

## *Draft Job Band/Level and Grade (5% Incremental)*

**Title:** *Urban Maintenance & Construction Supervisor*

**Employee Name:**

**Band/Level & Grade:** Band 2 Level 3

	Employees Level of skills	Agreed level of skills	Supervisors assessment
<b>Grade 1</b>			
Knowledge of Council's financial procedures, eg private works, payroll.			
Experience in the maintenance of parks, gardens and sporting fields.			
Traffic Controllers Certificate			
Commitment to enforce OHS practices and EEO principles			
Effective oral and written communication skills			
Broad experience in construction and maintenance activities			
Demonstrated ability to plan and organise works in advance to meet time and cost targets			
Demonstrated ability and experience in supervision of staff			
OHS White Card			
Surveying skills, ability to use dumpy levels and set out works			
Knowledge of relevant awards and industrial agreements			
<b>Grade 2</b>			
Ability to liaise tactfully with staff, public and statutory authorities			
Class HR Licence			
Demonstrated ability to interpret engineering plans and specifications			
Ability to design and implement traffic control plans to the requirements of the relevant Australian Standard			
Chemical Applications training			
Chainsaw operations certificate			
Demonstrated ability to report to management on cost of individual works			
Playground equipment maintenance and inspection qualifications			
<b>Grade 3</b>			
Demonstrated ability to supervise contract works			
Ability to supervise worksite and maintain staff confidence			
Ability to solve problems of a non-routine nature			
Knowledge/experience in tree pruning			
Knowledge of road making materials testing procedures			
Knowledge of handling & performance characteristics of road making and road construction plant and equipment			
<b>Grade 4</b>			
Ability to supervise, motivate, monitor and coordinate employees to achieve specific outcomes			
Skills to resolve disputes with staff and public			
Completion of relevant Certificate (eg Frontline Management, Civil Construction, Local Government, etc)			
Demonstrated ability to cost and monitor works expenditure			
Demonstrated ability to draft original minor works schedules			
Assist with preparation of budget, and complete works reports as requested.			