

Position Description

- Position Title:** Roads Supervisor
Position Number: 450
Classification: Level 8
Award Cover: Local Government Industry Award 2010
Department: Service Delivery
Work Unit: Assets and Buildings
Location: Darwin, Gunbalanya, Maningrida, or Warruwi (subject to available accommodation).

Position Objective

This position is responsible for implementing and supervising programmed road construction, repairs and maintenance, and civil works projects across all communities of West Arnhem Regional Council ensuring they are completed on time and on budget.

Key Responsibilities

1. Implement programmed road construction, repairs and maintenance and civil works projects ensuring work is carried out in a timely and safe manner with minimal inconvenience to the community.
2. Ensure a high quality of work output in the delivery of activities and functions that will include, but is not limited to:
 - a. completing projects to Australian and trade standards;
 - b. organising work teams, that may include contractors and Council staff;
 - c. planning, scheduling, coordinating and implementing activities, as required;
 - d. reviewing and coordinating labour, plant and material resources;
 - e. reviewing practices and procedures to identify areas of improvement and make recommendations accordingly;
 - f. developing cost estimates for small projects and maintenance works as required;
 - g. construction work including road formation, drainage and re-sheeting in line with the specifications outlined in the standard specifications for unpaved roads in the NT; and
 - h. operating Class C equipment, Class A and B machines (including changing and using all basic attachments) and associated tools.
3. Ensure work teams are inducted, trained and informed of expected levels of performance, and following safe and effective work practices.
4. Ensure staff related issues are dealt with appropriately, such as attendance, performance and disciplinary issues.
5. Ensure that daily pre-start meetings and toolbox talks are conducted and that policies and procedures are being followed.
6. Assist the Buildings and Civil Coordinator to carry out inspections of civil and roads assets to ensure they meet required standards and regulations, and are fit for purpose.

Approved by:

CEO:



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7. Ensure all jobs are entered, monitored and tracked through to completion in the Works Program Database.
8. Ensure work areas are kept clean and secure.
9. Ensure tools, plant and equipment are safely and securely stored, regularly cleaned, serviced and maintained.
10. Other duties relevant to Assets and Projects, as required.
11. In accordance with work health and safety legislation:
 - a. ensure you work safely, the way you work does not cause harm to others and you use measures within your control that prevent injuries or illnesses; and
 - b. within your area of responsibility, ensure compliance with work health and safety legislation and Council's work health and safety policies and procedures.

Selection Criteria

Essential:

1. Certificate III or IV in Civil Construction, or extensive knowledge and experience in road maintenance and civil construction activities.
2. Good time management skills, able to complete projects on time, within budget and to a specified standard.
3. Proven ability to interpret civil drawings, and to develop and implement works programs.
4. Good interpersonal skills including ability to communicate effectively.
5. An ability to communicate sensitively and effectively with Aboriginal people, and proven ability to train an Indigenous workforce.
6. Proven experience with supervising people in civil construction.
7. Strong computing skills.
8. Knowledge of basic financial processes.
9. Competently operate Class C equipment and other types of Class A and B machines, including safe operation of all plant, equipment and tools.
10. Good understanding of work health and safety in the workplace.
11. Qualifications/ Licences:
 - a. Current Northern Territory Driver Licence.
 - b. Construction Induction (White Card).
 - c. Current Work Zone Traffic Management WZ3 certification.

Desirable:

12. Provide First Aid

Organisational Relationships

- Position reports to:** Buildings and Civil Coordinator
- Staff reporting to position:** Staff assigned to the project, these may include plant operators, works officers/assistants, camp cook, mechanic
- Performance review conducted by:** Buildings and Civil Coordinator

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Position liaises with:

Internal:

Council staff

External:

Community organisation representatives

Council suppliers

Community members

Further information

1. This is a full-time position – 38 hours per week.
2. Days on which ordinary hours can be worked – Monday to Friday.
3. Span of ordinary hours – 6.00am to 6.00pm.
4. This role will require working extended hours and overtime to ensure the time constraints of the project are being met.
5. Residing in on-site camp accommodation to ensure appropriate supervision is provided while projects are underway will be required.
6. Regular travel by 4WD or light aircraft to remote communities requiring overnight or extended stays will be required.

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