qualifications required of employees assigned to the role.

<b>Authorised By:</b>	Chief Executive Officer
<b>Signature:</b>	
<b>Date:</b>	
<b>Employee Name:</b>	
<b>Employee Signature:</b>	
<b>Date:</b>	

## ADMINISTRATIVE ACTION

<b>Prepared By:</b>	HR	<b>Date Issued:</b>	01/08/2023
<b>Reviewed By:</b>		<b>Date:</b>	