Shire of Mt Marshall

THE SANDALWOOD SHIRE

WORKS SUPERVISOR

Information Package

November 2017

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General Shire Details

Thank you for considering a position with the Shire of Mt Marshall.

The Shire is located 270 kilometres north east of Perth in the Central Wheatbelt region of Western Australia. It comprises two towns, Beacon and Bencubbin and surrounding agricultural and pastoral land. Agriculture is the primary industry within the shire, with production predominantly based on cereals and sheep.

Bencubbin is the main centre within the shire with local business owners providing all the classic country town services such as groceries, hardware, fuel, country club, post office. There are also many businesses that other small country towns lack such as medical clinics, a banking agency, mechanics, panel beater, metal fabrication, a hairdresser, café/coffee shop and builder.

Some of the facilities and services available include:

- Recreation Complexes with grassed ovals
- Parks and Recreation Reserves
- Fitness Centres
- Men's Shed (Beacon)
- Community Resource Centres
- Silver Chain Nursing Posts
- Primary Schools
- Police Station
- Caravan Parks with onsite Chalets and Workers Camp
- Synthetic Grass Bowling Greens
- Golf Course
- Public Libraries

Our safe, vibrant communities offer a diverse range of sporting clubs and special interest groups for both adults and children. Examples are cricket, basketball, tennis, bowls and swimming in summer, and football, netball, hockey, golf and rifle club in winter.

Each town has a primary school for families with primary school aged children, and a high school is located in the neighbouring town of Mukinbudin, only 40kms from Bencubbin. A public high school in Merredin, a drive of approximately 1hr also offers boarding facilities for high school aged children in years 7 to 12. It must be mentioned that the Bencubbin Primary School has achieved some outstanding results in education as can be reviewed on the 'my school' website. The school has a learning support centre and offers gifted and talented education enabling all students to achieve their full potential. Several graduating students have received scholarships to private schools in Perth in recent years.

A well equipped hospital is located in Kununoppin, 46kms away. The resident Doctor operates clinics in each town on a weekly basis.

The administrative centre of the Shire is located in Bencubbin. In perspective of location, Bencubbin is approximately 188kms north east of Northam and 273kms north east of Perth.

The Shire provides housing for its employees, from one to two bedrooms with minimal maintenance gardens for single staff, up to 4 bedroom family homes with big yards for families (where available). The Shire makes every endeavour to find the right home for the right person. Staff rent and water is generously subsidised.

Beacon and Bencubbin both have impressive recreation centres with fully grassed ovals. Both towns have various other Shire maintained parks and gardens, caravan parks and public facilities.

The Shire of Mt Marshall has an extensive road network servicing the needs of the community with approximately 300kms of sealed roads and 1,440kms of unsealed road surfaces.

The Shire employs 8 administration staff and 16 outdoor staff. The Shire also owns, operates and maintains four (4) graders, a prime mover and side tipper, prime mover and water tanker, a 6 wheel tipper truck & tandem axle trailer, 4x4 backhoe, a 4 wheel tipper/maintenance truck, a front end loader, a flat drum vibratory roller, a multi tyre roller, and various smaller plant and equipment.

General Position Details

The Shire of Mt Marshall has an extensive road construction and maintenance program and seeks the services of a Works Supervisor to lead our Construction & Maintenance Services team.

The Shire has a year round road construction and maintenance program, mechanical services and a busy parks & gardens program. We seek a highly motivated, competent and enthusiastic Works Supervisor to organise and supervise all works within our Construction & Maintenance area.

All new employees are placed on a three month probation period, with the option of a further three month trial period if required.

Prior to commencement the successful applicant will be required to pass a medical check and provide a police clearance to the satisfaction of the CEO, the costs of which are reimbursed by the shire.

The successful applicant will be required to provide approval for one of our customer services officers to carry out an online check of their driver's license to ascertain that they currently hold a driver's license (an essential requirement for all employees).

Please view the position description attached for a more detailed description of the role.

Can you please ensure that your application is completed correctly, and contains:

i. A cover letter
ii. An up to date resume

Please do not hesitate to call or email the CEO during business hours to discuss the position further, and I wish you well in your application.

John Nuttall
Chief Executive Officer

Package Structure

The value of the remuneration package for this position will be generally inclusive of the following components:

- Contract of up to 5 years duration
- Base Salary – Negotiated up to $85,000

  Annual performance based increments are available.
- Superannuation – The Shire contributes the mandatory superannuation guarantee of 9.5% to the employee's nominated superannuation fund.

  For each dollar voluntarily contributed to superannuation by an employee the shire will match it with one dollar. This matching contribution will be given to a maximum of 5%.
- Annual Leave – 22 days per annum, plus leave loading of 17.5%. Annual leave is generally taken over the Christmas / New Year period.
- Rostered Days Off – Outdoor employees work a nine day fortnight with a rostered day off (RDO) every second Monday. Work hours are from 7.00am to 4.00pm with a ten minute morning tea break and a half hour lunch break. Work concludes early at 3.30pm on the last Friday of each pay fortnight.
- Vehicle – The successful applicant will have private use of a nominated Shire vehicle conditional to Council policy E&E.2.5.
- Housing – A Shire house with subsidised rent will be provided to the successful applicant if required. The shire will pay for water consumption on the proviso that the officer maintains the gardens in good presentable order.

  If the successful applicant provides their own housing then an annual allowance of $1,560 is available, payable fortnightly in accordance with Council policy E&E.2.2.
- Relocation Expenses – The Shire will contribute to relocation expenses, if applicable, in accordance with Council policy and subject to negotiation with the Chief Executive Officer. Receipts for actual relocation costs to relocate will be required
- Uniform – The successful applicant's uniform will be provided as per Council policy.
- Personal leave, long service leave and other benefits or conditions in the Local Government Industry Award 2010 are included in the package.

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WORKS SUPERVISOR

Position Description

November 2017

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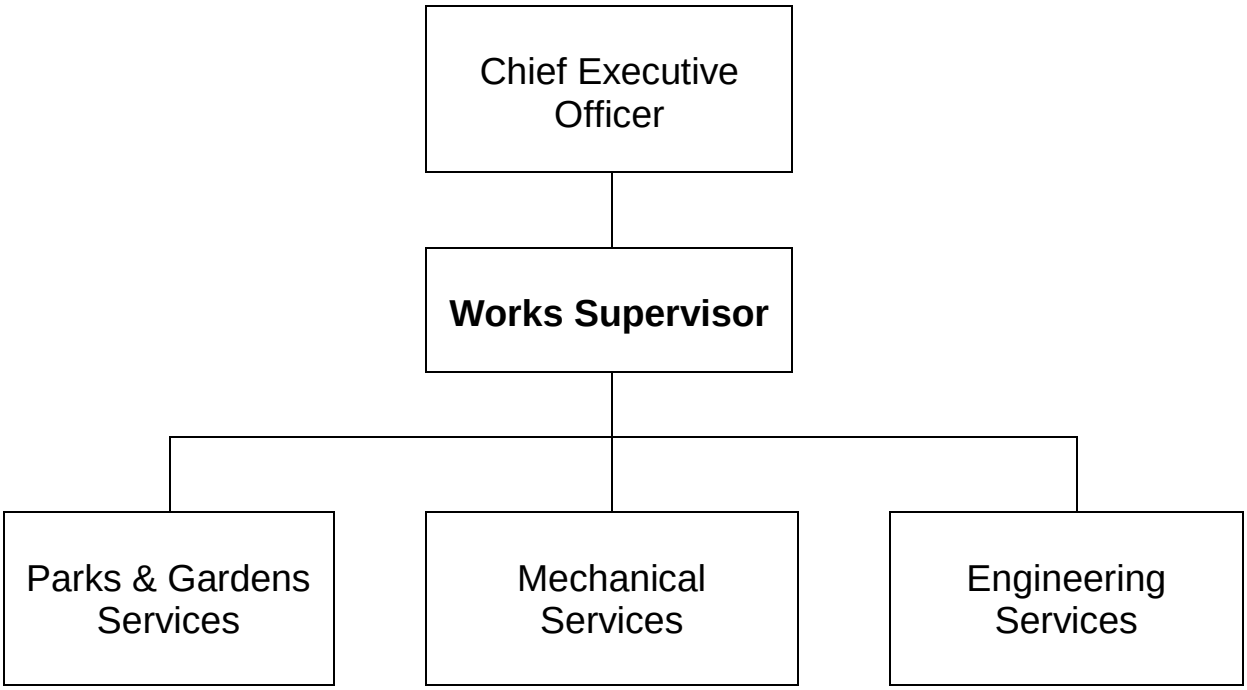
POSITION DESCRIPTION

Position Title: Works Supervisor

Level: Negotiated

Service Area: Construction & Maintenance Services

Responsible to: Chief Executive Officer



1. POSITION OBJECTIVES

1.1 Objectives of Position:

Organisation/supervision of tasks associated with road construction/maintenance, drainage construction/maintenance, and waste management, in a practical/efficient/safe manner.

Supervision of the Plant Maintenance Officer, to ensure that all Council Plant and Equipment is fully operational where practically possible.

Organisation / Supervision of tasks associated with Parks and Gardens and Building Maintenance, in a practical/efficient/safe manner.

Set out survey information for culverts, floodways, and corner sections of road alignments, prior to the construction of new works, to ensure that Road Standards and relevant Council Policies are adhered to.

Procure materials and consumables in a cost effective and efficient manner, to ensure the timely completion of tasks.

Process daily timecards and data entry to computer, to monitor project costs against budgeted costs.

Efficiently lead the outdoor work teams.

1.2 Within Section:

To operate as an effective leader within the Construction & Maintenance Services area, by organising each works crew, to achieve the completion of Council's road construction / maintenance, drainage construction / maintenance, plant maintenance, parks and gardens works, building maintenance and waste management programme, in an efficient and cost effective manner.

2. ESSENTIAL REQUIREMENTS OF THE POSITION

2.1 Skills:

- Sound supervisory skills
- Sound verbal/written communication skills
- Sound time management skills
- Developed surveying skills
- Sound computer skills
- Sound interpersonal skills
- Ability to work under limited supervision

2.2 Knowledge:

- Basic knowledge of road and drainage design criteria
- Sound knowledge of road and drainage construction / maintenance practices

- Sound knowledge of safe work practices and procedures (for self, contractors, other staff and public)
- Developed knowledge of project costing and budgeting
- Basic knowledge of waste management practices
- Basic knowledge of parks and gardens works, and building maintenance practices
- Developed knowledge of the Occupational Safety and Health Act and Regulations
- Developed knowledge of general administrative procedures relating to position

2.3 Experience:

- Experienced in supervision of construction / maintenance of municipal infrastructure assets: roads, drains, parks and gardens, building maintenance and landfill sites
- Experience in safe use/maintenance of earthmoving plant and equipment

2.4 Qualifications and/or Training:

- Associate Diploma in Engineering or demonstrated relevant experience
- Relevant experience in a supervisory position
- Current Basic or Senior First Aid qualifications
- Current Basic Traffic Management qualification

3. KEY DUTIES/RESPONSIBILITIES

3.1 Outcome – Customer Service

- Develop harmonious relationships with all customers, internal and external
- Treat all customers with professionalism and dignity
- Develop and maintain a sense of loyalty and team ownership between members of the unit
- Promptly attend to customer enquiries in a courteous and effective manner
- Take initiative to attend to existing or potential customer needs
- Assist the Chief Executive Officer in achieving the objectives of the unit

3.2 Outcome – Safety and Health

- Promptly report all workplace hazards and incidents/accidents to the Chief Executive Officer
- Ensure safety on work sites of self, other staff, contractors and public in accordance with safe working procedures (includes correct usage of traffic management control signs and equipment)
- Ensure the safe operation of plant and equipment in accordance with demonstrated safety procedures, and that proper instruction is given to staff

- Ensure that appropriate devices and protective equipment are used in accordance with demonstrated safety procedures, and that proper instruction is given to staff
- Induct all new employees in the Construction & Maintenance Services area and ensure that procedures for the safe operation of all relevant plant and equipment is demonstrated
- Comply with all occupational safety and health Regulations.

3.3 Outcome – Works Supervisor

Under the limited supervision of the Chief Executive Officer:

- Completion of construction / maintenance tasks to roads, drainage, parks and gardens, buildings and landfill sites, in an efficient, safe, harmonious and cost effective manner
- Responsible for plant, equipment, tools, materials, used by all staff in the Construction & Maintenance Services area
- Responsible for the survey / setting out of culverts, floodways and corners on road alignments prior to new works
- Ensure work standards/quality are acceptable
- Supervision of the Plant Maintenance Officer to ensure that all Shire plant and equipment is fully operational as is practically possible
- Attend emergency call outs

3.4 Outcome –Administration

- Responsible for all day to day administration work relevant to the organisation of, and wellbeing of the employees in the Construction & Maintenance Services area including but not limited to, processing daily timecards and data entry to computer to track project costs against budgeted costs.
- Program repair, maintenance and servicing of Shire plant and equipment with the Plant Maintenance Officer and ensure that this work is carried out in a timely cost effective manner
- Procure materials and consumables in a cost effective and efficient manner to ensure the timely completion of tasks
- Assist the Chief Executive Officer with programming of works and provide information for job costing and resource budgeting for the Construction & Maintenance Services area budget, prior to the beginning of each financial year
- Assist with road infrastructure data collection for ROMAN (computerised road data management system)
- Set out and retrieving road counters to collect traffic count data on roads in shire road network
- Assist Chief Executive Officer in the recruitment of staff
- Undertake other duties as required by the Chief Executive Officer in accordance with the principles of the Local Government Industry Award 2010

(Note: The above key duties and responsibilities are in accordance with the broad banding principles of the Award. They are not an exhaustive list of duties and responsibilities of the position.)

4. ORGANISATIONAL RELATIONSHIPS

4.1 Responsible to:

Chief Executive Officer

4.2 Supervision of:

All staff within the Construction & Maintenance Services Area

4.3 Internal Liaison:

- Chief Executive Officer
- Plant Maintenance Officer
- Other service area staff
- Contractors undertaking Council works

4.4 External Liaison:

- Suppliers
- Contractors
- Residents
- Ratepayers
- Other Government Department representatives

5. SELECTION CRITERIA

5.1 Essential

- Demonstrated experience in supervision of construction/maintenance of Municipal infrastructure assets: roads, drainage, parks and gardens, building maintenance and landfill sites
- Developed knowledge of Occupational Safety & Health work practices and procedures
- Sound computing skills
- Developed surveying skills
- Hold a current 'C' class motor vehicle driver's licence, minimum, at all times
- Completed Safety Awareness Training (SAT) course or a similar occupational safety and health training course
- Basic understanding of rudimentary maintenance & repairs to plant and equipment as required
- Sound verbal/written communication skills

5.2 Desirable

- Sound knowledge of general administrative procedures
- Knowledge of local area
- Developing knowledge of council policies relevant to work area
- Basic or Senior First Aid qualifications
- Current 'HR' or 'HC' class motor vehicle driver's licence
- Intermediate or Advanced Traffic Management certificate
- Experience in bushfire fighting
- Basic Traffic Management certificate

6. EXTENT OF AUTHORITY

This position works under the direction of the Chief Executive Officer. Solutions to problems are generally found in documented techniques, precedents, guidelines and instructions.

Assistance is available when required.

6.1 This position may make decisions in the following areas independently, without the guidance of the Chief Executive Officer:

- Employee may use some originality in approach with solutions usually attributable to the application of previously encountered solutions or experience
- Required to make technical and operational decisions relating to the day to day programming of works for all of the Shire's outdoor employees in the Construction & Maintenance Services area
- Required to make technical and operational decisions relating to the safety and wellbeing of Shire's outdoor employees, the public and themselves

6.2 This position may give direction (either directly or indirectly) to:

- All Shire outdoor employees within the Construction & Maintenance Services area
- Contractors engaged by the Shire

6.3 This position may exert influence in the following areas:

- Involvement in formulating and implementing the unit's overall objectives

6.4 All positions require some degree of problem solving, creativity and judgement in order to fulfil the objectives and requirements of the position.

- This position is required to exercise judgement where procedures are not clearly defined

6.5 This position may make recommendations on:

- Systems and procedures that impact upon the provision of quality service to internal and external customers

6.6 This position may approve and officially sign the following document for/on behalf of the council (internally or externally):

- Purchase Orders to the value of $50,000
- Contractor time sheets

6.7 Annual performance reviews of outdoor staff

Carry out annual performance reviews of all outdoor staff during March each year (mainly to identify training needs and sort out other issues)

7. ANNUAL APPRAISAL & KEY PERFORMANCE INDICATORS

- Quality of work
- Quantity of work / time management / overall crew productivity
- Ability to work within budget parameters
- Relationships with others / communication
- Occupational safety and health performance
- Initiative
- Commitment & attitude

8. POSITION DESCRIPTION (Administration Only)

Position:	**WORKS SUPERVISOR**	
Prepared By:		**Date Issued:**
Present Occupant:		**Date Appointed:** **Signed:**
Reviewed By:		**Signed:**
Date Reviewed:		**No. of Sheets:** 7