CONSTRUCTION SUPERVISOR
POSITION DESCRIPTION

POSITION NO: 1728
CLASSIFICATION: Band 6
OCCUPANT: Vacant
DATE: May 2016

POSITION CONTEXT & OBJECTIVE(S):

To ensure that all civil construction is achieved in the most efficient and effective manner.

Responsible for the efficient, timely and cost effective delivery of assigned projects in accordance with Council Policies and Procedures.

KEY RESPONSIBILITIES AND DUTIES:

1. The management and supervision of construction works associated with Civil Infrastructure in the Municipality; including roads, drains, footpaths and other gifted assets to the Municipality.

2. Liaise and work closely with Council’s Construction Team to utilise the day labour workforce in implementing the construction programme.

3. Ensure that all works executed by assigned staff or contract are carried out safely and meets the needs of Council’s customers with a minimal inconvenience or disruption to people and traffic.

4. To assess and respond to all “road reserve opening” permit applications and liaise with all public utilities and contractors as required.

5. Continually monitor project costs and maintain a sound financial position for each project.

6. Undertake such duties as directed by Manager Infrastructure Services as appropriate to the position and provide sound and timely advice on matters pertaining to the department.

7. Observe and implement the requirements of the Occupational and Safety Act by contractors and day labour staff.

8. Make recommendations to the Construction Engineer with regard to policy matters and issues in the construction area.

9. Apply sound judgement and decision-making skills to solve construction and maintenance problems both in the planning stages and during the actual construction process.

KEY SELECTION CRITERIA:

Applicants should address the following in their applications

1. Sound knowledge and proven performance in people and resource management

2. Ability to negotiate positive outcomes

3. Problem solving skills

4. Sound understanding of technical drawings, construction methods, standards and how they are applied
5. Demonstrable knowledge and experience of applicable Council standards and prevailing legislation

6. The ability to recognise and respond appropriately to risks to Council and individuals

7. Contract and project management experience

The qualifications, skills and experience outlined in this position description are ideals to which the occupant will aspire. Unless specifically stated, they are not absolutely essential.

**HOURS OF DUTY:**

The person will be required to work 38 hours per week with an RDO entitlement as negotiated with the Manager.

**TENURE:**

The tenure of this position is permanent full time.

**SALARY:**

This position is classified by council as Band 6 and carries a current base salary range of $78,127 to $84,978 (inclusive of 9.5% employer superannuation) per annum. The actual salary will be agreed with the successful applicant taking into account skill level and experience.

**ORGANISATIONAL RESPONSIBILITIES**

The organisation responsibilities of this position are outlined in the “General Conditions of Employment” (attached to this position description).

**CHECKS:**

The incumbent must have and maintain a current Fit2Work (Police Records)

✓ YES

Working with Children Check

✓ NO

**OTHER DUTIES:**

Responsibilities and duties included in this Position Description are subject to the Multi-skilling provisions of the Warrnambool City Council Enterprise Agreement.

**ORGANISATIONAL RELATIONSHIPS:**

<table>
<thead>
<tr>
<th>Reports to:</th>
<th>Construction Engineer</th>
</tr>
</thead>
<tbody>
<tr>
<td>Supervises:</td>
<td>Day Labour Staff and Contractors</td>
</tr>
<tr>
<td>Internal Contacts:</td>
<td>Other Senior Staff throughout Council’s organisation</td>
</tr>
<tr>
<td>External Contacts:</td>
<td>Statutory Authorities, Contractors, Organisations, Committees and Individuals who have dealings with Council.</td>
</tr>
</tbody>
</table>

**ACCOUNTABILITY AND EXTENT OF AUTHORITY:**

- Responsible for the standard of developers/contractors and construction associated with Council’s labour force within Council guidelines and policies.

- Responsible for the standard of construction associated with works carried out by private contractors within Council guidelines and policies.
• Responsible for the implementation of Contracts both internally and externally in accordance with standards and regulation requirements.

**JUDGEMENT AND DECISION MAKING:**

• Make recommendations to the Construction Engineer with regard to policy matters and issues in the construction area.

• Apply sound judgement and decision-making skills to solve construction and maintenance problems both in the planning stages and during the actual construction process.

**SPECIALIST KNOWLEDGE AND SKILLS:**

The following knowledge and skills are required to be utilised:

• Knowledge of established techniques and practices in the construction and maintenance industry is required together with an ability to adopt methods to suit unusual circumstances as required.

• Ability to control construction costs and monitor individual projects.

• Sound knowledge in the application of Contracts and in the supervision of contracts in accordance with Council policy requirements.

• Knowledge to the current Acts, Regulations, Codes of Practice, Government Policies pertinent to Local Government Engineering operations and in particular the Best Value Process.

• Awareness of Council’s Corporate Plan and its long-term goals and objectives.

**MANAGEMENT SKILLS:**

The following management skills are required to be utilised:

• To have strong organisational and management skills to implement and achieve objectives.

• Ability to manage, supervise and instruct Contractors to ensure that works are completed within set time frames, budgets and to Council Standards.

• The ability to recognise and implement opportunities in regard to carrying out external works and contracts.

**INTERPERSONAL SKILLS:**

The following interpersonal skills are required to be demonstrated:

• Sound leadership and motivational skills.

• Ability to communicate and negotiate with contractors, service authorities, other organisations and individuals on behalf of Council to achieve the goals set in regard to programs and projects.

• Ability to investigate and write reports, letters and process accounts to external parties.

**QUALIFICATIONS AND EXPERIENCE:**

The following qualifications and experience are required for the position:

• Extensive experience in construction and supervision associated with Local Government or similar organisations.

• Substantial experience in the supervision of and dealing with contractors, developers, staff and the public in general.
• Experience and or construction qualifications is desirable.
• Understanding and experience in handling of Health & Safety and E.E.O issues.
• Current Victorian Drivers Licence.

**RELEVANT PHYSICAL RESPONSIBILITIES**

**Location of work:** This position will require working in the following environments:

<table>
<thead>
<tr>
<th>Environment</th>
<th>Nil</th>
<th>Light</th>
<th>Average</th>
<th>Constantly</th>
</tr>
</thead>
<tbody>
<tr>
<td>Indoor (office / workshop)</td>
<td></td>
<td></td>
<td></td>
<td>X</td>
</tr>
<tr>
<td>Outside</td>
<td></td>
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</tbody>
</table>

**Physical activities:** The work is likely to require a certain amount of physical activity, such as:

<table>
<thead>
<tr>
<th>Activity</th>
<th>Nil</th>
<th>Light</th>
<th>Average</th>
<th>Constantly</th>
</tr>
</thead>
<tbody>
<tr>
<td>Standing</td>
<td></td>
<td></td>
<td></td>
<td>X</td>
</tr>
<tr>
<td>Sitting</td>
<td></td>
<td></td>
<td></td>
<td></td>
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<tr>
<td>Bending</td>
<td></td>
<td></td>
<td></td>
<td>X</td>
</tr>
<tr>
<td>Walking</td>
<td></td>
<td></td>
<td></td>
<td>X</td>
</tr>
<tr>
<td>Repetitive hand work</td>
<td></td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>Heavy lifting (&gt;15kg)</td>
<td></td>
<td></td>
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<td>X</td>
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</table>

**Plant and Equipment:** This role involves working with or near plant or equipment:

<table>
<thead>
<tr>
<th>Hazard / Activity</th>
<th>Nil</th>
<th>Light</th>
<th>Average</th>
<th>Constantly</th>
</tr>
</thead>
<tbody>
<tr>
<td>Rotating parts</td>
<td></td>
<td></td>
<td></td>
<td>X</td>
</tr>
<tr>
<td>Noisy Environment</td>
<td></td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>In proximity of Mobile or Moving plant</td>
<td></td>
<td></td>
<td></td>
<td>X</td>
</tr>
<tr>
<td>Strobe or similar lights</td>
<td></td>
<td></td>
<td></td>
<td>X</td>
</tr>
<tr>
<td>Operating plant controls</td>
<td></td>
<td></td>
<td></td>
<td>X</td>
</tr>
<tr>
<td>Driving plant or vehicles</td>
<td></td>
<td></td>
<td></td>
<td>X</td>
</tr>
<tr>
<td>Machinery Vibration</td>
<td></td>
<td></td>
<td></td>
<td>X</td>
</tr>
<tr>
<td>Ability to distinguish between colours</td>
<td></td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>Using hand held tools</td>
<td></td>
<td></td>
<td></td>
<td>X</td>
</tr>
<tr>
<td>Working with irritants, chemicals, fumes and/or dust</td>
<td></td>
<td></td>
<td></td>
<td>X</td>
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<tr>
<td>Working in hot surroundings</td>
<td></td>
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<td>X</td>
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**Other activities:** This role may also include:

<table>
<thead>
<tr>
<th>Activity</th>
<th>Nil</th>
<th>Light</th>
<th>Average</th>
<th>Constantly</th>
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</thead>
<tbody>
<tr>
<td>Talking on the phone</td>
<td></td>
<td></td>
<td></td>
<td>X</td>
</tr>
<tr>
<td>Direct contact with people</td>
<td></td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>Working at heights</td>
<td></td>
<td></td>
<td></td>
<td>X</td>
</tr>
<tr>
<td>Working with animals/wildlife</td>
<td></td>
<td></td>
<td></td>
<td>X</td>
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**CONDITIONS OF EMPLOYMENT:**

The Terms and Conditions in this Position Description are to be read in conjunction with the General Terms & Conditions of Employment.
**AGREEMENT:**

I accept and agree to the duties in this Position Description. I understand that this Position Description is to be read in conjunction with the General Terms & Conditions of Employment and I agreed to abide by the terms and conditions stipulated therein.

<table>
<thead>
<tr>
<th>Name (Please print):</th>
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<tr>
<td></td>
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</table>

<table>
<thead>
<tr>
<th>Signature:</th>
<th>Date:</th>
</tr>
</thead>
</table>
CONSTRUCTION SUPERVISOR
GENERAL CONDITIONS OF EMPLOYMENT

TERMS AND CONDITIONS OF EMPLOYMENT:

The conditions of employment are generally in accordance with the Warrnambool City Council Enterprise Agreement. A copy of this document is available by contacting the Organisation Development Branch.

RESPONSIBILITIES OF ALL WARRNAMBOOL CITY COUNCIL EMPLOYEES:

In addition to the key responsibilities and duties specified in each Position Description, Warrnambool City Council EMPLOYEES MUST:

Staff Conduct and Ethical Standards

- Comply with the Staff Code of Conduct, Council Policy and procedures and any conduct principles for Council employees which may be prescribed in the Act from time to time.
- Not use for their personal gain or knowledge nor disclose any confidential information which may be acquired as a result of special opportunities arising out of their employment by the Council.
- Not make improper use of any information acquired as a result of employment to gain directly or indirectly a pecuniary advantage for himself/herself or for any other person or with intent to cause detriment to the Council.
- Not engage in any private practice (whether or not relating to activities within or outside the municipality) except with the specific permission of the Chief Executive, also being subject to the provisions of the Local Government Act 1989 (the Act).
- Carry out and perform the duties lawfully and to the best of their ability and judgment and to the satisfaction of Council management.
- At all times comply with the terms of the Enterprise Agreement and any Industrial Instrument;
- Devote their whole time and attention to their duties during the hours reasonably required to properly perform their Duties.
- Carry out all lawful instructions and directions of Council management.
- Promote the aims and objectives of the Council.
- Immediately report any actual or potential misconduct (including actual or potential breach of any laws) by any other employee of the Council.
- Disclose through their line manager any facts, information or circumstances which may give rise to a conflict between the employee’s interests and the interests of the Council.
- At all times comply with the provisions of the Act and any other legislation applying to matters within the scope of the employee’s employment.
- Ensure information obtained through employment with the Warrnambool City Council remains confidential and therefore cannot be discussed with any outside individuals or organisations, without Council consent. The confidentiality of Council information remains binding even following completion of service with the Warrnambool City Council.

Customer Services Standards

- Promote Council’s customer service charter and comply with Warrnambool City Council Customer Performance Standards.
- Provide a consistently high level of service to our customers in a prompt and pleasant manner.
- Ensure accurate and prompt registration of all customer requests within the Warrnambool City Council request system and respond to assigned requests within a prescribed timeframe.
- Maintain the highest ethical standards and confidentiality in dealing with our customers and each other.
- Develop individual skills and knowledge that will better serve our customers.
Occupational Health & Safety/Risk Management

- Comply with all policies, procedures, directions and safe systems of work on Health & Safety; ensuring you behave at all times in a manner so as not to endanger yourselves or any other person (whether that be a colleague, a supplier, a contractor or a member of the public).
- Report all accidents, hazards, near misses and other OHS issues to your immediate supervisor and consult with management through accepted channels.
- Observe and comply with Council’s Risk Management Policy, procedures and processes.

Equal Employment Opportunity and Diversity

- Demonstrate an awareness and understanding of state and federal equal opportunity laws
- Demonstrate commitment and understanding of Access and Equity principles as they relate to provision of government services
- Advocate and foster harmonious, connected communities, recognising the community’s values and celebrated differences through mutual respect, understanding and sense of belonging.

Learning & Development

- Identify training and development needs through the Annual Appraisal System for yourself and any staff you directly supervise, and participate in corporate training.
- Participate fully in the Staff Performance Management System, Recruitment and Induction processes.
- Participate in employee feedback surveys, continuous improvement, corporate and professional development programs as requested.

Information Technology & Records Management:

- Observe and comply with all applicable laws relevant to Public Records, Council’s Records Management Policy and Council’s IT and electronic resources.
- Ensure consistent and sound records management processes and practices that maintain reliability and authenticity of records from their creation or receipt, through their effective use, to disposal or preservation as archives.
- Maintain an awareness of and adhering to the Records Management Policy, including your responsibilities under the Privacy & Data Protection Act and the Freedom of Information Act
- Ensure appropriate and effective use of relevant software systems (appropriate level of training provided)
- Not use Council IT systems and electronic resources
  - for excessive or unreasonable personal use;
  - to view or distribute unlawful material, or material which may be regarded as offensive or inappropriate; or
  - to copy, disclose or use material in breach of the Staff Code of Conduct or your employment agreement.

NB: The Council may at any time access, monitor, log and record any communication or information developed, used, received, stored or transmitted by an employee using the Council’s resources, including Council’s IT Systems. Filtering systems are installed in the Council’s IT Systems which restrict the inward and outward flow of certain types of material, including emails and viruses. Accordingly, some email traffic may be blocked.

By agreeing to the terms of employment, an employee gives consent to the Council to carry out computer surveillance and the Council monitoring the employee’s use of the Council’s IT Systems and electronic resources, either at the Council’s premises or at any other place.

Emergency Management

- As part of the duties associated with this position, you may be expected (within reason) to assist in dealing with an emergency situation, should one arise, affecting the operation of Council and/or the wellbeing of the community

Sustainability

- Incorporate Warrnambool City Council’s sustainability objectives and targets into projects, programs and services.
• Within the the scope of their position complete with sustainable principles when procuring goods and services on behalf of Council.
• Promote and participate in a culture of sustainability.

Warrnambool City Council’s Staff Code of Conduct and other Council policies and procedures are accessible to employees via Council’s intranet (Noticeboard) or by contacting Human Resources.

ANNUAL STAFF PERFORMANCE REVIEW PROCESS

Staff participate in an Annual Staff Performance Review which is undertaken in June/September. The Review comprises as a minimum assessment of the following:
• Meeting of established performance objectives.
• Acquisition and satisfactory utilisation of new or enhanced skills.
• Satisfactory service according to Council criteria.
• Review of salary grading based on adopted remuneration management system.

MINIMUM EMPLOYMENT PERIOD:

This position is subject to a minimum employment period (6 months qualifying) during which time the employee’s suitability for ongoing employment will be assessed.

LEAVE ENTITLEMENTS:

Annual leave is four weeks per annum. Long service leave is pro-rata after 7 years service. Sick leave is twelve days per annum on full pay (cumulative). Entitlements are pro-rata for part-time employees.

Please note leave entitlements are not available to those employees who are paid a loading in lieu of sick leave and annual leave.

SUPERANNUATION:

The Council is required to make a statutory contribution to the scheme for the employee’s benefit. The employee may also make a contribution. Since 1st July 2014 the statutory contribution is 9.5% of the annual salary.

The Council’s Enterprise Agreement provides that:

The Warrnambool City Council shall continue to be a participating employer in the Vision Superannuation Fund (the Defined Benefits Scheme and/or LASPLAN) in accordance with the provisions and requirements of the Vision Super Fund Trust Deeds.

The Warrnambool City Council will also be a participating Employer of HESTA and any Registered Nurse may elect to have their Employer’s superannuation funds paid into HESTA.

The Council shall contribute to the above fund(s) in accordance with the Superannuation Guarantee Act 1992, on behalf of each employee.

RESIGNATION/TERMINATION:

Subject to the provisions of the Local Government Act 1989 and Warrnambool City Council’s Enterprise Agreement, termination of employment shall be effected by notice in writing by either party.

SMOKING:

Smoking is not permitted in or close to Council owned and/or managed buildings and also in Council vehicles, including plant.
EMPLOYEE BENEFITS:

Council provides support and facilities to enable staff to achieve a realistic work and life balance. In particular we offer the following employee benefits (many of which are part of Council’s Enterprise Agreement):

- Training and career development opportunities including study assistance
- Salary sacrifice arrangements (superannuation and pool/gym membership)
- Flexible leave and work arrangements
- Paid maternity and paternity leave
- Corporate Health & Wellbeing Program
- Corporate Health Insurance Program
- Active Social Club
- Employee Assistance Program – free counselling and support
- Discounted pool/gym memberships

Privacy & Data Security Act Information

The personal information requested in your application is being collected by the Council for recruitment purposes. The personal information will be used solely by the Council for that primary purpose for which it was collected or a purpose the person would reasonably expect. If this information is not collected your application will not be processed. The incumbent understands that the personal information provided is for recruitment purposes and that he or she may apply to the Council for access to and/or amendment of the information. Requests for access and or correction should be made to the responsible officer and/or the Privacy Officer.

I further understand that only information which may assist me gain employment or assess my suitability for employment will be sought from the referees, and that such information will be handled in accordance with the Warrnambool City Council Information Privacy Policy and Victorian Privacy & Data Security Act 2014, including the provision of access to that information.

RIGHT TO WORK IN AUSTRALIA

You must either be an Australian citizen; or have permanent residence status; or have an appropriate visa issued by the Department of Immigration and Citizenship that entitles the employee to work in Australia.

INTERVIEW:

Applicants should be prepared to attend a personal interview, if required.

PRE-EMPLOYMENT MEDICAL EXAMINATION / FUNCTION CAPACITY EXAMINATION

You may be required to undertake a pre-employment medical examination to ensure that you can safely undertake all of the duties and tasks detailed in this Position Description. For some physical or outdoor positions an additional functional capacity examination may be required.

FIT 2 WORK CHECK (POLICE CHECK) / WORKING WITH CHILDREN'S CHECK:

Applicants may be required to undergo a Fit2 Work Check and/or Working with Children’s Check prior to commencement in a position and may be required (by law or by Council) to maintain and periodically renew their “check” (The requirement will be specified in the Position Description)

DRIVERS LICENCE:

Applicants may be required to hold a current drivers licence (prior to commencement in the position) to fulfil the inherent requirements of this role as specified in the position description.