

POSITION DESCRIPTION

Supervisor Civil Works



Position title	Supervisor Civil Works
Designation	Level 3 (Municipal Officer) ASTC EA + 15% On-call
Position number	P3042
Responsible to	Senior Supervisor Municipal Services
Position status	Permanent Full-time
Position description approved	Date: 28/10/2024

Primary Objective

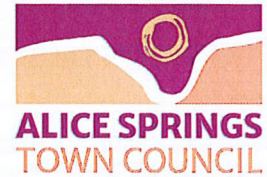
This role requires an experienced and technically capable professional to oversee and manage a range of civil works activities within the Works Depot team, under the general direction of the Senior Supervisor of Municipal Services.

Key Responsibilities

- Oversee and supervise a range of activities undertaken by the Road Maintenance, Facility Maintenance, and Concrete teams.
- Assist the Senior Supervisor Municipal Services in the day-to-day running of Council's Municipal Services crews.
- Contribute to the departmental planning process, including technical advice, resource planning, project development, and staffing issues.
- Perform after hours On-Call duties as required from a rotational roster.
- Act in the position of Senior Supervisor Municipal Services when required and perform in all aspects of the position (including after-hours 'on call' duties).
- Provide on-the-job training to the work teams as required.
- Write and interpret a range of Council work reports and plans, plus carry out electronic business correspondence, as required.
- Manage road maintenance and repair operations.
- Supervise corrections work crews when required.
- Oversee stormwater management systems and infrastructure.
- Ensure compliance with civil engineering standards and regulations.
- Safely operate and maintain civil works equipment, including road graders, excavators, and concrete mixers.

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- Work unsupervised and follow instructions.
- Keep accurate daily work records and report any issues, including necessary repairs, to the team leader/supervisor in a timely manner.
- Undertake a range of support duties as directed by the Senior Supervisor of Municipal Services.
- Work as part of a team and contribute to maintaining a harmonious work environment.
- Foster a good working relationship with Council staff.
- Undertake routine correspondence.
- Ensure resource needs are available.
- Coordinate communication of information and work orders to depot staff.

Work Health & Safety (WHS) Responsibilities

- Take reasonable care for own health and safety.
- Take reasonable care to ensure team members actions or omissions do not adversely affect the health and safety of others.
- Comply with reasonable instructions and directions given by or on behalf of the employer on issues related to health and safety.
- Follow lawful and safe work practices, policies, procedures, guidelines and emergency procedures.
- Use all appropriate personal protective equipment, plant and vehicles in a safe manner
- Report hazards, accidents, incidents and near-misses to Manager/Supervisor as soon as practicable.
- Ensure adequate training, instruction and supervision are provided when new tasks or operation of new tools, plant or machinery is requested.
- Engage with management in the effort to eliminate unsafe work practices.
- Uphold organisational values and behave according to Council Code of Conduct, including treating other employees and the general public with respect.

Organisational Values and Behaviours

- Uphold organisational values and behave according to Council's Code of Conduct, including treating other team members and the general public with respect.

Other Duties

- Perform other duties within capabilities and/or consistent with the level of this position as required.

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Delegations

- As per the Register of Delegations.

Supervisory Responsibilities

- Act in Municipal or Parks and Gardens Senior Supervisor in time of absence (including after-hours 'on call' duties)

Qualifications

- Relevant experience in a similar role.
- Civil and construction qualification or proven related experience
- Current drivers license to be able to drive a manual car in the NT
- MR license
- Chemical Handling Certification

Selection Criteria

Essential

1. Demonstrated leadership experience in a similar environment.
2. Ability to lead a work team.
3. Solid foundation in typical civil works including earthworks, road maintenance, stormwater management, flexible and rigid pavements, buried services, formed concrete, landscaping and other unique civil and infrastructure type projects.
4. Ability to assist with Municipal Services operational issues and strategic planning, including keeping accurate work records.
5. Solid foundation in typical civil works including earthworks, flexible and rigid pavements, buried services and infrastructural, formed structural concrete, landscaping and other unique civil and infrastructure type projects.
6. Ability to perform 'on call' duties and attend to after-hours call outs.
7. Good written and verbal communication skills, including the ability to write and interpret reports, work plans, and carry out electronic business correspondence.
8. Be physically fit with the ability to work safely within WHS&W procedures in a manual environment.
9. Ability to demonstrate behaviours consistent with Council's Code of Conduct and

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cooperate with the general public.

10. Current MR Class License to be able to drive in the Northern Territory.

11. Proven ability to manage a diverse and demanding workload, while effectively balancing priorities and competing priorities.

12. Strong technical skills, with proven ability to adapt to a wide range of diverse work scenarios.

13. Experience with MS Office, Outlook, and basic IT functions.

14. Demonstrated experience leading and delivering positive outcomes in other organisations.

Desirable

1. Understanding of and familiarity with Aboriginal Culture

ACKNOWLEDGEMENT

I have received a copy of this Position Description and have read and understand its contents.

Employee Name _____

Signature _____ Date _____

Supervisor Name _____

Signature _____ Date _____