



Position Vacant Works Supervisor

The Shire of Paroo is a local government area in Southwest Queensland, Australia. The Paroo Shire covers an area of 47,623 square kilometres (18,387 sq mi). In the 2021 census, the Shire had a population of 1,679. The region incorporates four towns Cunnamulla, Yowah, Eulo and Wyandra, with Cunnamulla being the hub of the Shire and is centrally situated on the crossroads of the Balonne and Mitchell Highways. Cunnamulla, meaning "long stretch of water", gets its name from the picturesque Warrego River which meanders past the town and is a popular spot for fishing and water sports.

The Position

The Works Supervisor will effectively manage the delivery of Council's works program throughout the Shire through ongoing supervision and coordination of road and other crews to ensure that construction and maintenance work is performed to the high standard required by Council and our clients.

In conjunction with Team Leaders, the Supervisor role will coordinate staff and other resources to provide optimum delivery of services, while fostering and supporting a positive culture of team work, safety and continuous improvement. As a representative of Council, professionalism and the provision of courteous customer service is essential.

Selection Criteria

1. Model safe and healthy workplace behaviour;
2. Provide your team with the resources and skills they need to work in a safe and healthy manner;
3. Comply with and enforce Council's Code of Conduct, Workplace Health and Safety and Anti-Discrimination policies;
4. Provide teams with an appropriate level of supervision and ensure they have the resources they need to complete their assigned projects to the required standard and within the allocated time frame;
5. Take direction from the Works Coordinator and pass it on accurately to the team; and
6. Approve and verify timesheets, overtime and routine maintenance requests.

Experience & Qualifications

Essential

- Construction Safety Induction Card (White Card)
- Certificate IV Civil Construction
- Ability to legally operate a motor vehicle under a 'C' Class Queensland Drivers Licence or higher is an essential requirement for this position.

Desirable

- Experience in use of job costing processes and estimating for private works is desirable.
- First Aid and CPR Certificate
- Confined Spaces Certificate

Benefits

- A competitive remuneration package is offered \$68,105 plus allowances and overtime.
- Fulltime permanent position of 38hrs
- 5 weeks annual leave with 17.5% loading
- 9-day fortnight
- Uniforms provided.

A position description is available below. Applications close 22 May 2024, late applications will not be accepted, and we reserve the right to close the position earlier than stated.

To apply please email your resume, cover letter outlining your experiences of the selection criteria and application form to hr@paroo.qld.gov.au For further information please contact the HR Officer on 07 4655 8400.

Please note we can only consider your application if you are eligible to work in Australia.

Position Description

Title: Works Supervisor
Award: Queensland Local Government Industry Award (Stream A) – State 2017, and Paroo Shire Council – Non-Operational Staff Certified Agreement 2021-2024.
Level: 4
Department: Infrastructure
Location: Cunnamulla

Position Objectives

The Works Supervisor will effectively manage the delivery of Council's works program throughout the Shire through ongoing supervision and coordination of road and other crews to ensure that construction and maintenance work is performed to the high standard required by Council and our clients.

In conjunction with Team Leaders, the Supervisor role will coordinate staff and other resources to provide optimum delivery of services, while fostering and supporting a positive culture of team work, safety and continuous improvement. As a representative of Council, professionalism and the provision of courteous customer service is essential.

Reporting Arrangements and Delegations

- This role reports directly to the Works Coordinator and will work as part of a team led by the Director of Infrastructure when planning Capital and Operational Expenditure.
 - This role will have between 5 and 10 direct reports, depending on operational needs
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Key Selection Criteria

7. Model safe and healthy workplace behaviour;
 8. Provide your team with the resources and skills they need to work in a safe and healthy manner;
 9. Comply with and enforce Council's Code of Conduct, Workplace Health and Safety and Anti-Discrimination policies;
 10. Provide teams with an appropriate level of supervision and ensure they have the resources they need to complete their assigned projects to the required standard and within the allocated time frame;
 11. Take direction from the Works Coordinator and pass it on accurately to the team; and
 12. Approve and verify timesheets, overtime and routine maintenance requests.
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Skills and Experience

- Essential: Relevant qualifications and/or minimum 5 years' experience in civil road construction, maintenance or related field
- Demonstrated experience in a supervisory role with strong leadership and team building skills and the ability to motivate and influence staff to achieve positive outcomes.
- Proven written and verbal communication, literacy, numeracy and computer skills
- Proven ability to work under minimal supervision to manage and meet timeframes and deadlines.
- Sound experience and ability in the application of road construction and maintenance practices.
- Ability to review processes and develop systems, procedures and standards.

- A demonstrated commitment to and understanding of Workplace Health and Safety as well as safe work practices. General experience in local government operations. Commitment and uphold Council Code of Conduct, Workplace Health and Safety and Anti-Discrimination policies.
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Qualifications

Essential

- Construction Safety Induction Card (White Card)
- Certificate IV Civil Construction
- Ability to legally operate a motor vehicle under a 'C' Class Queensland Drivers Licence or higher is an essential requirement for this position.

Desirable

- Experience in use of job costing processes and estimating for private works is desirable.
 - First Aid and CPR Certificate
 - Confined Spaces Certificate
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Key Responsibilities and Duties

- Plan and manage the day-to-day activities of the maintenance crews;
 - Liaise with Team Leaders and the Chief Operations Officer regarding planning works within the current works program;
 - Liaise with Shire residents regarding work activities and requests, and report outcomes to Team Leaders;
 - Provide leadership and assistance in other related areas of construction and maintenance within the Operations Department, if required;
 - To approve and verify timesheets for your team;
 - Consistently complete allocated tasks within agreed timeframes;
 - Undertake other tasks up to and including your competency and level;
 - Actively participate in identifying, recommending, developing and implementing measures through which allocated tasks and responsibilities may be carried out more effectively and efficiently;
 - Commitment to Workplace Health and Safety, Council's Code of Conduct and demonstrating appropriate behaviour for a public sector employee; and
 - Commitment to continued self development through training and mentoring activities to ensure that knowledge and skills are kept to the necessary level to deal with current and future requirements of the role.
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ADDITIONAL POSITION REQUIREMENTS

The incumbent must be:

- Prepared to work flexible hours to meet the requirements of the position;
- Willing to obtain a 'Blue 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; and
- In compliance with legislation and Paroo Shire Council Policy you will be required to provide a current National Police Check Certificate and have a Pre-Employment Health Assessment.

Ethical Behaviour

Employees must:

- Perform all jobs, tasks and processes in accordance with relevant guidelines and standards;
- Operate and maintain all Council assets including plant, fleet and equipment within Council guidelines and manufacturers' specifications;
- Behave in a manner consistent with Council's Code of Conduct and HR policies and the Local Government Act 2009; and

- Maintain confidentiality of all Council information obtained during the course of employment.

Customer Service

Employees must:

- Foster and maintain strong public relations with Council's ratepayers, clients and other bodies directly or indirectly associated with Council; and
- Provide consistent and excellent customer services to all stakeholders.

Teamwork and Participation

Employees must:

- Establish and maintain effective professional relationships with the Chief Executive Officer, managers, supervisory staff, employees and contractors; and
- Maintain a positive team culture based on honesty, trust and integrity.

OTHER INFORMATION

- Paroo Shire Council is an Equal Employment Opportunity employer;
- All Employees within Council are subject to an initial three-month probationary period; and
- It is essential that applicants are interested in the lifestyle and unique rewards of working towards the development and prosperity of a small rural remote community.

PHYSICAL REQUIREMENTS

SEDENTARY WORK							
Light Duty	Frequent lifting / carrying of objects weighing up to 5kgs.					<input type="checkbox"/>	
Work	Frequent lifting / carrying of objects weighing up to 10kgs.					<input checked="" type="checkbox"/>	
Heavy Work	Frequent lifting / carrying of objects not exceeding 25kgs					<input type="checkbox"/>	
WORK ENVIRONMENT							
ATTRIBUTE			MANOEUVRE	FREQUENT	OCCASIONAL	NONE	
Chemicals	<input checked="" type="checkbox"/> YES	<input type="checkbox"/> NO	Bending	<input type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>	
Cold	<input checked="" type="checkbox"/> YES	<input type="checkbox"/> NO	Squatting	<input type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>	
Dampness	<input checked="" type="checkbox"/> YES	<input type="checkbox"/> NO	Climbing	<input type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>	
Fumes/gases	<input checked="" type="checkbox"/> YES	<input type="checkbox"/> NO	Twisting	<input type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>	
Heat / Humidity	<input checked="" type="checkbox"/> YES	<input type="checkbox"/> NO	Reaching	<input type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>	
Heights	<input checked="" type="checkbox"/> YES	<input type="checkbox"/> NO	PLANT OPERATION				
Noises	<input checked="" type="checkbox"/> YES	<input type="checkbox"/> NO	Maximum seat rating of 120kgs				
SPECIFIC ACTIONS REQUIRED				AUDIO – VISUAL DEMANDS		REPETITIVE MOTIONS	
This job may include:							
Standing/Walking	Sitting	Driving		Hearing	<input checked="" type="checkbox"/>	Foot Movement	<input checked="" type="checkbox"/>
<input type="checkbox"/> None	<input type="checkbox"/> None	<input type="checkbox"/>	None	Depth Perception	<input checked="" type="checkbox"/>	Fine Manipulation	<input checked="" type="checkbox"/>
<input type="checkbox"/> Occasional	<input type="checkbox"/> Occasional	<input type="checkbox"/>	Occasional	Colour Discrimination	<input checked="" type="checkbox"/>	Pushing/Pulling	<input checked="" type="checkbox"/>
<input type="checkbox"/> 1-4 hrs	<input checked="" type="checkbox"/> 1-4 hrs	<input checked="" type="checkbox"/>	1-4 hrs	Peripheral Vision	<input checked="" type="checkbox"/>	Finger Dexterity	<input checked="" type="checkbox"/>
<input checked="" type="checkbox"/> 4-6 hrs	<input type="checkbox"/> 4-6 hrs	<input type="checkbox"/>	4-6 hrs			Simple Grasping	<input checked="" type="checkbox"/>
<input type="checkbox"/> 6-8 hrs	<input type="checkbox"/> 6-8 hrs	<input type="checkbox"/>	6-8 hrs				

POSITION DESCRIPTION ACCEPTANCE

I agree and accept all terms, conditions and duties outlined in this document.

Employee Name.....

Date.....

Employee Signature.....

CEO Name *CASSANDRA WHITE*

Date 1/11/2023

CEO Signature

A handwritten signature in blue ink, appearing to read "C. White", with a large loop at the beginning and a horizontal line extending to the right.