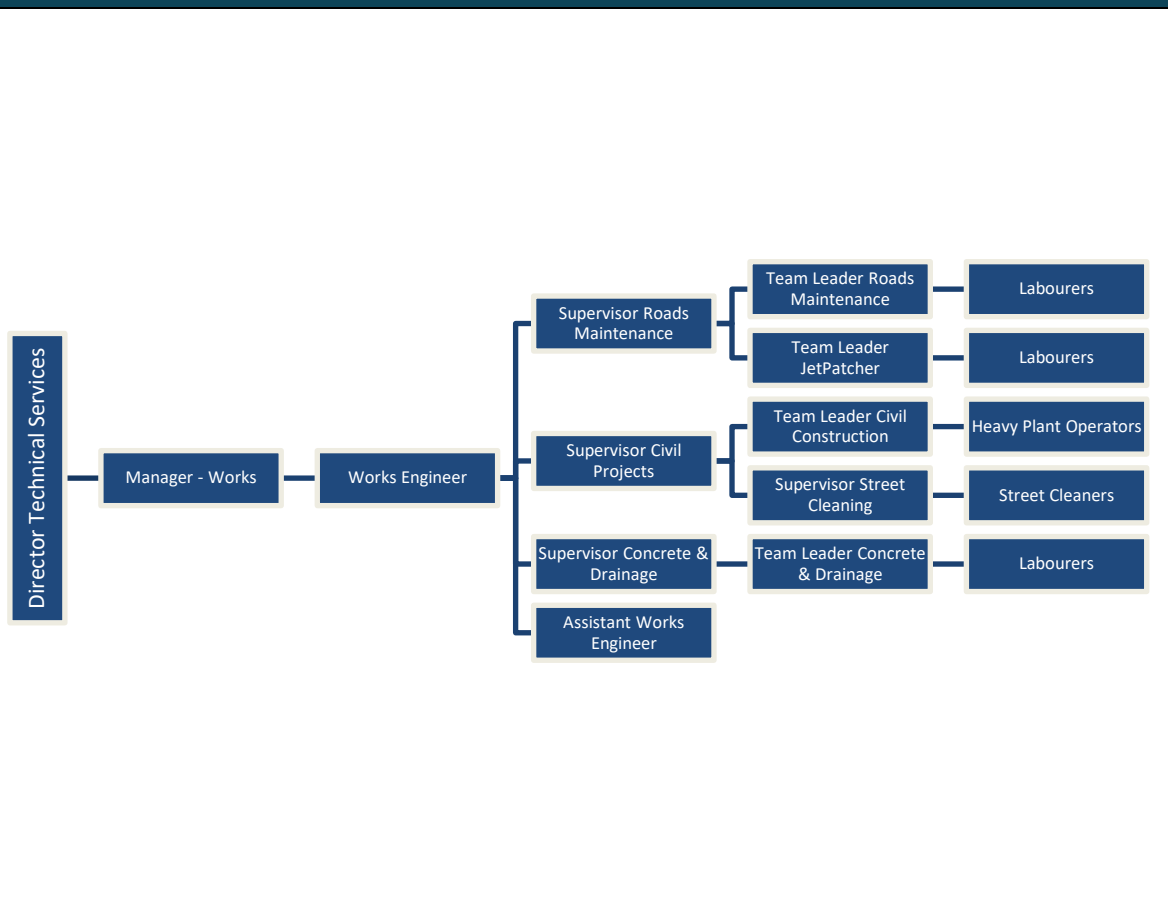


<b>Position Title:</b>	Supervisor Civil Projects
<b>Position Number:</b>	5062
<b>Division:</b>	Technical Services
<b>Section:</b>	Works
<b>Grade:</b>	9
<b>Delegations:</b>	See attached document (as per Council’s Delegations Register).
<b>Position FTE Hours</b>	38

### Primary Purpose

- To plan and deliver road construction, upgrading and rehabilitation works including Council’s reseal program, street and footpath sweeping program, and unsealed road management.

### Sectional Structure



## Selection Criteria

### Qualifications/Licences

- Class C Drivers Licence or higher
- General Construction Induction Card (White Card)
- Current SafeWork NSW Traffic Control Work Training (TCWT) card allowing the holder to prepare a work zone traffic management plan
- Certificate IV in Leadership and Management or similar experience

### Skills and Experience

- High level communication skills both verbal and written including the capacity to interact with all levels of staff and the public while maintaining effective customer service and relationship management
- Demonstrated leadership and supervisory skills that promote high team performance, with the ability to coach, mentor and manage staff
- Excellent organisational and planning skills, including the capacity to work to deadlines and set priorities
- Well-developed computer literacy skills in the use of a variety of computer software packages, in particular the Microsoft Office suite
- Demonstrated experience in a similar role including leading multiple works teams and contractors to deliver quality outcomes and inspire continuous improvement
- Expert knowledge of work site traffic control and planning
- Demonstrated understanding of project budget monitoring and control
- Demonstrated ability to interpret design drawings and prepare accurate estimates for works
- A thorough understanding of Local Government in NSW or capacity to rapidly acquire this knowledge
- Demonstrated ability to model Council's values and desired behaviours

### Other desirable criteria

- As this position has an on-call component, it is desirable that the officer resides in Orange City Council area.
- HR license and plant competencies

## Key Accountabilities/Duties

- Assisting in the preparation and monitoring of annual road construction and maintenance programs
- Development of medium-term plans to ensure Council's works program is carried out in an efficient and effective manner.
- Plan for upcoming construction projects including organisation of contractors and supply of materials as required.
- Provide supervision and direction to road construction team and contractors to ensure works and contracts are completed successfully and comply with Council Policies and Procedures, and industry best practice guidelines
- Provide supervision and direction to the street sweeping team
- To act for the Supervisor Roads Maintenance for short periods in their absence

- Ensure all staff and contractors comply with Council’s Work Health and Safety Policy, WorkCover regulations, Transport for NSW requirements, and any other legislative requirements
- Prepare purchase order requisitions, verify and approve payment of invoices for suppliers of materials, works and services within approved delegations
- Ensure works are carried out in accordance with allocated budgets
- Coordinate resources and with other business units within Council to ensure the efficient delivery of services
- Authorise timesheets and requests for leave from reporting staff
- Participate in Council’s Roads On-Call Roster and attend emergency and/or breakdown work and/or arrange the call-out of other employees.
- Manage and develop staff through implementation of Council’s human resource management systems, policies and procedures, including but not limited to: recruitment; performance management and conducting performance reviews; and promoting learning and development
- Assist in the development and review of policy and procedural documents
- Comply with Council’s Code of Conduct, relevant policies and procedures, values and behaviours, and work health and safety responsibilities, as amended from time to time

## Position Capabilities

The Orange City Council Capability Framework describes the core knowledge, skills and abilities expressed as behaviours, which set out clear expectations about performance in our council. The full information regarding these Capabilities is available [here](#). The focus capabilities for this position are:

Group	Capability
Personal Attributes	<p><b>Ownership - Coaches "Shares it"</b>  <i>Take responsibility and ownership of work and delivering to quality standards.</i></p> <ul style="list-style-type: none"> <li>• Is prepared to make decisions within own level of authority</li> <li>• Takes an active role in managing issues in the team</li> <li>• Coaches team members to take responsibility and follow through</li> <li>• Identifies and manages other risks in the workplace</li> </ul>
Relationships	<p><b>Customer Focus - Demonstrates "Achieves it"</b>  <i>Commit to delivering customer focused services in line with strategic objectives.</i></p> <ul style="list-style-type: none"> <li>• Identifies and responds quickly to customer needs</li> <li>• Demonstrates a thorough knowledge of services provided</li> <li>• Puts the customer and community at the heart of work activities</li> <li>• Takes responsibility for resolving customer issues and needs</li> </ul>
Results	<p><b>Plan and Prioritise - Demonstrates "Achieves it"</b>  <i>Plan and organise work in line with organisational goals, and adjust to changing priorities.</i></p> <ul style="list-style-type: none"> <li>• Participates constructively in unit planning and goal setting</li> <li>• Helps plan and allocate work tasks in line with team/project objectives</li> <li>• Checks progress against schedules</li> <li>• Identifies and escalates issues impacting on ability to meet schedules</li> <li>• Provides feedback to inform future planning and work schedules</li> </ul>
Technical	<p><b>Health, Safety and Environment - Coaches "Shares it"</b>  <i>Identifying and/or preventing health and safety risks to self and others. Planning and delivering work that considers the environment.</i></p> <ul style="list-style-type: none"> <li>• Pulls others up if their actions are unsafe</li> <li>• Makes time for face to face discussion about safety</li> <li>• Visibly checks and takes action to maintain health of self and others</li> <li>• Coaches and supports others on what constitutes safe workplace behaviour</li> </ul>
	<p><b>Finance, Procurement and Contract - Demonstrates "Achieves it"</b>  <i>Understand and apply procurement and financial processes to ensure effective purchasing and contract performance in line with legislation and policy.</i></p> <ul style="list-style-type: none"> <li>• Makes expenditure decisions within budget limits</li> <li>• Uses financial and other resources responsibly and helps others understand their obligations to do so</li> <li>• Helps others understand and comply with basic ordering, receipting and payment processes</li> <li>• Contributes to the identification of business requirements, deliverables and expectations of suppliers</li> </ul>

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Group	Capability
Workforce Leadership	<p><b>Manage and Develop People - Coaches "Shares it"</b>  <i>Engage and motivate staff, develop capability and potential in others.</i></p> <ul style="list-style-type: none"> <li>• Seeks to understand the individual strengths, weaknesses, goals and concerns of team members</li> <li>• Defines and communicates roles and responsibilities and sets clear performance standards and goals</li> <li>• Coaches team members to help improve performance and development</li> <li>• Regularly discusses performance with team members and provides accurate, constructive reviews</li> <li>• Identifies suitable learning opportunities, including stretch assignments, based on individual needs, interests and goals</li> <li>• Addresses team and individual performance issues, including unsatisfactory performance, in a timely and effective way</li> </ul>

## Corporate Values

As a values-based organisation, Council demonstrates its values through workplace behaviours. These behaviours provide a framework for staff to model behaviour across the organisation. Underpinning the behaviours is the Orange City Council Code of Conduct. Council's corporate values are listed below:

**Respect** – is honest and respectful towards others and works as part of a team

**Ownership** - takes responsibility for actions

**High Performance** - pursues performance excellence and continually looks for improvement

**Customer Focus** - demonstrates a customer focused approach towards internal and external customers

**Safety** - works safely, in accordance with Council's Work Health and Safety policy and procedures

**Diversity** – Champion a diverse and inclusive workplace

**Leadership** – Council encourages all its employees to lead by example and role model our values. Leaders also need to ensure they provide constructive feedback and encourage high performance by coaching, developing, recognising and managing people effectively

## Work Health and Safety Responsibilities

All employees are responsible for Work Health and Safety (WHS) for Orange City Council and their duties include:

Complying with Council's WHS policies and procedures

Working with due diligence and consideration to safeguard their own health and safety and the health and safety of others

Reporting any potential hazards, incidents or injuries to their Supervisor and Human Resources within 48 hours

Participating in any applicable WHS consultation arrangements  
 Complying with any Return to Work Plan if injured and supporting rehabilitation in the workplace  
 Correctly using all personal protective equipment  
 Complying with emergency and evacuation procedures and site rules if applicable  
 For Managers, Supervisors, Team Leaders or Gangers, you have additional WHS responsibilities as defined in the Orange City Council Work Health and Safety Management Policy (OP 84)

**General**

The above statements are intended to describe the general nature and level of work being performed. They are not intended to be construed as an exhaustive list of all responsibilities, duties and skills required.  
 Local Government (State) Award conditions apply to all entitlements.  
 The Position Description links to the overall organisational Delivery/Operational Plan which ties into an employees' key performance indicators (KPIs) as part of their annual performance review.  
 Position descriptions may be amended from time to time in accordance with business needs and in consultation with the incumbent of the position.

*I acknowledge that I have read and understood the duties, responsibilities and delegations of the position as outlined in the above Position Description*

<b>Name of Employee</b>	
<b>Signature of Employee</b>	
<b>Date</b>	