

Works Supervisor (Construction/Maintenance)

Position Details

Location	Alpha Jericho, Barcaldine, or Aramac Muttaborra District Regional work and travel as required
Status	Full time, Ongoing Subject to Councils capacity to pay, funding, and employee performance
Industrial Instruments	Queensland Local Government Industry (Stream A) Award – State 2017 Barcaldine Regional Council Certified Agreement 2022
Classification	Minimum level 5.1
Reports to	Senior Works Supervisor
Direct Reports	Construction or Maintenance Team

About Council

Barcaldine Regional Council, located in the heart of the Central West of Queensland, is committed to providing exceptional services to the Barcaldine region, which includes the communities of Alpha, Jericho, Barcaldine, Aramac, and Muttaborra. With a wealth of talent within the organisation, and amazing facilities, we have created a vibrant workplace that blends old-fashioned, small-town charm with a rich indigenous history. We honour the Iningai and Bidjara peoples, the Traditional Custodians of this land, and embrace the diversity of Elders and community members.

Barcaldine Regional Council strives to provide our employees with a safe, secure, and supportive environment, where employees are encouraged to live by our values and reach their full potential. Our vision is to have a positive, sustainable, and innovative workplace, ensuring a bright future for all.

Our Values

 HONESTY WE ALWAYS TELL THE TRUTH	 EMPATHY WE WILL SEEK TO LISTEN AND UNDERSTAND THE PERSPECTIVES OF OTHERS. WE WILL TREAT ALL WITH KINDNESS	 ACCOUNTABILITY WE WILL TAKE RESPONSIBILITY FOR OUR CHOICES, ACTIONS, BEHAVIOURS, PERFORMANCE AND DECISIONS	 RESPECT WE WILL BE PRESENT, VALUE OTHERS AND WELCOME DIVERSITY	 TRUST WE WILL GAIN THE TRUST OF OTHERS BY LIVING OUR VALUES
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Key Responsibilities

General Responsibilities:

- Perform construction and maintenance duties on various projects to improve and maintain the safety, service, and functionality of Council and community infrastructure as directed by the Senior Works Supervisor.
- Participate in road and infrastructure maintenance or construction work, including but not limited to:
 - Traffic control, including placing signs, cones, and barricades, and directing traffic as necessary
 - Manual handling tasks such as lifting, digging, raking, and shovelling construction materials
 - Signalling plant operators to facilitate the alignment and movement of materials
- Operate vehicles and various plant equipment associated with construction and maintenance tasks, ensuring compliance with legislative and Council requirements.
- Develop and adhere to planned maintenance schedules for Council facilities and assets, ensuring high-quality outcomes.
- Perform daily plant and equipment inspections, complete fault sheets, and undertake routine maintenance as directed by the workshop supervisor.
- Ensure tools and equipment are maintained in good working order, used competently, and stored cleanly and securely.

Leadership Accountabilities:

- Supervise and oversee construction and maintenance teams, ensuring safety, efficiency, and quality in all tasks.
- Plan, prioritise, and coordinate team activities and resources to ensure successful project delivery.
- Motivate team members, monitor workflows, and participate in staff performance management processes to achieve operational goals.
- Provide technical advice and reports to management on relevant matters, ensuring compliance with Council's policies and procedures.
- Promote a collaborative and cooperative work environment, engaging with internal and external stakeholders to facilitate effective communication and successful project outcomes.

Stakeholder Engagement:

- Develop and maintain professional networks with stakeholders at all levels, both internally and externally.
- Provide superior customer service to ensure all stakeholders, including the general public, experience positive outcomes in their dealings with Council.
- Coordinate and prepare Council facilities for community events and activities as required.

Health and Safety:

- Lead by example in promoting safe working practices and maintaining a safe work environment, including conducting regular toolbox talks and monitoring daily site activities.
- Ensure compliance with Council's Safety Management System and relevant workplace safety legislation.
- Successfully implement and uphold Quality Assurance and Environmental procedures, meeting Council's legislative obligations.

Fundamental Responsibilities

- Comply with all Council policies, practices, and procedures and fulfill Council reporting functions as required.
- Be aware of and comply with all statutory workplace safety legislation and Council's Work Health and Safety Management System, Work Health and Safety policies, procedures, and duty statements.
- Promote safe working practices and maintain a safe, neat and tidy work environment.
- Minimise wastage in all activities while ensuring safety and effectiveness remain uncompromised, adhering to environmentally responsible practices.
- Ensure the security and appropriate use of Council information at all times.
- Monitor personal qualifications and licences to ensure currency, and participate in formal and on the job training to assist in ensuring a satisfactory knowledge and skill base.

- Work cooperatively and effectively in a team environment, communicating reliably and regularly.
- Deliver high quality customer service within the organisation and to the public.
- Uphold high standards of ethical conduct and integrity in all activities.
- Actively engage with Council and community to identify needs and opportunities, and provide suggestions for improvement to enhance community well-being and foster sustainable development.

NOTE: Employees may be required to undertake additional duties within the limits of their skill, competence and training, consistent with their band level, and in any area of Council.

Physical Demands and Work Environment

- In this role, you will occasionally be required to lift and carry heavy objects (weighing up to 20kg), with frequent repetitive tasks (bending, squatting, climbing, twisting, and reaching) and motions (simple grasping, fine manipulation, pushing and pulling, finger dexterity, and foot movement).
- Incumbents must possess adequate peripheral vision, hearing, depth perception, and colour discrimination to effectively perform the duties of this position.
- Incumbents will encounter occasional exposure to risks in the workplace which will require you to follow relevant site processes and wear the appropriate identified personal protective equipment (PPE) to ensure the safety of all employees.

Essential Criteria

Education:

- Certificate III in Civil Construction or equivalent (desirable).

Licensing:

- Current Queensland class 'C' Driver Licence (class 'MR' preferred).
- Current General Construction Induction Card (White/Blue Card) or equivalent.
- Queensland Traffic Controller Licence or ability to gain.
- Traffic Management Implementation Qualification or ability to gain.
- Certificate(s) of Competency or licences for operation of various road construction plant.

Experience and Knowledge:

- Minimum of four (4) years' experience in civil construction and/or maintenance.
- Recent supervisory experience in road construction and/or maintenance.
- Proven performance in people management and team leadership.
- Ability to exercise autonomy, judgement, and initiative.
- Strong problem-solving skills with the ability to think strategically and develop creative solutions.
- Understanding of Quality Assurance and Environmental procedures.
- Well-developed self-management, time-management, and prioritisation skills.
- Strong communication skills (written and verbal) and interpersonal skills.
- Commitment to maintaining a safe working environment and adherence to Workplace Health and Safety policies and procedures.
- Previous experience in Local Government or with other government bodies (desirable).

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.

Approving Manager:	
Signature:	
Date:	
Employee Name:	
Employee Signature:	
Date:	