



POSITION DESCRIPTION

TOWN MAINTENANCE SUPERVISOR

Position Number:	764	Location:	Cunnamulla
Award:	Queensland Local Government Industry Award (Stream A) – State 2017		
Certified Agreement:	Paroo Shire Council – Non-Operational Staff Certified Agreement 2021-2024		
Classification Level:	4	Employment Type:	Permanent Full Time
Department / Team:	Infrastructure Services / Operations		
Reports to:	Works Coordinator	Supervises:	9 direct reports

Our Values

In making and implementing our decisions we will be guided by the principles of *integrity, efficiency and continuous improvement* and exhibit the following values:

- P – Pride
- A – Accountability
- R – Respect
- O – Open and Transparent
- O – Opportunities for Employment
- S – Safety
- C – Commitment



Position Objectives

The Town Maintenance Supervisor is responsible for leading and directing the town maintenance crew to ensure infrastructure assets are maintained in accordance with the asset management plan and works program.

The Town Maintenance Supervisor will prepare project folders, estimated costs, WHS and Environmental documents and organise material ready for each project, liaising with external providers, contractors and teams as required. This position may be required to rotate through other supervisor positions within the Infrastructure Department.

Key Responsibilities

- Plan and manage the day-to-day activities of the town maintenance crew, providing an appropriate level of supervision.
- Ensure the crew have the resources required to complete assigned projects/tasks to provide high quality works that conform to required specifications and/or work practices within agreed timeframes.
- Model safe and healthy workplace behaviour and ensure the crew follow all procedures and safe work methods relating to work being undertaken.
- Provide clear and open communication to all crew members.
- Ensure the timely approval and verification of the crew's timesheets.
- Maintain quality document control on site, including but not limited to: Employee timesheets, Safe Work Method Statements, Risk assessments, JSAs, Take 5's, Hazard inspections, Safe Operating Procedures, Daily Diaries, Plant pre-starts, Cross fall and width checks.
- Ensure crew undertake plant pre-start inspections and report any defects or safety concerns to mechanical service team.
- Complete and document all maintenance of infrastructure assets in accordance with the asset maintenance plan and works program.
- Liaise with Works Supervisors and the Works Coordinator regarding planning work within the current works program.

- Liaise with landholders or their managers regarding work activities and requests, and report outcomes to the Works Coordinator and relevant Team Leaders.
- Provide leadership and assistance in other related areas of construction and maintenance within the Infrastructure Department, as required.
- Communicate clearly with other Council teams and community stakeholders and always represent Council positively and professionally.
- Proactively participate in identifying, recommending, developing and implementing measures through which allocated tasks and responsibilities may be carried out more effectively and efficiently.
- Undertake a range of tasks, as needed on the work site, including labouring, within the scope of the position, consistent with skills, competence and training.
- Engage in continued self development through training and mentoring activities to ensure that knowledge and skills are kept at the necessary level to deal with current and future requirements of the role.

Qualifications, Skills and Experience

Essential

- Certificate III in Civil Construction and/or minimum 5 years' experience in civil road construction and maintenance.
- 'C' Class Queensland Drivers Licence or higher.
- Construction Safety Induction Card (White Card).
- Pre-Employment Health Assessment and National Police Check prior to appointment.
- Demonstrated experience in a supervisory role with strong leadership and team building skills and the ability to motivate and influence staff to achieve positive outcomes.
- Sound written and verbal communication, literacy, numeracy and computer skills.
- Demonstrated ability to work under minimal supervision to manage and meet timeframes and deadlines and be capable of carrying out the physical requirements of this position, including manual labouring as required.
- Sound experience and ability in the application of road construction and maintenance practices.
- Demonstrated ability to review processes and procedures and identify, resolve and report on unclear or incorrect information in scopes of work.

Desirable

- Certificate IV in Civil Construction
- 'MR' Class Queensland Drivers licence or higher.
- Experience in use of job costing processes and estimating for private works.
- First Aid and CPR Certificate.
- Confined Space Entry Certificate.
- Level 2 Traffic Management ticket.

Corporate Accountabilities

- Demonstrated commitment to apply and adhere with Council's Policies and Procedures and Local Government Act 2009, including but not limited to Council's Code of Conduct, Work Health and Safety Policy and Anti-Discrimination Policy.
- Capable of carrying out the physical and inherent requirements of the position and being flexible and adaptable to meet the requirements of the position.
- Maintain a positive team culture based on honesty, trust and integrity.
- Perform jobs, tasks and processes in accordance with relevant guidelines and standards.
- Maintain confidentiality of Council information obtained during the course of employment.
- Operate and maintain Council assets including equipment, plant and fleet within Council guidelines and manufacturers' specifications.
- Foster and maintain strong stakeholder relationships directly or indirectly associated with Council.
- Provide consistent and timely customer services to our colleagues and communities.

Work Health and Safety

- Apply Council policies and procedures in everyday work activities to assist Council in ensuring a safe work environment and to meet the standards imposed by any relevant safety legislation as required by Queensland’s Work Health and Safety Act 2011.
- Maintain a positive attitude towards acquiring an understanding of work health and safety (WHS) legislation, including Council WHS policies and procedures and foster and maintain a positive attitude towards WHS within the individual work teams.

Position Description Acceptance

I agree and accept all terms, conditions and duties outlined in this document.

Employee Name: _____

Employee Signature: _____ Date: _____