



## COBAR SHIRE COUNCIL

### JOB DESCRIPTION

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**TITLE:** Urban Maintenance & Construction Supervisor

**EMPLOYEE:**

**CLASSIFICATION:** Band 2 Level 3 Grade 1

**DATE:** September 2009

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**NOTE:** *This is not a static document, Management reserves the right to review and amend this document in consultation and mutual agreement with the position holder from time to time as the need arises.*

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#### JOB SUMMARY:

- Responsible for organising, planning, supervising, coordinating and monitoring the activities of day labour teams, contractors and sub-contractors undertaking works in parks, gardens and sporting fields, playgrounds, town streets, car parks, urban drainage systems and cemeteries in Cobar and the Shire's villages, including maintenance of footpaths, street trees and street furniture.
- The successful applicant is expected to contribute significantly in all processes, and to supervise service contractors.
- The job holder will encourage and develop the teams' capabilities and review team achievements in order to meet the Council's objectives, as well as contractual and statutory requirements under the Local Government Act 1993, OHS Act 2000 and other relevant legislation.
- Maximise productivity of staff by communicating objectives and standards, motivating staff, fair allocation of work loads, providing advice and counselling, monitoring performance and taking corrective action as required.

## JOB RESPONSIBILITIES

- Responsible to: Deputy Director of Engineering Services
- Responsible for: Works Staff and contractors, as required
- The position is part of the Engineering Department. This Department is responsible for the management of the following areas:-
  - Parks, gardens and sporting fields, including playgrounds;
  - Town streets, footpaths, street trees, street furniture, car parks and urban drainage systems;
  - Cobar Airport and village Approved Landing Areas;
  - Cobar and village cemeteries;
  - Swimming pool;
  - Water reticulation and sewerage collection systems in Cobar and villages;
  - Water filtration and sewerage treatment plants;
  - Classified and Shire roads, bridges and traffic facilities;
  - State Highways under the RTA's Road Maintenance Council Contract;
  - Workshop and depot facilities at Cobar and Euabalong;
  - Engineering administration services.
- As a member of this Department, the person may be directed to carry out such duties that are within the limits of the employee's skill, competence and training, to assist the Department in meeting its overall objectives.
- Management reserves the right to transfer staff internally to undertake duties as work programmes dictate required staff levels. Wages/Salaries payable following such a transfer shall be in accordance with the NSW Local Government (State) Award 2007 and shall be at least equal to the entry level of the positions Band/Level/Grade or higher dependent on the employee's individual skill level. Council has proposed this modification in order to be flexible towards undertaking work programmes and to cover absences of other employees due to sick, annual or long service leave.

## SPECIFIC ACCOUNTABILITIES:

### 1. MANAGEMENT AND SUPERVISION.

1.1 Management of staff, plant and works to meet the objectives of the Council.

*Performance Indicator(s):*

1. *Completion of works in accordance with objectives.*
2. *Management of staff to meet Council objectives.*
3. *Level of senior management satisfaction with management style.*
4. *Level of senior management satisfaction with staff harmony and productive outcomes.*

1	2	3	4	5
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Poor

Excellent

Comments:

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1.2 Supervise, plan, coordinate and direct the activities of various maintenance and construction teams to ensure safe and efficient operation and maximise output to meet the programme requirements.

*Performance indicator(s):*

1. *Complete instructions within Risk Assessment time limits*
2. *If resources are not available to complete the works, change risk hazard to a lower priority by using signage and barricades, etc*
3. *Reporting of, or action taken on, a complaint received from staff, general public or government officers within 48 hours of receipt.*
4. *Timely attention to, and reporting of, matters requiring corrective action.*
5. *Completion of works to agreed standards and within agreed time frames.*
6. *Liaise with staff to maximise productivity.*

1	2	3	4	5
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Poor

Excellent

Comments:

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1.3 Act as superintending officer for minor contracts, plant hire and private works associated with maintenance and construction activities.

*Performance Indicator(s):*

- 1. Superintendent's representative's and/or supervisor's opinion of performance is satisfactory for contract.*
- 2. Private works completed within agreed time frame, standards and costs.*

1	2	3	4	5
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Poor

Excellent

Comments:

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1.4 Participate in Engineering Staff co-ordination meetings as part of a team in planning, resourcing and organising works to ensure compliance with the management plan goals and objectives.

*Performance Indicator(s):*

- 1. Provide input for project meetings and regular supervisors' meetings within time specified.*
- 2. Provide assistance and support to management staff, as negotiated.*
- 3. Provide assistance and support to, and relief of, other supervisory staff when on leave, absent or during periods of high work demands.*

1	2	3	4	5
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Poor

Excellent

Comments:

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1.5 Ensure the safe movement of traffic and pedestrians through work areas using appropriate standards and policies adopted by Council including the sign posting of works in accordance TCP'S / TMP'S before work commences.

*Performance indicator(s):*

- 1. All roadworks are signposted to the relevant Australian Standard.*
- 2. Minimisation of accident and injury to staff and community.*
- 3. Timely attention to, and reporting of, matters requiring corrective action.*

1	2	3	4	5
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Poor

Excellent

Comments:

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1.6 Ensure that all works are completed to a high standard and meet "best practice" work principles in accordance with any standards, policies and codes for the works.

*Performance indicator(s):*

- 1. Standards and work practices are communicated to and understood by staff.*
- 2. Works are complete and meet standards and work practices.*
- 3. Timely attention to, and reporting of, matters requiring corrective action.*

1	2	3	4	5
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Poor

Excellent

Comments:

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1.7 Maximise productivity of staff by communicating objectives and standards, motivating staff, allocating fair work loads, providing advice and counselling, monitoring performance and taking corrective action as required.

*Performance indicator(s):*

- 1. Liaise with and counsel staff as required*
- 2. Use EEO principles in staff promotions, training, performance reviews and job allocations.*
- 3. Timely attention to, and reporting of, matters requiring corrective action.*
- 4. A satisfactory level of staff morale.*
- 5. Liaise with team leaders to coordinate plant repairs, plant availability, schedule works, etc*

1	2	3	4	5
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Poor

Excellent

Comments:

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1.8 Tactfully deal with the public, landowners and statutory authorities.

*Performance Indicator(s):*

- 1. No complaints received over the manner in which the public has been dealt with.*

1	2	3	4	5
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Poor

Excellent

Comments:

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**2. RECORD KEEPING.**

2.1 Ensure that accurate records of work performed are kept in accordance with Council's procedures and policies.

*Performance Indicator(s):*

- 1. Plant & Vehicle Running Sheets, Wages Timesheets, fuel returns and stores issue dockets received are delivered to appropriate Council officer within the agreed timeframes.*
- 2. Diary records are kept of all contacts with public, staff, contractors and Councillors, and all instructions issued. Council diary to be archived in Council's Records Management System at the end of each calendar year.*

1	2	3	4	5
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Poor

Excellent

Comments:

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2.2 Authorisation of time sheets, plant and vehicle running sheets and other accountable documentation and account for correct allocation of costings.

*Performance Indicator(s):*

- 1. Cost allocation on timesheets, plant and vehicle running sheets, fuels issues and tanker returns and daily running sheets are accurate.*
- 2. Documented inspections and other tasks required according to Council's annual OHS audit report and action plan.*

**3. GENERAL DUTIES**

3.1 Fulfill duties as After Hours Contact Person when required and be available for a reasonable amount of overtime as required by the constraints of projects and emergency situations.

*Performance Indicator(s):*

- 1. Suitable alternative contact person is arranged 24 hours before absences commence.*
- 2. Deputy Director Engineering Services is notified of unavailability and replacement details in a timely fashion.*

1	2	3	4	5
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Poor

Excellent

Comments:

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**4. PLANT AND EQUIPMENT.**

4.1 Ensure that Council's plant, vehicles and equipment are operated in accordance with the Motor Traffic Act, Council's Code of Practice for the Operation of Plant and Vehicles and relevant guidelines of the Workcover Authority and the Occupational Health & Safety Act 2000.

*Performance Indicator(s):*

1. *Plant is operated in such a way to meet requirements.*
2. *The requirements of relevant codes, policies, etc are communicated to staff.*
3. *Timely attention to, and reporting of, matters requiring corrective action.*

1	2	3	4	5
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Poor

Excellent

Comments:

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**5. OHS RESPONSIBILITIES**

5.1 Ensure all work is performed in accordance with the requirements of Council's OHS policy and procedures.

*Performance Indicator(s):*

1. *Demonstrated adherence to OHS policy and procedures.*

1	2	3	4	5
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Poor

Excellent

Comments:

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5.2 Ensure all work is performed in accordance with the site-specific risk assessments, SWMS (safe work method statements) and SOPs (safe operating procedures).

*Performance Indicator(s):*

1. *Demonstrated adherence to site specific risk assessments.*
2. *Demonstrated use of SWMS and SOPs.*

1	2	3	4	5
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Poor

Excellent

Comments:

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5.3 Take reasonable care for own health and safety as well as health and safety of others by adhering to safe working procedures including verbal instructions given by supervisors.

*Performance Indicator(s):*

1. *Adhere to safe working procedures including verbal instructions given by supervisors.*
2. *Demonstrated reasonable care of themselves and others who may be affected by actions.*

1	2	3	4	5
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Poor

Excellent

Comments:

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5.4 Report all identified hazards, accidents/incidents and near misses to manager/supervisor.

*Performance Indicator(s):*

1. *Actively monitor the workplace to determine presence of hazards and initiate actions to rectify/eliminate the hazard.*

1	2	3	4	5
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Poor

Excellent

Comments:

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5.5 Use and maintain all safety equipment and personal protective equipment (PPE) in accordance with relevant standards.

*Performance Indicator(s):*

1. *Demonstrated use and maintenance of PPE.*

1	2	3	4	5
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Poor

Excellent

Comments:

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5.6 Commitment to OHS and promote a risk assessment approach to all activities performed by Council.

*Performance Indicator(s):*

- 1. Participate in risk assessment processes*
- 2. Attend toolbox and other meetings relating to OHS requirements.*

1	2	3	4	5
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Poor

Excellent

Comments:

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5.7 Have a sound understanding of the OHS requirements associated with employment duties.

*Performance Indicator(s):*

- 1. Attendance at OHS training sessions*
- 2. Demonstrated awareness of OHS responsibilities outlined in position description.*

1	2	3	4	5
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Poor

Excellent

Comments:

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5.8 Ensure all appropriate actions are taken to implement Council's OHS policy and procedures to satisfy legislative requirements.

*Performance Indicator(s):*

- 1. Evidence that Council's policies and procedures are promoted in the workplace and complied with.*

1	2	3	4	5
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Poor

Excellent

Comments:

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5.9 Ensure regular monitoring of OHS performance in area of responsibility.

*Performance Indicator(s):*

1. *Conduct workplace inspections*
2. *Develop and maintain a hazard register*
3. *Conduct audits, where appropriate*
4. *Analyse accident/incident trends*
5. *Conduct regular team meetings*
6. *Use the hazard reporting process..*

1	2	3	4	5
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Poor

Excellent

Comments:

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5.10 Commitment to OHS.

*Performance Indicator(s):*

1. *Participation in formal and informal discussions, workplace visits, hazard inspections, etc*

1	2	3	4	5
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Poor

Excellent

Comments:

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5.11 Undertake accident/incident investigations.

*Performance Indicator(s):*

1. *Evidence of documented and signed accident/incident investigation forms.*

1	2	3	4	5
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Poor

Excellent

Comments:

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5.12 Liaise with OHS representatives in relation to workplace health and safety issues.

*Performance Indicator(s):*

1. *Regular meetings with OHS representative(s).*

1	2	3	4	5
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Poor

Excellent

Comments:

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5.13 Improve health and safety performance.

*Performance Indicator(s):*

1. *Initiate action based on OHS audit, inspection results and feedback from staff.*

1	2	3	4	5
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Poor

Excellent

Comments:

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5.14 Undertake regular inspections to assist in the identification of hazards.

*Performance Indicator(s):*

1. *Develop a schedule of inspections*
2. *Complete inspections.*

1	2	3	4	5
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Poor

Excellent

Comments:

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5.15 Attend health and safety meetings.

*Performance Indicator(s):*

1. *Evidence of attendance in documented minutes..*

1	2	3	4	5
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Poor

Excellent

Comments:

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5.16 Provide new employees with health and safety induction training and specific job training when required.

*Performance Indicator(s):*

1. *Employee inductions and associated documentation completed.*
2. *Evaluation of induction by employees completed.*

1	2	3	4	5
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Poor

Excellent

Comments:

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5.17 Facilitate rehabilitation for injured workers.

*Performance Indicator(s):*

1. *Evidence of signed Return to Work plans*
2. *Develop and maintain a register of Suitable Duties.*

1	2	3	4	5
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Poor

Excellent

Comments:

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5.18 Ensure employees are aware of health and safety management systems and specific workplace hazards.

*Performance Indicator(s):*

1. *Regular documented meetings with staff.*
2. *Random inspections conducted to ensure correct health and safety procedures are being implemented by staff.*

1	2	3	4	5
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Poor

Excellent

Comments:

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5.19 Provide a clear definition, in writing, of all work procedures.

*Performance Indicator(s):*

1. *All work instructions are documented and provided to staff with explanation.*

1	2	3	4	5
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Poor

Excellent

Comments:

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5.20 Develop health and safety procedures.

*Performance Indicator(s):*

3. *Development of specific procedures, where required.*

1	2	3	4	5
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Poor

Excellent

Comments:

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## **SKILL DESCRIPTORS:**

### **AUTHORITY AND ACCOUNTABILITY**

- Responsible for providing a specialised/technical service and to complete work that has some elements of complexity.
- Decisions will either be guided by practices, procedures and precedent or will be made in consultation with the immediate supervisor. This job requires some planning since activities and resources need to be coordinated.
- Knowledge of the structure, functions and processes of the whole organisation is required to competently complete the tasks required in the job. Decisions made by the job holder affect the work and activities of others within the organisation.
- This job is not responsible for controlling expenditure. The job holder specifies requirements as an input to budget development but has no responsibilities for generating non-standard revenue.
- Responsible for making recommendations within Council and to represent Council to the public or other organisation.

### **JUDGEMENT AND PROBLEM SOLVING**

- Problem-solving and judgements are made where there is a lack of definition requiring analysis of a number of options.
- Problems are solved by applying standards/established practices and procedures or operating instructions. The job holder is required to recommend and make normal improvements to existing methods and techniques.
- Typical judgements may require variation of work priorities and approaches.

### **SPECIALIST KNOWLEDGE AND SKILLS**

- Advanced knowledge and skills with a high level of demonstrated competency is required in the following areas:
  - ⇒ Parks, gardens and sporting fields
  - ⇒ Town streets and car parks
  - ⇒ Footpath construction and maintenance
  - ⇒ Playgrounds (including maintenance and inspections of play equipment)
  - ⇒ Urban drainage maintenance and construction
  - ⇒ Road construction & maintenance
  - ⇒ Conflict & dispute resolution
  - ⇒ Works schedules & cost control
  - ⇒ EEO principles and OH&S practices
  - ⇒ Requirements of environmental authorities
  - ⇒ Cemetery operations
- In addition, the job holder requires a thorough understanding and competence in the following knowledge areas in order to solve day to day problems:
  - ⇒ Traffic Control
  - ⇒ Local Government Act, 1993
  - ⇒ Employee Relations
  - ⇒ Training & Development

## **MANAGEMENT SKILL**

- Job holder supervises groups of employees, and is expected to play a motivating, monitoring and coordinating role to achieve specific outputs.
- The job holder is required to supervise contractors and is required to liaise with the appropriate manager in the responsibility of contract management.

## **INTERPERSONAL SKILL**

- Skills to communicate to subordinate staff and the public and/or negotiation/persuasive skills to resolve disputes with the staff and the general public.
- The job holder is responsible for providing information to external customers and assisting with routine service problems.
- This job requires communication skills which enable the job holder to perform the following activities:

- ⇒ Explain situations
- ⇒ Exchange/explain information
- ⇒ Train staff

- The job holder is required to interact with the following groups or individuals within the council on a regular basis and for the purpose shown below:

Provide or obtain information:

- ⇒ General Manager
- ⇒ Departmental Directors
- ⇒ Section Managers
- ⇒ Other Council Employees
- ⇒ Government Departments
- ⇒ General Public

- The job holder is required to interact with the following groups or individuals outside the council and for the purpose listed below:

Provide or obtain information:

- ⇒ Members of the public
- ⇒ Commercial/industrial/development representatives (eg vendors, builders)
- ⇒ Community organisations - service clubs etc
- ⇒ Consultants, solicitors & other professionals
- ⇒ Other Councils

## **QUALIFICATIONS AND EXPERIENCE**

- The preferred qualification for this job is an Advanced Certificate of Trade, an Associate Diploma and appropriate in-house training, or equivalent. It would be expected that the person would have extensive relevant work experience.

## SELECTION CRITERIA:

### ESSENTIAL CRITERIA

- Class C Drivers Licence
- OHS White Card
- Effective oral and written communication skills
- Basic/Intermediate computer skills
- Ability to liaise tactfully with staff, public and statutory bodies.
- Broad experience in the areas of construction and maintenance.
- Demonstrated ability and experience in the supervision of staff.
- Demonstrated ability and experience in organising and scheduling works to meet time and cost targets.
- Knowledge of and commitment to implement Equal Employment Opportunity principles and Occupational Health and Safety practices
- Ability to read levels and carry out setting out of works.
- Knowledge of relevant awards and industrial agreements
- Extensive relevant work experience in the application of skills in the most complex areas of the job.

### DESIRABLE CRITERIA

- HR Driver Licence
- Ability to comprehend engineering plans and specifications.
- Knowledge of traffic control procedures for safe conduct of traffic through works.
- Knowledge of grave-digging procedures and cemetery management.
- Knowledge of procedures associated with playground equipment installation, maintenance and inspections.
- Qualifications in the application and use of chemicals.
- Knowledge of road construction plant and equipment.
- Knowledge of the handling and performance characteristics of road making materials, an understanding of the road making materials testing procedures and experience in rural gravel and sealed road maintenance and rehabilitation works.
- Experience in supervision of Contract Works.
- Advanced Certificate of Trade or Associate Diploma combined with extensive relevant work experience in the application of skills in the most complex areas of the job.

## **CONDITIONS OF EMPLOYMENT:**

### **SALARY**

The position has been evaluated as being in accordance with the NSW Local Government (State) Award 2007.

### **HOURS**

Council's Outdoor staff work a 38 hour week based on a nine-day fortnight.

### **SMOKE FREE WORK ENVIRONMENT**

Council operates a smoke free environment in a Council offices, vehicles, etc.

### **MEDICAL CERTIFICATE**

It will be necessary to undergo a pre-employment medical examination at Council's cost.

### **PERFORMANCE AND DEVELOPMENT REVIEW**

A Performance and Development Review will be undertaken on a yearly basis utilising performance indicators outlined above and will include formulation of a career path and training plan.

### **VERIFICATION**

This section verifies that the position holder and supervisor have read the above position description and are satisfied that it accurately describes the position.

Position Holder:                      Name: \_\_\_\_\_

Signature: \_\_\_\_\_ Date / /

Supervisor                              Name: \_\_\_\_\_

Signature: \_\_\_\_\_ Date / /