



## POSITION DESCRIPTION

April 2022:

### 1. POSITION DETAILS

<b>Position</b>	Works Supervisor
<b>Department</b>	Works & Services
<b>Classification</b>	Local Government Officers (Western Australia) Interim Award 2011
<b>Employment type</b>	Full time

### 2. ORGANISATIONAL RELATIONSHIPS

<b>Responsible to</b>	Manager Works & Services
<b>Extent of Authority</b>	Responsibility for supervisory component of Works & Services of the Shire of Victoria Plains within the confines of standards and procedures as required by the Chief Executive Officer, President and Councillors.
<b>Supervision of</b>	Team Leaders Grader Operator Plant Operator Gardener General Hand All other Outside Work Crew Civil Construction Trainee
<b>Internal liaison</b>	President and Councillors CEO Building Surveyor Other Shire staff
<b>External liaison</b>	General Public Ratepayers and Electors Relevant Government Departments and Statutory Authorities Suppliers Other Government and Local Government Bodies

### 3. POSITION OBJECTIVES

<b>Primary</b>	<ul style="list-style-type: none"> <li>To undertake the Supervisor's role within the Works and Services department.</li> <li>To report to the Works &amp; Services Manager and Chief Executive Officer on the activities of Depot staff and projects.</li> </ul>
<b>Secondary</b>	<ul style="list-style-type: none"> <li>To assist the Works &amp; Services Manager, where required, with the preparation of road funding applications.</li> <li>To assist the Works &amp; Services Manager, where required, in the preparation of reports in conformity with Statutory and Council Policy requirements.</li> <li>Liaise with other staff on matters associated with depot administration.</li> </ul>



**4. KEY DUTIES/ RESPONSIBILITIES**

<p><b>Mandatory</b></p>	<p>Compliance with statutory obligations, including but not limited to -</p> <ul style="list-style-type: none"> <li>- Occupational Safety and Health Act and Regulations</li> <li>- Local Government Regulations, including but not limited to -             <ul style="list-style-type: none"> <li>o Purchasing</li> <li>o Gifts</li> </ul> </li> <li>- State Records Act</li> </ul> <p>Adherence to Council Policy and procedures, in particular, those relating to but not limited to -</p> <ul style="list-style-type: none"> <li>o Code of Conduct</li> <li>o Occupational Safety and Health</li> <li>o Purchasing/procurement</li> <li>o use of Shire assets and equipment</li> </ul>
	<ul style="list-style-type: none"> <li>• Ensure all accidents, workers' compensation issues and any other issues are reported and documented appropriately and correctly</li> </ul>
<p><b>Operational</b></p>	<ul style="list-style-type: none"> <li>• Provide leadership and set clear outcomes for personnel under the Supervisor's control and be responsible for their efficient operation.</li> <li>• Monitor job performance and quality of work being carried out.</li> <li>• In conjunction with the Works &amp; Services Manager and where required, supervise the contractors carrying out all contract and other related works associated with the Shire's</li> <li>• Accept the principle of multi skilling and manage the implementation of a multi skilled workforce at the Shire of Victoria Plains.</li> <li>• Assist, where required, with the preparation of Roads to Recovery applications and reports, Regional Road Group funding applications and Black Spot applications and data management.</li> <li>• Delegate appropriate tasks to other staff within their capabilities and skills</li> <li>• Provide leadership to the Works Crew</li> <li>• Liaise with other staff on matters associated with depot administration.</li> <li>• Work with the Works &amp; Services Manager to further develop specifications and outcomes for the maintenance grading of the Shire of Victoria Plains gravel road network.</li> </ul>
	<ul style="list-style-type: none"> <li>• Ensure timely responses to after hours and emergency calls, when rostered.</li> </ul>
	<ul style="list-style-type: none"> <li>• Assist with ensuring plant and equipment are suitable for purpose and are utilised in accordance with standard operating procedures</li> </ul>
	<ul style="list-style-type: none"> <li>• Ensure assets are maintained to appropriate and/or specified service standards and, in the absence of the Works &amp; Services Manager, authorise repairs</li> </ul>
	<ul style="list-style-type: none"> <li>• Where required, provide information to the Works &amp; Services Manager for the preparation of monthly reports to Council on the progress of construction works, condition of plant and other matter</li> </ul>



	<ul style="list-style-type: none"> <li>Where required, contribute to the development of team, divisional, departmental, corporate plans and budgets.</li> </ul>
	<ul style="list-style-type: none"> <li>Monitor the preparation of employee timesheets and verify attendance and time allocations</li> </ul>
	<ul style="list-style-type: none"> <li>Where required, assist the Works &amp; Services Manager coordinate any quotations for works, services, plant and equipment</li> </ul>
	<ul style="list-style-type: none"> <li>When required, undertake any other general labour or machine operator requests, during busy periods or staff leave</li> </ul>
	<ul style="list-style-type: none"> <li>Participate, where required, with any investigations into, accidents, insurance claims, complaints and assist with coordinating any necessary repair arrangements, the preparation of reports and correspondence.</li> </ul>
	<ul style="list-style-type: none"> <li>Exercise a high level of interpersonal skills in dealing with internal and external stakeholders, the public, other local governments and organisations</li> </ul>
	<ul style="list-style-type: none"> <li>Where required, liaise with the Works &amp; Services Manager, the Chief Executive Officer, administration staff and Shire employees in general, regarding effective implementation of the Shire works programme and exercise operational responsibility</li> </ul>
	<ul style="list-style-type: none"> <li>Assist with policy development and risk management planning across the Works &amp; Services Department</li> </ul>
	<ul style="list-style-type: none"> <li>Promote and model professional behavior consistent with the Shire's Code of Conduct, Customer Service Charter, and stated organisational values and regularly acknowledge and recognise staff efforts in similar pursuits</li> </ul>
	<ul style="list-style-type: none"> <li>In the absence of the Works &amp; Services Manager, the Works Supervisor will take on the Acting Works &amp; Services Manager role.</li> </ul>
<b>As directed</b>	<ul style="list-style-type: none"> <li>Undertake other relevant duties as directed by the Works and Services Manager and/or Chief Executive Officer, consistent with skills, competence and training.</li> </ul>

#### 5. SELECTION CRITERIA

Category	Criteria	Essential	Desirable
<b>Qualifications</b>	<ul style="list-style-type: none"> <li>Knowledgeable in plant operation.</li> </ul>		
	<ul style="list-style-type: none"> <li>Knowledgeable in road construction and maintenance techniques.</li> </ul>		
	<ul style="list-style-type: none"> <li>Knowledgeable in leadership of multi skilled operation.</li> </ul>		
	<ul style="list-style-type: none"> <li>Hold a valid Western Australian C, HC or HR Class Drivers Licence</li> </ul>		
	<ul style="list-style-type: none"> <li>Senior First Aid</li> </ul>		



<b>Experience</b>	<ul style="list-style-type: none"> <li>• Experience in administration</li> </ul>		
	<ul style="list-style-type: none"> <li>• Experienced with Microsoft Office suite of programs .</li> </ul>		
	<ul style="list-style-type: none"> <li>• Previous experience in working in a local government works crew or similar organisation.</li> </ul>		
	<ul style="list-style-type: none"> <li>• Previous supervisory experience in instructing staff in current road construction and maintenance techniques</li> </ul>		
<b>Skills</b>	<ul style="list-style-type: none"> <li>• Sound knowledge of the operations of a local government Works Department.</li> </ul>		
	<ul style="list-style-type: none"> <li>• Knowledge of Council's organisational structure and function</li> </ul>		
	<ul style="list-style-type: none"> <li>• Knowledge of local area and community</li> </ul>		
	<ul style="list-style-type: none"> <li>• Working knowledge of 'Romans 2' road management system.</li> </ul>		
	<ul style="list-style-type: none"> <li>• Knowledge of occupational health, safety and welfare and the relation to the workplace.</li> </ul>		
	<ul style="list-style-type: none"> <li>• Knowledge of the types, operation, capabilities and maintenance of machinery and equipment used in a rural local government authority Works Department.</li> </ul>		
	<ul style="list-style-type: none"> <li>• Knowledge of current road construction, drainage and maintenance techniques.</li> </ul>		
	<ul style="list-style-type: none"> <li>• Knowledge of sewerage systems</li> </ul>		
	<ul style="list-style-type: none"> <li>• Well developed interpersonal and communication skills</li> </ul>		
<ul style="list-style-type: none"> <li>• Highly developed time management and organisation skills.</li> </ul>			
<b>Physical requirements</b>	Ability to work in an outdoor and office environment.		
<b>Pre-employment</b>	National Police Clearance Certificate not more than 3 months old		
	Medical Certificate ensuring fitness to carry out duties required of the position - - may include drug and alcohol screening test		

## 6. EXTENT OF AUTHORITY

This position operates under the direction of the Works & Services Manager within established Policies, guidelines and procedures of the Shire, and in accordance with the statutory provisions of the Local Government Act 1995 and other legislation.



## 7. OHS REQUIREMENTS

Follow all Occupational Safety and Health requirements, guidelines, policies and procedures. Ensure own safety and avoid adversely affecting the safety and health of any other person through any act or omission at work.

Undertake risk assessment, hazard identification and control and conduct accident/incident/near misses investigation and documentation.

- Assess possible hazards, recommend and initiate appropriate solutions.
- Report all accidents, incidents, near misses and hazardous situations arising in the course of work.

## 8. CORPORATE ACCOUNTABILITIES

**Human Resource Management & Leadership** - Participates in performance management processes; participates in Learning & Development activities including induction, recruitment, and succession planning.

**OH&S** - Ensure duty of care compliant with OH&S legislation and follow all safety and injury management processes appropriately, including reporting injuries, accidents and near misses.

**Ethical Behaviour** - Demonstrates a positive commitment and compliance with all EEO legislation covering all forms of workplace discrimination, harassment, victimisation and bullying; compliance with the Shire's Code of Conduct and all Shire policies.

**Records Management** - Ensures all documents are recorded in accordance with the Shire's Record Keeping Plan and policies and procedures. Ensures confidentiality is maintained at all times.

**Strategic Vision** - Articulates a clear picture of the future direction of the team and describes how current decisions will impact the ability to achieve this. Assists the Works & Services Manager create realistic schedules and assesses opportunities and problems to assist in achieving the Shire's strategic objectives as required. Motivates team members and works crews to complete scheduled works.

**Values** - create a positive working environment while upholding the Shire of Victoria Plains Values:

1. **Integrity** - we take responsibility for our actions in an honest and open way.
2. **Courage** - we take steps to create new and better ways of doing business.
3. **Accountability** - we take responsibility for decisions and actions to achieve outcomes.
4. **Respect** - we consider and value the perspective and contribution of others.
5. **Excellence** - we continuously improve our performance to achieve outstanding outcomes for the Shire of Victoria Plains.



## 9. POSITION DESCRIPTION REVIEW

In accordance with the *Local Government Act 1995*, a mandatory performance appraisal is required annually.

- D This position description is aimed at describing the core output and not intended as a complete list of responsibilities, with the focus being on key outputs and flexibility.
- D I may be required to perform other duties that are consistent with my classification including temporary activities or projects.
- D My position is dynamic and that continuing change and improvement of processes, practices, knowledge, skills and behaviours is expected by the Shire of Victoria Plains and this position description facilitates this development that I will actively invest in.

**Employee Name:** \_\_\_\_\_

**Employee Signature:** \_\_\_\_\_

**Date:** \_\_\_\_\_

The Position Description was reviewed by the undersigned persons and represents an agreed description of the position roles and responsibilities as at the date of review.

CEO Authorisation	
Name	Glenda Teede
Signature	
Date	