

POSITION DESCRIPTION



We Value: **Respect** | **Communication** | **Fun & Humour** | **Pride** | **Trust** | **Teamwork**

POSITION DETAILS

POSITION TITLE	Road Construction and Maintenance Supervisor
DEPARTMENT	Engineering Services
POSITION STATUS	Permanent Full-time
AWARD	Queensland Local Government Industry (Stream A) Award – State 2017
CLASSIFICATION	Level 3 – 5
REPORTS TO	Works Coordinator
DELEGATIONS	As per Council's Delegation of Authority Register

QUILPIE SHIRE COUNCIL VALUES

Everything Council does is underpinned by its values which define the culture of the Organisation and the behaviours that shape our interaction with the community and each other. Our values are **Respect; Communication; Fun and Humour; Pride; Trust and Teamwork.**

POSITION OBJECTIVE / OVERVIEW

To ensure road and associated infrastructure construction and maintenance activities are carried out efficiently and effectively in accordance with Council's Operational Plan and Budget.

KEY ACCOUNTABILITIES / DUTIES

1. Coordinate road maintenance and construction activities ensuring all work is carried out in an effective and efficient manner in accordance with the Council's Quality Assurance System;
2. Supervise road maintenance and construction staff ensuring Council's Human Resources policies, procedures and practices are appropriately implemented;
3. Ensure the availability of all necessary vehicles, plant, equipment and materials;
4. Promote and ensure safe and efficient operation of all plant and equipment;
5. Maintain a record of daily work activities and issues, and liaise with staff regarding work activities and daily programs;
6. Ensure that correct signage is used in accordance with current regulations;
7. Ensure that required quantity of work is achieved on a daily basis and that the quality of the work is satisfactory;
8. Obtain quotations and generate orders in accordance with Council's Purchasing Policy;
9. Ensure that all vehicles, plant and equipment are properly maintained;
10. Prepare and provide estimates of cost for private works and projects as required;
11. Inspect Council and Main Roads to help determine future maintenance works; and
12. Any other duties and responsibilities as requested by the Director of Engineering Services within the skill set of the incumbent.

QUALIFICATIONS, KNOWLEDGE, SKILLS and EXPERIENCE

Essential

- The ability to understand and implement effective human resource management practices and manage staff;
- Minimum of five (5) years' practical and supervisory experience in construction and maintenance activities;
- Experience in costing and cost control, estimating and construction programming;

- Current General Construction Induction Card;
- Current Queensland 'C' Class Driver's Licence;
- Competent in Traffic Management Implementation; and
- Competent working knowledge of computers and relevant applications.

Desirable

- Local Government Industry experience;
- A good understanding of the Department of Transport and Main Roads construction and maintenance requirements;
- Qualifications in civil engineering and related fields; and
- Certificates of competencies for various plant and equipment and/or supervision.

WORK ENVIRONMENT and PHYSICAL DEMANDS

The Key Accountabilities may be modified from time to time to ensure that outcomes are coordinated within Council's Operational and Corporate Plans. Duties of the position are flexible and subject to review.

The position will from time to time require the incumbent to engage in physical activities aligned to the key accountabilities and duties.

ORGANISATIONAL ACCOUNTABILITIES

In addition to the key duties and responsibilities, the position incumbent is responsible and accountable for adhering to Council's Employee Code of Conduct, all Council policies and procedures, legislative requirements and supporting Council's overall Corporate Plan and objectives including our commitment to Workplace Health and Safety.

This position description has been designed to indicate the general nature and level of work to be performed. It is not designed to contain or be interpreted as a comprehensive inventory of all duties, responsibilities and qualifications required of employees assigned to the role.

While this position description covers the key areas of responsibilities, day to day tasks and responsibilities may vary and be in addition to those listed above (reasonably within the limits of the employee's skills, competence and training).

ACKNOWLEDGEMENT

I hereby agree to abide by all Council's corporate requirements including policies and procedures and acknowledge that this position description outlines the overall responsibilities and duties that are to be carried out as part of this role of which I agree to perform to the best of my ability.

Signature of Employee	
Print Name	
Date	/ /