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Supervisor – Maintenance and Main Roads

<b>Position:</b>	Supervisor – Maintenance and Main Roads
<b>Tenure:</b>	Permanent – Full Time
<b>Award Classification:</b>	Level 3
<b>Employment Conditions:</b>	Wondai Shire Workplace Agreement, 2006
<b>Department:</b>	Infrastructure Services
<b>Location:</b>	Based at Wondai (and required to work throughout Region)
<b>Reports to:</b>	Area Coordinator (Wondai)
<b>VRN and Position No.:</b>	VRN 0833 / IS011

### Position Objective

Provide leadership to employees and effectively coordinate resources to ensure the provision and maintenance of the road network for domestic, commercial and industrial use throughout the South Burnett Region.

### Organisational Environment

The Queensland State Government decided to amalgamate the four South Burnett Councils, Murgon, Wondai, Kingaroy and Nanango in August 2007 as part of its state-wide Local Government Reform program which was announced in April 2007. The Local Government Reform process determined that the new council be a divided council with 6 divisions. Voters elected 6 new councillors and one mayor for the region at the March 2008 Queensland Local Government elections.

The new South Burnett Regional Council has established an Interim Organisational Structure and appointed Interim Directors and Managers committed to the shared vision – “One Council, One Region – Building on Valued Traditions”. Council’s departments are as follows:

- **Infrastructure Services** – Roads, Transport, Water and Sewerage, and Asset Management.
- **Governance and Future Direction** – Corporate Planning, Organisational Performance, Economic Development, Corporate Risk Management, Community Engagement, and assisting the Acting CEO with day to day operations.
- **Corporate Services** – Financial Management, Information Management, Human Resource Management, Customer Services, and Corporate Safety.
- **Sustainability** – Planning and Development, Health and Regulatory Services, Environment, and Natural Resource Management.
- **Lifestyle and Culture** – Libraries, Regional Tourism, Visitor Information Centres, Museums, Arts and Culture, Youth Development, Public Facilities, Community Facilitation, and Parks and Gardens.

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The Office of the Chief Executive Officer comprises Executive Services, Administration Support, Public Relations, Internal Audit, LG Reform, Government Liaison, LGAQ, and Regional Partnerships etc.

### Key Duties

1. Coordinate and monitor the allocation of human and physical resources for the Council's road maintenance activities, including but not limited to:
  - preparation of project plans and works orders,
  - ensuring the availability of required works crews, plant, equipment, and materials to implement project plans at various locations within and outside of the Region,
  - preparation of signage sheets,
  - supporting Leading Hands to record traffic control (where necessary),
  - monitoring expenditure within RMPC and associated budgets (where necessary), and
  - daily inspection of works completed.
2. Supervise and support staff within Maintenance teams including:
  - provision of technical advice and on-the-job training,
  - conducting performance appraisals,
  - supporting professional development initiatives (particularly in relation to safe working practices), and
  - authorisation of salary payments and leave of absence.
3. Perform monthly inspections of the Shire's sealed and unsealed road network (local and Main Roads) to identify defects and plan corrective works in accordance with Main Roads maintenance standards.
4. Prioritise, investigate, and respond to customer requests, and prepare quotations for works requests received by the Community.
5. Assist with the development, implementation and review of corporate systems, programs and plans such as roads capital, maintenance and renewal programs, and an asset management plan for Council's key infrastructure (such as roads, road furniture, airport, fleet, and storm water drainage).
6. Implement quality control measures across works activities.
7. Actively participate in learning and development opportunities that will assist in building the knowledge and skills required for ongoing quality performance of the role.
8. Conduct regular research to keep up to date with RMPC maintenance standards, and civil construction practice and technology.
9. Contribute to the review, development and implementation of productivity improvement measures across Council.
10. Promote and contribute to teamwork, knowledge and skill sharing, that seeks to provide a quality, cost-effective, and customer service focused delivery of services.
11. Adhere to all obligations under the Workplace Health and Safety Act and the Environmental Protection Act to ensure that potential harm to employees and the environment is avoided by:
  - Comply with the requirement of work procedures and practices issued by the Council for the purpose of workplace health and safety and environmental protection.

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- Eliminate or report hazardous conditions and work practices when identified and report promptly any incident that involves work related injury or illness and damage to property or the environment.
- Properly use, maintain and seek replacement when necessary of all personal protective equipment provided.
- Be responsible for the correct care, maintenance, and operation of all plant, equipment and materials.

12. Perform other duties commensurate with the classification of the role as directed.

### Organisational Commitments

#### Workplace Health & Safety:

- Provide WH&S information, on-the-job training and supervision.
- Undertake risk assessments.
- Ensure application of appropriate risk control measures, and use of appropriate personal protective equipment and safety systems.
- Implement a scheme for hazard and incident follow-up.

#### Corporate:

- Provide training in and ensure compliance with customer service standards.
- Provide training in and ensure compliance with EEO Policy.
- Provide training in and ensure compliance with HR Policies and Procedures.
- Provide training in and ensure compliance with Records Management Policies and Procedures.
- Provide training in and ensure compliance with Financial Management Policies and Procedures.

### Key Performance Indicators

- Model behaviours that show a commitment to and understanding of ethical, professional and legal standards.
- Roads and footpaths meet appropriate standards and are safe for use.
- All works actioned in accordance with WH&S, environmental and quality assurance requirements.
- Identified risks actioned appropriately.
- Foster and promote a strong focus on customer service.
- Demonstrate satisfactory and timely completion of duties.
- High level of participation and commitment to team based outcomes.
- Regular performance reviews conducted for all direct reports.
- Training needs assessed and professional development opportunities provided for direct reports.
- Commit to personal development in the areas of technical expertise and continued professional development.

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- Consistently meets corporate obligation.

### Delegations

- Authorise expenditure in accordance with Council's Procurement Manual.
- Authorise payment of (including overtime) and leave for employees within approved budget.
- Such other delegations as the Acting CEO may determine from time to time.

### Organisational Relationship

Reports to: Area Coordinator (Wondai)

Team Leadership / Supervision: Leading Hand, Work Crews

Internal Liaison: Managers, Councillors, Supervisors and staff across the organisation.

External Liaison: Industry and community stakeholders, Local and State Government Departments, and external contractors and suppliers.

### Key Selection Criteria

1. Possession of a relevant qualification such as a Certificate III or IV in a relevant discipline or equivalent experience.
2. Previous experience programming and coordinating road maintenance activities and projects in a civil construction or local government environment.
3. Demonstrated knowledge of Main Roads contract requirements, maintenance and signage standards, and road and drainage construction and maintenance practice.
4. Demonstrated leadership capability including the ability to supervise field based staff, and drive change.
5. Proven experience using Microsoft Office Suite (particularly word and excel), along with the demonstrated ability to use corporate systems such as finance (currently Practical), records management, road maintenance, and customer request systems.
6. Demonstrated sound communication and interpersonal skills and the ability to use these skills effectively to communicate with staff at all levels, the general public and external suppliers.
7. Demonstrated ability to work as an effective team member.
8. Demonstrated commitment to quality assurance practices, workplace health and safety, and environmental standards, practices, and procedures.

### Licences / Certificates Required

1. Current Queensland Class C licence.
2. 30215 Qld – Course in General Safety Induction (Construction Industry).

The following would be highly regarded:

1. A HC (Heavy Combination) or HR (Heavy Rigid) licence with proven experience.

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2. Licences to operate plant / equipment, along with proven experience (e.g. forklift, roller, loader).
3. Associate Diploma in Civil Engineering or equivalent qualification.

Copies of the above listed Licences / Certificates are required as evidence.

**Additional Requirements**

1. Available for call outs and participation on Council's Emergency Roster.
2. Appointment will be conditional upon Council's receipt of a satisfactory medical report prior to commencement. The position will require field based work which will involve travelling in a utility to various work sites within and outside the Shire, prolonged periods of standing on hard surfaces, bending for extended periods, frequent lifting of items (at least 20 – 25 kg), working in awkward positions, and exposure to direct sunlight and dust. In addition the appointee may be required to sit for prolonged periods while working on administrative and computer based tasks.

**Contact Details**

**Enquiries in relation to this position should be directed to:**

Shane Weber  
Area Coordinator (Works)  
Telephone: (07) 4169 2509  
Mobile: 0427 582 199

**Applications should be addressed to:**

Human Resources Officer  
South Burnett Regional Council  
PO Box 10  
NANANGO QLD 4615

**Applications must be received by close of business:**

Monday, 7 July 2008

**Timeframe:**

It is anticipated that shortlisting for this position will be finalised by close of business on Friday, 11 July 2008 with interviews to occur by Wednesday, 16 July 2008.

**Position Description Authorisation**

Approved by:

(Interim Director) \_\_\_\_\_ Date: \_\_\_ / \_\_\_ / \_\_\_

Endorsed by:

(Manager, HR) \_\_\_\_\_ Date: \_\_\_ / \_\_\_ / \_\_\_

Occupant:

(Present &/or new) \_\_\_\_\_ Date: \_\_\_ / \_\_\_ / \_\_\_

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Print Name: \_\_\_\_\_