

## POSITION DESCRIPTION

### Position Details

<b>Position Title:</b>	Concrete Construction Supervisor
<b>Award Classification:</b>	Level 5-6
<b>Employment Conditions:</b>	Queensland Local Government Industry (Stream A) Award – State 2017
<b>Department / Branch:</b>	Engineering / Concrete
<b>Principal Location:</b>	Council Depot, Hughenden
<b>Reports to:</b>	Senior Civil Works Coordinator (or as directed)
<b>Direct Reports:</b>	9

### Flinders Shire

<b>Our Vision:</b>	Flinders Shire – a place of discovery, opportunity and lifestyle	
<b>Our Mission:</b>	To promote quality of life through leadership, attitude and respect	
<b>Our Values:</b>	<ul style="list-style-type: none"> <li>• A Caring Philosophy</li> <li>• Pursuit of Excellence</li> <li>• Teamwork</li> <li>• Local Ownership</li> </ul>	<ul style="list-style-type: none"> <li>• Communication</li> <li>• Leadership</li> <li>• Recognition</li> </ul>

### Council Structure

#### Office of the Chief Executive Officer

- Investment, Attraction & Economic Development
- Executive Support
- Human Resources

#### Corporate & Financial Services

- Financial Control
- Information & Communication Technology
- Business & Customer Services
- Governance & Regulatory Compliance
- Workplace Health & Safety

#### Community Services & Wellbeing

- Community Development & Engagement
- Tourism
- Community Care
- Regional Marketing & Promotion
- Media / Communications

#### Engineering

- Open Spaces & Community Assets
- Asset Management
- Project Management
- Roads & Infrastructure

### Position Objective

The Concrete Construction Supervisor is responsible for developing and implementing work plans for public and private concrete construction works across Flinders Shire while leading and mentoring a team to deliver on Councils Strategic and Operational Objectives.

As a representative of Council, demonstrated professionalism and a commitment to a high level of service and continuous improvement in the best interest of Council and the Community are essential.

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## **Key Responsibilities**

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### ***Operational***

- Develop and implement operational plans to achieve timely, appropriate resourced, on budget projects across Flinders Shire
- Ensuring all works comply with relevant standards, specifications, codes of practice, regulations, and policies relevant to work tasks and health and safety
- Ensure appropriate levels of traffic management as and when required
- Manage and lead team including managing all people management matters, ensuring appropriate plant/equipment are allocated to licence and skilled team members and timesheets are completed on time and accurately including appropriate job costings and hours of work
- Ensure stores and materials are ordered to job specification and in appropriate quantities and in compliance to Council Procurement and Finance Policies
- Maintain accurate records on work activities including labour, plant hours, use of materials, safety data sheets and job safety analysis
- Comply with, ensure team and contractors comply with all Council Policies and Procedures on job sites and plant and fleet maintenance schedules
- Provide reporting as required to supervisor on work tasks, activities and projects against allocated operational plans
- Ensuring all daily checks of plant/fleet are completed and work with workshop to reduce down time through proactive maintenance and repairs
- Ensuring plant/fleet are well presented, tidy and secured
- Provide high level of customer service on behalf of Council ensuring a positive reflection with members of the public is maintained
- Develop and maintain positive communications between Council departments and teams including participation in team/Council meetings
- Sharing of knowledge and skills between team members
- Develop and maintain positive relationships with members of the public by self and team, explain works and answering questions, protect private property in vicinity of works being undertaken

### ***General***

- Consistently complete allocated tasks to a high standard and within agreed timeframes
- Undertake other tasks up to and including your competency and level
- Actively promote the values of the organisation to staff
- Actively participate in identifying, recommending, developing and implementing measures through which allocated tasks and responsibilities may be carried out more effectively and efficiently

### ***Administration***

- Ensure general administration and records management requirements are being met
- Provide courteous and professional customer service to internal and external customers and conduct all transactions in an ethical and efficient manner
- Contribute positively to a supportive team-based work environment and participate in team meetings and training sessions as required
- Ensure that requests are acted on and reported upon in accordance with Council Policy
- Keep your supervisor/manager appropriately and adequately informed on the current state of activities relevant to your role and to highlight in advance any points likely to influence Council operations or relations with ratepayers and/or the public
- Maintain a personal time management system to ensure deadlines are met; to ensure that other staff of the Council are given due notice and time to comply with deadlines so that their own personal planning is not inconvenienced

### ***Organisational Continuous Improvement & Quality Management***

- Willingness and ability to adapt to challenge and opportunities:

- changing workforce capabilities through multiskilling, succession planning, knowledge management
- changing technologies and operational procedures by expanding your knowledge of future trends and required competencies
- Willingness and ability to set the example and live the values
- Willingness and ability to advocate a positive and constructive organisational culture
- Willingness to accept responsibility for your own actions and decisions, and to be held accountable for such
- Willingness and ability to integrate the competing demands of work, home, community and self

### **Corporate Responsibilities**

All employees are bound by the *Queensland Local Government Act 2009* to act with integrity, and in a way that shows proper concern for the public interest. All employees are responsible for acting in accordance with the Flinders Shire Council Code of Conduct and other relevant policies, procedures and protocols as may be applicable to the role.

### **Workplace Health & Safety**

All workers have a duty to familiarise themselves with and comply with statutory and Flinders Shire Council Work Health and Safety (WH&S) requirements, including the WH&S Management System, and WH&S Policies, Procedures and work instructions.

In fulfilling this duty, workers are to:

- Take reasonable care for his or her own health and safety.
- Take reasonable care that his or her acts or omissions do not adversely affect the health and safety of other persons.
- Comply, so far as the worker is reasonably able, with any reasonable instruction that is given by the person in control of the business or undertaking (PCBU) to allow the person to comply with the *Work Health and Safety Act 2011* (e.g. wearing of Personal Protective Equipment as instructed).
- Cooperate with any reasonable Policy or Procedure of the PCBU relating to health or safety at the workplace that has been notified to workers (e.g. reporting of incidents).
- Participate in the consultation and communication processes as prescribed in the *Consultation, Cooperation and Coordination Code of Practice 2021*.

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### **Other Requirements**

- This position operates from Council's Administration Office in Hughenden, however, may be required to travel within the Local Government Area and work outside of standard business hours to meet the requirements of the role.
- Travel (including outside of normal hours) to attend training may be required
- The incumbent must be:
  - prepared to work flexible hours to meet the requirements of the position;
  - willing to obtain a 'Suitability Card' to enable the incumbent to work with or supervise people less than eighteen (18) years of age if required;
  - medically fit and physically capable to meet requirements of the position;
  - Prepared, if required, to undertake a medical assessment by Council's medical practitioner; and
  - Prepared, if required, for Council to undertake a Criminal History Check

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### **Organisational Relationships and Delegations**

Internal: Engineering Team and other portfolios across Council

External: General public, government departments, contractors, suppliers and community groups

Delegations: The Concrete Construction Supervisor works under limited direction, has the skills to manage time and organisational priorities. This position has delegated decision making and purchasing authority in accordance with Council's Delegation Register and Procurement Policy.

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**Selection Criteria**

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**Essential**

1. Tertiary education and/or significant experience delivering concrete construction and maintenance operations.
2. Proven ability to deliver timely and effective operational works and the ability to understand, interpret and apply relevant legislation, standards and guidelines.
3. Sound knowledge/understanding, or ability to quickly acquire knowledge of legislated framework governing Council in regard to finance and procurement.
4. Highly developed communication and interpersonal skills with the ability to confidently relay information to internal and external stakeholders.
5. Demonstrated commitment to excellent customer service, and the ability to respond to customer enquiries in a professional and patient manner, achieving mutually agreeable solutions and de-escalating conflict.
6. Effectively lead and coach a team to maintain positivity, achieve objectives and contribute to Council strategic goals.
7. Experience working with Microsoft Office Suite, and the ability to rapidly acquire knowledge of corporate and other programs used by Council.
8. Current unrestricted HR Class driver's licence with good driving history and willingness to provide driving history if/when required.
9. Current national general construction induction (white) card. Commitment to uphold Council's Code of Conduct, Workplace Health and Safety and Anti-Discrimination policies.

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**Authorisation**

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**Position Approved By:** Misenka Duong, Director of Engineering

**Signature:** \_\_\_\_\_ **Date:** 17/09/2024

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**Receipt and Acknowledgement**

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I, \_\_\_\_\_ have received a copy of the attached position description. I have read this position description, and I understand all my job duties and responsibilities. I further understand that my duties may change on a temporary or regular basis according to the needs of the Council without it being specifically included in the position description. I will be notified of these changes in writing and have an opportunity to ask any questions with my immediate supervisor. I have discussed any questions I may have about this position description prior to signing this form.

Employee Signature: \_\_\_\_\_ Date: \_\_\_\_\_