

Position Description



Position Title	Supervisor Sealed Road Maintenance
Group	Infrastructure
Reports to	Coordinator Maintenance & RMCC
Grade	9
Date reviewed	April 2024

Primary Purpose

The Supervisor Sealed Road Maintenance is responsible for the implementation of Council's Delivery and Operational Plans and/or the Schedule of Works for Transport and Infrastructure through the effective and efficient tasking of staff, budgets, equipment and materials.






The incumbent will contribute to Council's vision: "A Trusted Community Partner" and promote the values which support this: Solutionary, Together, Accountable, Innovative, Caring, using these to guide decisions, actions and conduct.

Key Accountabilities

- Responsible for the day-to-day management of Sealed Road Maintenance staff via relevant team-leaders, including performance management of reporting staff in accordance with Councils policies and procedures.
- Monitor and prepare reports to the Coordinator Maintenance and RMCC on budget allocations and expenditure for all Sealed Road Maintenance activities.
- Provide operational advice to the Coordinator Maintenance and RMCC to facilitate the implementation of Councils Asset Management Policy and Procedures into the annual schedule of works.
- Assist in providing the necessary information to ensure all relevant complaints are responded to in accordance with Councils Customer Relations Charter.
- Ensure all Reactive Maintenance activities are completed in accordance with Council's Work Health and Safety and Quality Assurance Policies.
- Advise the Coordinator Maintenance and RMCC on initiatives that would create efficiencies and assist in developing the Operational plan for all Sealed Road Maintenance activities across the region.
- Manage Sealed Road Maintenance plant, equipment, material and sundries in accordance with budgetary requirements.

- Monitor and communicate relevant information regarding finance-stream budgets, administrative requirements, limitations and parameters to relevant stakeholders including to reporting staff and the Coordinator Maintenance and RMCC.
- Any other duties within the scope of the position as directed.
- Model and reinforce cross-functional collaboration through information sharing and knowledge transfer to drive evidence-based decision making, enhance capability and optimise capacity
- Model and reinforce an agile, solutions-focused, accountable and collaborative culture that facilitates workforce engagement, empowerment and performance.
- Inform, educate and guide employees about their WHS responsibility to maintain a safe workplace.

The employee is required to undertake any other duties, projects or tasks as directed by the Coordinator, which are within his/her skills, competence and training.

Position Capabilities		
Capability Group	Capability Description	Level
 Personal Attributes	Be accountable for investing in own growth, acting with integrity and displaying resilience.	Advanced
 Relationships	Be respectful, inclusive and collaborative in engaging with others to address issues and deliver for the community.	Adept
 Results	Be planned and responsive to organisational priorities and develop pragmatic solutions to deliver quality outcomes.	Adept
 Resources	Be efficient, effective and compliant in the management and use of assets, finance and contracts.	Adept
 Workforce Leadership	Be accountable for providing direction, developing capability and leading effective approaches to meet organisational priorities now and into the future.	Adept

Essential Criteria

1. Certificate Level IV or Semi-professional Qualification, together with considerable personal experience.
2. Minimum two years' experience in a relevant role.
3. Experience in and current Traffic Control Certification:
 - Implement Traffic Control Plans.
 - Prepare a Work Zone Traffic Management Plan.
4. Experience in the direct supervision of employee/s or leading a team of professional or specialist staff on special projects or assignments.
5. Well-developed written communication skills, with experience in writing standard reports, proposals and submissions; and
6. Current Class C Drivers Licence.

Desirable Criteria

1. Additional relevant Tertiary Qualifications.

The position description should be read, and applied, in conjunction with other corporate documentation that guides decision-making, actions and conduct, including but not limited to, the contract of employment, Code of Conduct, delegations of authority, legislation, regulation, policy, procedure, process, standards and plans.

I have read and understand the above requirements and accountabilities of this position.

Name (please print)

Signature

Date