



Etheridge Shire Council

POSITION DESCRIPTION

ROLE TITLE:	Construction Supervisor
DEPARTMENT:	Engineering
REPORTS TO:	Infrastructure Operations Services Manager
LOCATION:	Mary Street Depot, Georgetown
DATE PREPARED:	June 2021
PREPARED BY:	Infrastructure Operations Services Manager

This Statement represents an accurate description of the role of the Construction Supervisor.

Signed Position Incumbent:

Dated:

PRIMARY ROLE PURPOSE:

The construction supervisor contributes to the effective and efficient operation of Council's workforce by organising and supervising projects and taking responsibility for their outcomes. Contribute to the efficient and productive delivery of Council operations by ensuring duties are carried out in a safe and competent manner.

ENVIRONMENT

Etheridge Shire Council, *'The Golden Heart of the Gulf'* is a medium sized rural Council which borders Tablelands Regional Council, Charters Towers Regional Council, Flinders Shire Council, Richmond Shire Council, Croydon Shire Council and Carpentaria Shire Council.

The Shire covers an area of 39,039km² the Etheridge Shire is bursting with development opportunities with a current population of approximately 1,200. It is expected to rapidly expand to over 2,500 if the development that is earmarked for the region is approved.

Our new vision for the Shire is one for a ***"balanced community with robust economic and environmental assets which supports our youth and the wellbeing of our citizens"***.

Mining, Tourism, Beef Cattle and Agriculture are the predominant industries which is the driving factor behind our economy, but as industry grows and our population steadily growing so will the need for additional services to keep pace with this growth.

The shire has residential, rural/residential and industrial land available. The shire has good community infrastructure in place and we are committed to providing additional infrastructure for future generations to enjoy. The shire is a great place to live, work and play and to bring up children and we are blessed with a caring and committed community.

The CEO and two (2) Directors form the leadership team that will drive change across the organisation, community and region in coming years. Opportunities for strategic thinkers and 'change agents' exist across the functional areas of Corporate & Finance, Community Services, Environmental Services, and Technical & Civil Services.

The key challenges for the Construction Supervisor over the next three to five years include:

- **Team Work:** The ability to effectively communicate the directives of Council.
- **Communication & Interpersonal Skills:** The ability to effectively transfer ideas, concepts and information. The ability to create, maintain and enhance relationships with clients and staff in order to achieve work goals.
- **Leadership:** The ability to create a shared understanding of requirements in the work environment and through influence, enable team members to fully contribute to team and corporate goals.
- **Construction Projects:** Council has been allocated a number of construction projects as part of the major \$50M Hann Highway Upgrade Program, which will provide challenging and exciting work opportunities for the Construction Supervisor.

KEY RESPONSIBILITIES & ACCOUNTABILITIES

Construction Supervisor

The incumbent will be responsible for, but not limited to:

- Undertake the control of a work gang/s to carry out a range of construction and maintenance projects requiring the application of established work practices and procedures.
- Supervise and set outcomes for others.
- Assume responsibility for security and condition of all Council vehicles and equipment

utilised by Work gangs under control.

- Review and evaluate procedures and techniques utilised by the Construction gang under control to determine and improve efficiency and effectiveness.
- Monitor expenditure in areas supervised to ensure compliance with budget, and advise Infrastructure Operations Services Manager of significant variations.
- Monitor standard of completed projects to ensure high quality of performance.
- Assess and review performance and work standards for all subordinate personnel, and advise Infrastructure Operations Services Manager of substandard performance.
- Provide advice to Infrastructure Operations Services Manager on training needs of subordinate personnel.
- Fulfil the responsibility of a Supervisor for safety in the project in accordance with the Workplace Health and Safety requirements.
- Exercise skills in human relations to ensure harmony with elected representatives, other Council Departments, other Government and Statutory Organisations, and the general public.
- Provide timely reports and briefings to ensure the Infrastructure Operations Services Manager is kept fully informed on activities of projects.
- Assist in on the job training for subordinate employees.
- Ensure compliance with contemporary human resource management practice and principles which include workplace health and safety, equal employment opportunity and antidiscrimination requirements.
- To utilise pro-active and preventative practices to minimise hazards and improve work Practices by ensuring regular use of the risk management process including hazard inspection and risk analyses.
- To consult with employees on Workplace Health and Safety issues affecting their group and to demonstrate by example good workplace health and safety practices.
- Other such relevant duties as required from time to time which would generally fall within the scope of this position as directed by Accountable Supervisors, Infrastructure Operations Services Manager, Director of Engineering Services and the Chief Executive Officer.
- Effective supervision of a team of multi-skilled construction workers including labourers, plant operators and contractors
- Tasks allocated to the position shall be performed to agreed standards and in accordance with established procedural guidelines.
- Allocated task and reporting requirements are consistently completed within the agreed time Frames Actively participates in recommending possible ways in which allocated tasks and responsibilities can be carried out more effectively and efficiently
- Demonstrates a spirit of cooperation toward other employees and the achievement of Councils 'goals.
- Effective coordination of labour, plant and materials to undertake construction and maintenance activities in accordance with scheduled works programmes
- Effective handling of works programs, reporting, monitoring expenditure and compliance with budget constraints
- All administrative duties are performed in a timely manner
- Ensure that work is carried out in a safe manner in accordance with the WH&S Act, Regulation, Standards and Council's work procedures
- Compliance with Industrial Awards, WH&S, EEO legislation, and Council's policies and procedures and statutory obligations are met

Required Skills and Knowledge

- Demonstrated effective interpersonal skills necessary to communicate with staff and customers
- Numeracy and Literacy skills necessary to complete documentation and compile simple reports
- Demonstrated supervisory skills
- Ability to motivate, coach and ability to identify training needs

- Ability to coordinate and delegate duties to ensure projects are completed within acceptable timeframes
- Ability to operate and service plant and equipment utilised in works management
- Demonstrated skills in job cost control
- Acquired skills in understanding construction plans, rise and fall levelling, budgetary control of construction projects and personnel management.
- Acquired skills to operate and trouble shoot GPS and UTS Machine Control Systems for construction works
- Prepare and deliver appropriate information relating to activities in the form of “Tool Box Talks” to subordinate employees
- Will have obtained in previous appointments or service an equivalent level of expertise and experience to undertake the range of activities required.
- Technical knowledge of Transport and Main Road Construction Specification and associated quality control
- Technical knowledge of traffic management requirements for large construction projects
- Sound knowledge of policies and regulations relevant to Local Governments
- Sound knowledge of relevant statutory requirements

KEY PERFORMANCE INDICATORS

- Completion of all duties (as noted above) in a timely and efficient manner
- Appropriate notification to supervisor in respect to work absences and leave requirements
- Compliance with all policies and procedures
- Compliance with all workplace health and safety standards
- Punctuality and courtesy at all times
- Compliance of the adopted Code of Conduct

KEY BEHAVIOURS

Integrity:

- Follows through with agreed actions.

Excellent work ethic:

- Follows instructions carefully.
- Anticipates potential problems and addresses them with Supervisor.

Team player

- Attends and participates in team meetings.
- Actively contributes to meeting discussions.

Results orientated

- Sees tasks through to completion.
- Completes tasks within specified time frames.

Commitment to Best Practice

- Follows procedures.
 - Maintains accurate records.

- Maintains an understanding of Council policies and procedures.

GENERAL INFORMATION AND CONDITIONS

Applicants are required to provide a written overview of their experience in relation to demonstrating their ability to meet the above Key Responsibilities & Accountabilities and provide a Resume with at least two referees.

(the above Key Responsibilities & Accountabilities is not required to be addressed individually within the application to Council)

Appointment to the position of Construction Supervisor

- will be *engaged under the relevant Award* with an attractive remuneration package to the successful applicant.

QUALIFICATIONS

To perform this job successfully, an individual must have or be able to demonstrate a background in Road Construction and Maintenance. The position requires a good general knowledge of the regulations pertaining to Local Government.

- Certificate III or IV in Civil Construction. (highly regarded) (Or must be willing to study to gain qualification)
- Ongoing training to maintain relevant skills and knowledge
- Must hold a current card for 30215 Qld – Course in General Safety Induction (Construction Industry)
- RII Qualifications for the operation of various mechanical plant

MEDICAL CONDITION

It is a requirement of the Etheridge Shire Council that a medical examination with an approved General Practitioner be carried out prior to commencing employment. Successful employment will be dependent upon receiving confirmation from the General Practitioner that you are physically able to carry out the work required for this position.

CODE OF CONDUCT

You will be required to inform yourself of the contents of the Shire's "Code of Conduct" and will be required to adhere to the Code.

WORKPLACE HEALTH & SAFETY

You will be required to familiarize yourself with the Shire's Safety Policy and "Safe Plan" procedures. This includes compliance with all of the requirements of Project Safety Plans. This also includes the legal obligations of an employee as defined by the Work Health and Safety Act 2011.

DRUG & ALCOHOL POLICY

As an employee you will be required to participate in Council's Random Drug and Alcohol testing programme and comply with Council's Drug and Alcohol policy.

PROBATION PERIOD

A probation period of six (6) months applies to this position. This may be extended for a further period of no more than six (6) months should performance not be satisfactory at the expiry of the initial term.

CERTIFICATES, LICENSES, REGISTRATIONS

It is a condition of employment that a Current open driver's license be maintained at all times. Failure to hold such license may result in termination of employment.

- Council is committed to Equal Employment Opportunity, Diversity and Merit principles.
- Existing Council policy will be applied to assist appointees to relocate.

Applications for this position should be forwarded to:

The Chief Executive Officer
Etheridge Shire Council
PO Box 12
Georgetown, Qld 4871