

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
REPORTS TO	Manager of Works
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. It is the responsibility of this role to supervise Road Construction and Maintenance staff and ensure efficient utilisation of plant.

KEY ACCOUNTABILITIES / DUTIES

Road Construction & Maintenance

- Manage road maintenance and construction activities both planned and emergent ensuring all work is carried out in an effective and efficient manner in accordance with the Council's Quality Assurance and Safety Risk Assessment;
- Ensure safe work practices are adhered to in line with relevant legislative requirements, Transport and Main Roads procedures and standards as well as council policies;
- Ensure that correct signage is used in accordance with current regulations and Traffic Management Plans;
- Supervise day to day works of the Road Construction and Maintenance crew to ensure staff are achieving desired outcomes within allocated timeframes and implement corrective actions as necessary;
- Ensure the availability of all necessary vehicles, plant, equipment and materials;
- Ensure daily toolbox talks are completed including discussions regarding work activities and issues, and notifications from other work crews or departments within Council;
- Ensure all Timesheets, Plant, Returns and Daily Costing Sheets, Gravel Quantity Sheets and Water Usage Records are completed in a timely manner;
- Monitor the ongoing costs of works ensuring they are within the allocated budget requirements and take corrective action if required;
- Obtain quotations in accordance with Council's Purchasing Policy;
- Monitor store requisition for stock and order materials for all works as per Council's Purchasing Policy;
- Engage, supervise, and manage contractors as required;

- Prepare and provide estimates of cost for private works and projects as required by the Manager of Works;
- Undertake inspections on Council and Main Roads to help determine future maintenance works and record these with appropriate systems;
- Maintain a record of all daily work activities and issues, and report these to the Manager of Works as appropriate;
- Identify and recommend improvements to the efficiency of work output, quality and/or cost reductions;
- Provide accurate written and verbal reports to Management as requested; and
- Report on and discuss with Management any updates to legislation or industry standards that are applicable to the Road Construction and Maintenance field or Council generally.

Plant

- Promote and ensure safe and efficient operation of all plant and equipment including Contractors;
- Ensure that all vehicles, plant and equipment are properly maintained and operated in accordance with Council requirements and to manufacturer's instructions;
- Ensure all plant is properly cleaned after use;
- Ensure all items of plant are accurately recorded on timesheets;
- Ensure all damage or defects to vehicles, plant and equipment are recorded promptly and on the weekly plant reports;
- Ensure all contractors plant on site are registered; and
- Liaise with Fleet and Workshop Supervisor to ensure plant is serviced in a timely manner.

Leadership & Teamwork

- Assign tasks, liaise, and provide direction and work instructions to team members to ensure timely completion of works;
- Monitor and review staff and contractor's schedules and report on progress;
- Supervise road construction and maintenance staff ensuring Council's Human Resources policies, procedures and practices are appropriately implemented;
- Conduct annual performance reviews for staff within reporting line, in a transparent and timely manner in accordance with Council policy if required;
- Carry out discipline processes as required and escalate as necessary following policies and procedures;
- Maintain a safe, secure, and healthy work environment by following guidelines, standards, and procedures;
- Prioritise workload whilst motivating and effectively managing staff;
- Actively participate and on occasion lead team meetings and training opportunities;
- Assist other Supervisors with advice and support;
- Work with the Human Resources department to support recruitment processes within the Road Construction and Maintenance department or others;
- Regularly communicate with staff on any safety matters as required;
- Motivate, mentor, and inspire team members through a positive attitude to achieve best practice in their respective work;

- Provide ongoing and unbiased feedback that supports positive improvement and allows team members to learn and improve; and
- Actively use the Safety Culture app in a timely manner in line with Council policy and requirements.

Other

- Ensure own professional development in areas of Road Construction and Maintenance legislation and industry standards, and communicate any updates or matters to team members for discussion;
- Build and maintain strong working relationships with and between internal and external stakeholders;
- Be available to be on call when weather conditions may necessitate after hours works; and
- Undertake any other duties and responsibilities as requested by the Manager of Works, Director of Engineering Services or other Authorised Representative within the skill set of the incumbent.

QUALIFICATIONS, KNOWLEDGE, SKILLS and EXPERIENCE

Essential

- Minimum five (5) years' practical and supervisory experience in construction and maintenance activities;
- Experience in general 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;
- Ability to understand and implement effective human resource management practices and manage staff; and
- Suitable 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 and standards; and
- Certificates of competencies for various plant and equipment and/or supervision.

WORK ENVIRONMENT and PHYSICAL DEMANDS

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

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.

WH&S DUTY STATEMENT

All employees have a duty under Section 28 of the Workplace Health and Safety Act 2011.

While at work, all Quilpie Shire Council workers must:

- Take reasonable care for their own health and safety;

- Take reasonable care that their acts or omissions do not adversely affect the health and safety of other persons;
- Comply, so far as the worker is reasonably able, with any reasonable instruction that is given by the person conducting the business or undertaking to allow their person to comply with the Act; and
- Cooperate with any reasonable policy or procedure of the person conducting the business of undertaking relating to health and safety at the workplace that has been notified to workers.

ORGANISATIONAL ACCOUNTABILITIES

In addition to the key duties and responsibilities, the position incumbent is responsible and accountable to 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).

ACKNOWLEDGMENT

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	/ /