

# POSITION DESCRIPTION

<b>Position Title:</b>	Works Supervisor/Inspector	<b>Reports to:</b>	Works Coordinator
<b>Department:</b>	Works	<b>Directorate:</b>	Infrastructure, Assets and Projects
<b>Stream:</b>	Stream A admin	<b>Pay Level:</b>	Level 3-4 (Division 2 - Section 1) 12% superannuation & 17.5% leave loading
<b>Award:</b>	Queensland Local Government Industry Award – State 2017	<b>Agreement:</b>	The Southern Downs Regional Council Certified Agreement, as amended

## 1.1 THE DEPARTMENT

The Works Department falls within the Infrastructure, Assets and Projects Directorate and reports directly to the General Manager Infrastructure, Assets and Projects to deliver essential services to the community by planning, designing, constructing and maintaining roads, bridges, culverts, stormwater infrastructure, kerb and channel, footpaths and street lighting. In addition, the Works department provides services to the Department of Transport and Main Roads under contract to maintain sections of the state-controlled road network within Southern Downs. The department further governs activities conducted by members of the community, such as the construction of private driveway accesses.

Working within the SDRC Works Department will offer you the satisfaction of directly delivering infrastructure services for the Southern Downs community.

## 1.2 VALUES

Southern Downs Regional Council recognises our people as our strength, and our five values guide how we work with each other, our actions, our decision making and how we serve our community. Our values bring us all together and contribute to our employees having a meaningful and rewarding career, with opportunities to grow and thrive.



**Act with Integrity | One Region, One Team | Lead by Example | Service Excellence | Our People, Our Strength**

## 1.3 THE OPPORTUNITY AND JOB ROLE

Contribute to the effective and efficient operation of the Department by supervising work teams and taking responsibility for outcomes.

## 1.4 KEY RESPONSIBILITIES AND DELIVERABLES

The key responsibilities may be modified from time to time to ensure the expected outcomes support the Council's operational and corporate plans. All duties are to be conducted in an efficient, timely, professional and safe manner.

The key responsibilities and deliverables for this role include:

- Maintaining records consistent with Council requirements and the Privacy Principles;
- Organise, supervise and take responsibility for the outcomes of the following practices (dependent on crews allocated to your supervision):
  - general maintenance of roads
  - general construction of roads
  - slashing operations
  - concrete maintenance/construction works
  - capital works projects
  - drainage and bridge assets
- Carry out inspections and investigate customer inquiries/complaints and provide responses in accordance with Council procedures and policies
- Conduct infrastructure inspections to assist in the preparation of Council's maintenance program and/or capital works program and to provide records to ensure compliance with Council's responsibility in risk management
- Carry out quality assurance record keeping for Council works and inspections on completed works
- Collect and record data for input into Council's asset management systems
- Fulfil reporting requirements and administrative duties accurately and on time
- Ensure a safe and healthy work environment for staff and public who have access to workplaces
- Assist the Coordinator to develop work programs in consultation with other staff
- Identify areas for further efficiency and/or quality improvements and recommending action
- Prepare simple written reports and correspondence
- Provide advice to the public
- Perform after hours call-out on rotation with other staff as required.

Other duties as directed by the supervisor.

## 1.5 SELECTION CRITERIA

### ESSENTIAL CRITERIA

1. Experience and understanding in road construction, concrete works and maintenance of roads practices
2. Demonstrated ability to interpret construction plans and specifications, control budgets and compile basic reports
3. Proven ability to exercise responsibility for work groups including the ability to plan and coordinate crews so as to complete projects within agreed time frames and costs
4. Ability to motivate, coach and counsel staff and identify training needs
5. Exceptional communication skills with the ability to relate to a wide range of people within the workforce and demonstrated ability to work in a team environment
6. Comprehensive computer literacy in office administration programs and the ability to utilise current workplace technology
7. Thorough knowledge of the workplace health and safety considerations relevant to the area and proven ability to limit risks in this type of environment.

### DESIRABLE CRITERIA

1. Experience using Trimble hardware and software
2. A sound understanding and general interest in Local Government operations.

## 1.6 TRAINING

- On the job training will be provided to ensure that the position holder maintains a satisfactory knowledge and skill base.
- The position holder will be encouraged to attend workshops and seminars relevant to the position so as to ensure ongoing professional development.

## 1.7 WORK HEALTH AND SAFETY RESPONSIBILITIES

- Comply with the Work Health and Safety Act, Regulations, Codes of Practice and Council's Work Health and Safety Policies and Procedures.
- Comply with instructions given by the relevant manager and/or supervisor in respect of the health and safety of themselves and the health and safety of other persons.

## 1.8 ORGANISATIONAL RESPONSIBILITIES

- Comply with all the requirements of Council policies and procedures as amended from time to time.
- Ensure complete and accurate records are captured, created and maintained.
- Deliver high quality customer service within the organisation and to the public.
- Ensure the security and appropriate intended use of Council information at all times.

## 1.9 REQUIRED LICENCES AND QUALIFICATIONS

- A person in this position will need to hold a current certificate for *Working in Proximity to Traffic Awareness Parts 1 & 2*, or have the ability to obtain.
- A Class C (car) licence or greater is required in this role.
- A white construction card or the ability to obtain one is a mandatory requirement for this role.

## 1.10 DESIRABLE LICENCES AND QUALIFICATIONS

- Relevant qualifications of at least certificate level.

## 1.11 OTHER POSITION REQUIREMENTS

### FLEXIBLE HOURS REQUIREMENT – MANDATORY

- Preparedness to work 24 hours on call on a rotational basis, weekends and flexible hours.

### PROBATION PERIOD

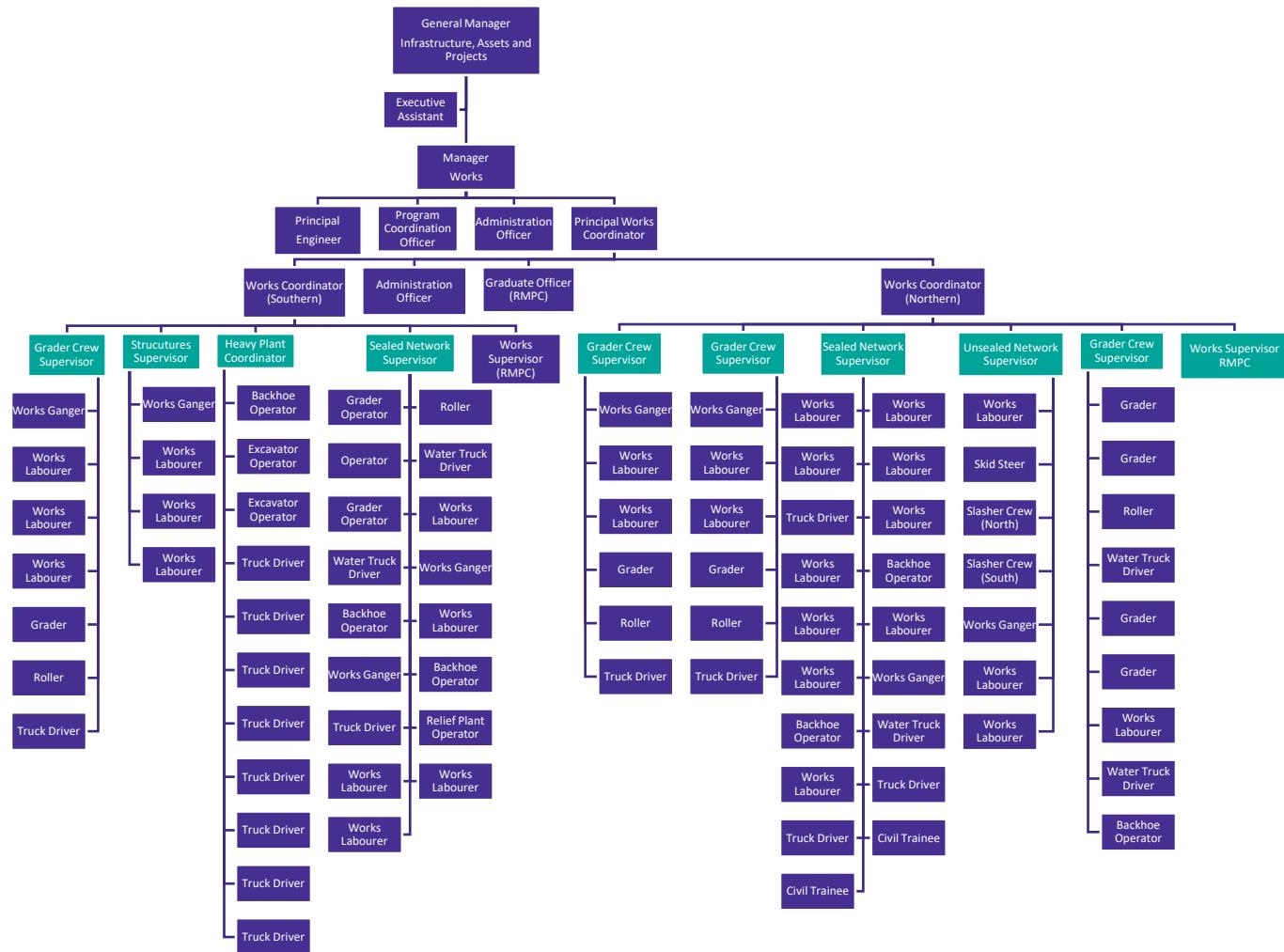
- This role is subject to a three (3) month Probation period to a maximum of six (6) months, during which time the employee will be assessed for suitability as part of ongoing development in the role.

### PRE-EMPLOYMENT CHECKS

- Prior to employment external candidates will be subject to the following checks in most instances:
  - National Criminal History Check (mandatory)
  - Pathology Drug and Alcohol screening (mandatory)
  - Reference Checks (mandatory)
  - Health Declaration (mandatory)
- Prior to employment external candidates may also be subject to the following checks:
  - Functional Capacity Assessment / Fitness for Work (to assess physical suitability for the role)
  - Formal qualifications check
  - Rights to Work in Australia – VEVO check
  - Licence disqualification / traffic history checks with Queensland Government
  - Blue card Working with Children Check
  - Any other check that is reasonably required by Southern Downs Regional Council

## 1.12 REPORTING STRUCTURE

## ORGANISATIONAL RELATIONSHIP



Council values diversity and welcomes applications from people of all backgrounds and cultural heritage, that have working rights in Australia.