

Position Description – Supervisor Works

Shire of Donnybrook Balingup November 2024



GENERAL OVERVIEW:

- Position Title/Number:** Supervisor Works
- Directorate/Division:** Operations / Works & Services
- Industrial Instrument:** Local Government Industry Award 2020(IA)
- Classification/Banding:** Local Government Authority, Banding 3
- Reports to:** Co-ordinator Shire Works
- Primary Location:** Donnybrook Depot, 21 Cherrydale Way, Donnybrook

OUR VISION:

“ A proud community enjoying our rural lifestyle, cultural heritage, and natural environment. ”

POSITION OVERVIEW:

To provide effective and proactive leadership, and supervision of employees and contractors, in the construction and maintenance of road and other assets within the Shire of Donnybrook Balingup to required standards and in a safe and efficient manner.

POSITION OBJECTIVES:

Supervision

- > Provide leadership to employees and contractors as required to effectively plan, schedule, coordinate, supervise and deliver works associated with the maintenance, renewal, upgrade and expansion of roads, carparks, bridges, drainage, paths and other Shire infrastructure.
- > Provide leadership in the introduction, implementation and documentation of best practice work activities and continuous cultural improvement within the construction and maintenance teams.
- > Apply knowledge of best practice civil construction and maintenance techniques to all works undertaken by the Construction and Maintenance teams, including contractors. This will include the undertaking and training of staff in the operation of all Shire plant and equipment, including final trim grading.

Work Health and Safety (WHS)

- > Provide leadership and ensure staff compliance with WHS Legislation, plus the Shire's Risk Management and WHS policies and procedures.
- > Safely operate and supervise staff and contractors in the operation of plant and equipment to undertake work tasks, plus co-ordinate the formal training, induction and administration of staff and contractors in the safe use of plant and equipment.

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POSITION OBJECTIVES (cont.):

Other

- > To have input into the preparation and management of the Works annual budget and asset management plans.
- > Undertake administrative duties associated with the role, including staff timesheets, project reporting, procurement, budgeting, staff recruitment, staff inductions, staff performance reviews and asset management planning.
- > Assist in the planning, coordination and implementation of cemetery tasks, including grave digging and ashes internments.
- > Assist the Shire Mechanic in the coordination of the maintenance and repair of Shire plant and equipment, plus have input into the Shire's plant and equipment asset replacement processes.
- > Assist the Coordinator Shire Works in the functions of the Shire Depots and coordination of Shire works, plus provide leave coverage of this position during periods of leave when directed.
- > To be the primary on-call contact of the Shire for our after-hours call centre service every 2nd week to facilitate the coordination of staff to attend to emergency matters when determined to be required.
- > All other duties as directed by the Coordinator Shire Works or Manager Works & Services.

ORGANISATIONAL RELATIONSHIPS:

Responsible for:	All staff within the Construction and Maintenance teams of the Outside workforce.
Internal Relationships:	All Shire of Donnybrook Balingup employees.
External Relationships:	Federal and State government agencies, other local governments, community groups, agencies, contractors, staff associations and organisations, private sector stakeholders, ratepayers, local residents, media, and general public.

EXTENT OF AUTHORITY:

Under the direction of the Manager Corporate Services and as delegated from time-to-time, the incumbent has authority to act within predetermined guidelines, policies, procedures, predetermined budgetary limits and expenditure and in accordance with the statutory provisions of the *Local Government Act 1995* and other relevant legislation.

Delegated authority in accordance with the Delegations Register.

POSITION BENEFITS:

Rostered Day Off (RDO):	Yes	Vehicle:	Yes (Commuter Use Only)
Mobile Telephone:	Yes	Laptop/computer:	Yes
Gym Membership:	Yes	Wellbeing Program:	Yes

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CORPORATE RESPONSIBILITIES:

Budget:	Council adopted.
Code of Conduct:	All employees are responsible for adhering to the Shire’s Code of Conduct and the policies and procedures that support it.
Workplace Health and Safety (OH&S):	The Shire of Donnybrook Balingup is committed to ensuring the health and safety of its employees. All employees have responsibilities and accountabilities which are identified in Operational Procedure EXE/OP-7 Work Health and Safety Responsibilities.
Equal Opportunity:	Comply with the Shire’s EO requirements and provide, so far as practicable, an environment that is fair, equitable and free of harassment for staff and those we serve.

TRAINING MATRIX:

Training can be achieved through many different mediums, including previous experience, formal qualifications and education. The following programs are provided to you, and are compulsory, as a new employee of the Shire of Donnybrook Balingup:

Shire of Donnybrook Balingup Induction:	To be completed within one (1) week of commencement of employment as per contract.
Workplace Health and Safety (OH&S) Induction:	To be completed within two (2) weeks of commencement of employment as per contract.
Records System Training:	To be completed within the first month of commencement of employment as per contract.
Corporate Software (Synergy) Training:	To be completed within the first month of commencement of employment as per contract.
Local Government Induction Training:	To be completed within the first month of commencement of employment as per contract. <i>(Not required for all positions)</i>

ANNUAL PERFORMANCE REVIEW:

At least once in every calendar year, an evaluation of the position holder’s performance will be conducted by the Manager / Supervisor. The annual review will include an assessment of achievement of the key duties, responsibilities, and key performance indicators (KPIs) and will be used to identify training and development needs.



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SELECTION CRITERIA:

Essential Requirements

- > Extensive previous supervisory and delivery experience in civil construction and maintenance works, including extensive experience in the undertaking of final trim road grading.
- > Comprehensive knowledge and experience in the implementation of WHS requirements, including building a team culture of safe work practices.
- > Demonstrated ability to manage budgets and maintain daily expenditure control.
- > Sound verbal and written communications and customer service skills.
- > Competent in the use of computers and Microsoft applications including MS Office, MS Excel, MS Word.
- > Current HR Drivers Licence.

Desirable Experience and Qualifications

- > Previous Local Government experience in a similar role.
- > Traffic Management Qualifications.
- > Current HC Drivers Licence.

ACKNOWLEDGEMENTS:

The details contained in this position description are an accurate statement of the key duties and responsibilities and other requirements of this position and consideration has been given to any relevant KPIs and objectives.

Manager Name:

Signature:

Date:

I have noted the statement of the key duties and responsibilities and other requirements as noted in this position description. I also acknowledge that other duties, KPIs and objectives may be assigned to this position as required from time to time to meet the business needs of the organisation.

Position Holder

Name:

Signature:

Date:

