

Works Supervisor (Town Services)

Position Details

Location	Alpha Jericho, Barcaldine, or Aramac Muttaborra District Regional work and travel as required
Status	Full Time, Ongoing Subject to Council's 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	Town Services 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:

- Maintain, clean, and enhance Council and community facilities in towns, including parks, gardens, halls, cemeteries, footpaths, showgrounds, waste facilities, washdown facilities, public conveniences, and airports.
- Develop planned maintenance schedules, set priorities, and monitor workflows to ensure the safe, efficient, and high-quality upkeep of Council facilities.
- Prepare Council facilities for community events and activities as required.
- Coordinate and perform Airport Reporting Officer duties as required by CASA, ensuring timely and efficient resolution of maintenance issues.
- Complete administrative tasks and maintain records in line with Council policies.
- Participate in on-call duties as required.

Management Accountabilities:

- Lead and manage teams of workers and contractors to perform assigned tasks efficiently and cost-effectively.
- Assist in preparing and monitoring budgets for town services.
- Supervise waste services in the town, including kerbside collections and tip maintenance.
- Motivate team members, oversee processes, and ensure high-quality outcomes and customer service.
- Participate in staff performance management processes.
- Provide technical advice and reports to management on matters relevant to the position.
- Deliver excellent customer service to both external clients and internal departments with Council.
- Lead the parks and gardens team effectively while fostering cooperation within Council's workforce.

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 occasional 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 IV in Horticulture, or willingness to obtain.

Licensing:

- Chemical Licence or ACDC ticket, or willingness to obtain.
- Current Queensland class 'C' Driver Licence.
- Current General Construction Induction Card (White/Blue Card) or equivalent.

Experience and Knowledge:

- Strong verbal and written communication skills, with the ability to engage effectively with both internal and external stakeholders.
- Proven experience working collaboratively within a team environment, as well as the ability to work independently with minimal supervision.
- Demonstrated ability in the use and maintenance of small plant such as mowers and brush cutters, and in the operation of a Skid Steer.
- Effective leadership and coordination abilities, with a focus on driving high performance, fostering teamwork across diverse and multidisciplinary teams, and delivering exceptional customer service.
- Well-developed time management, problem-solving, analytical, and numerical skills.
- Fundamental knowledge and understanding of road regulatory and advisory signage.
- Demonstrated experience and technical knowledge in horticulture and landscaping techniques.

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:	
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