

POSITION DESCRIPTION

POSITION TITLE:	Supervisor Construction
POSITION NUMBER:	10432 10433 10434 10435 10436
AWARD:	Qld Local Government Industry (Stream A) Award
CERTIFIED AGREEMENT:	Current Central Highlands Regional Council Certified Agreement
AWARD CLASSIFICATION:	3-4
REPORTS TO:	Overseer
REPORTING DEPARTMENT:	Infrastructure and Utilities

POSITION OBJECTIVE

The Construction Supervisor will be principally responsible for the physical delivery and day to day management of capital works on council's rural and urban road, drainage, footpath and cycle way networks. Day to day planning, supervision of council's construction staff and the efficient utilisation plant are integral responsibilities of this role.

KEY RESPONSIBILITIES

- 1. Project Supervision:** Monitor and comply with required standards, policies and procedures adopted by council. Ensure safe work practices are adhered to in line with relevant legislative requirements, Transport and Main Roads procedures and council policies, abiding by the Workplace Health and Safety Act and Manual of Uniform Traffic Control Devices (MUTCD).
- 2. Budget.** Monitor and control budget costings for maintenance and construction projects.
- 3. Identification & Maintenance.** Identify and manage maintenance activities on council's rural and urban road, drainage, footpath and cycle way networks incorporating council's quality system.
- 4. People Management:** Provide effective and efficient supervision, direction and discipline of allocated staff.

Additionally you may be required to conduct other duties as lawfully directed by the Overseer/Coordinator or Manager.

POSITION SPECIFIC REQUIREMENTS

Mandatory:

- Certificate III Civil Construction
- Minimum of Queensland C class provisional drivers licence.
- Demonstrated experience in the supervision of a work team and plant equipment within a construction and or maintenance environment
- Strong verbal and written communication skills
- Sound computer skills including experience with Microsoft Office package

Desirable:

- Project Management qualification
- Front Line Management qualification
- Various plant operator qualifications

CORE COMPETENCIES

Competency	Definition	Level
Delivering Results	Having the ability to set objectives for yourself and others, taking a forward looking perspective, and delivering successful outcomes within agreed parameters.	3
Communication	Identifying and using appropriate communication styles and methods, taking into consideration the audience and the desired outcome. Building and maintaining effective working relationships with key stakeholders, both internal and external.	3
Initiative and Innovation	Anticipating situations and problems, finding appropriate solutions, grasping opportunities for improvements and taking ownership for continuous improvement that goes above and beyond the call of duty.	2
Flexibility	Being able to adapt your thinking and behaviour to suit different situations and changing circumstances. Taking other people's views on board, accepting new and different ways of working and encouraging others to embrace change.	2
Team Work	Having the ability to work as part of a team, actively encouraging team working and recognising the role you play as part of the CHRC team.	2
Commitment to Values	Being willing and able to align your own behaviours with the objectives, goals and values of CHRC; acting as a role model and promoting the values to others.	2
Customer Service	Aligning your behaviour with the CHRC Customer Service Charter to ensure both internal and external customer needs are met; taking a positive attitude, showing commitment and having a can do approach.	1
Workplace Health & Safety	Taking reasonable care for the health and safety of yourself and others, complying with reasonable instruction and co-operating with CHRC policy and procedure.	2

This position description is a true reflection of the current requirements of the role. Council will regularly review position descriptions and appropriately update them to ensure that they relate to the job being performed, or to incorporate whatever changes are being proposed. Where appropriate, employees will be consulted on the changes and employees are expected to participate in consultation.

I have read, understood and accepted the responsibilities as outlined in this position description.

Signature: _____

Date: _____