

Town of Victoria Park - Position Description

POSITION IDENTIFICATION - 2400	
POSITION TITLE: Engineering Supervisor	CURRENT INCUMBENT:
DIRECTORATE: Technical Services	LEVEL: Level 5
SECTION: Infrastructure Services – Engineering Works	HOURS: Full Time
LOCATION: Town of Victoria Park Depot 199 Star Street WELSHPOOL WA 6106	AWARD / AGREEMENT: Town of Victoria Park Employee Collective Agreement 2007
REPORTS TO: Engineering Co-ordinator	SUPERVISES: 7 x Maintenance Operators 1 x Contract Sign Installer

ACCOUNTABILITY OBJECTIVES	
KEY FOCUS OF THE TEAM: <ul style="list-style-type: none"> • To assist the Section in providing a high quality service to internal and external customers. • To assist in the preservation of the quality lifestyle unique to the Town of Victoria Park customers, which is in keeping with the Town's Mission Statement and Strategic/Activity Plan. 	KEY FOCUS OF THIS POSITION: <ul style="list-style-type: none"> • To provide supervision and leadership to field crews/contractors and promoting continuous improvement in the area of civil engineering to ensure that the Town is a place where people want to live. • To assist in attaining high operational performance and continued improvement/development of the services provided.

REQUIREMENTS OF THE POSITION
<p>SKILLS, KNOWLEDGE & EXPERIENCE:</p> <p>Skills</p> <ol style="list-style-type: none"> 1. Maintenance and construction techniques and practices for roads, drainage, footpath and other engineering related jobs. 2. Organise and schedule programmed/preventative and reactive maintenance works. 3. Construction programming skills. 4. Verbal and written communication skills. 5. Plan reading and interpretation ability. 6. Customer service skills. 7. Team building skills and ability to motivate staff. 8. Contract supervision skills. <p>Knowledge</p> <ol style="list-style-type: none"> 1. Sound knowledge of construction and maintenance plant and equipment. 2. Knowledge of Occupational, Safety and Health act and regulations. 3. Knowledge of Local Government Act and Council policies.

REQUIREMENTS OF THE POSITION

Experience

1. Demonstrated previous experience in road, drainage, footpath and other engineering related maintenance and construction works.
2. Experience in the operation of all engineering plant and equipment.
3. Demonstrated previous experience in supervision of staff.
4. Experience in training staff.
5. Engineering surveying.
6. Ability to set priorities and achieve deadlines.
7. Local government experience in a related position.
8. Computer experience, particularly in a Microsoft Windows environment.

Qualifications and/or Training

1. Civil Engineering Supervisor's Certificate (or similar) or Certificate in Frontline Management.
2. "C" and "HR" Class Driver's Licence.
3. Qualifications in traffic management for work sites.

OUTCOME 1: *Supervision*

- Assist in the annual planning/programming of preventative and reactive maintenance works.
- Plan and programme monthly maintenance and construction works.
- Provide supervision and leadership to field staff and sub contractors.
- Liaise with other supervisors to attain optimum usage of plant and equipment.
- Monitor and provide feedback on workforce performance and plant operation/usage.
- Provide supervision to public utilities and reinstatement works, along with their officers/contractors/sub contractors.
- Control expenditure and assist in budget preparation.
- Promote teamwork and the team's purpose.

OUTCOME 2: *Technical Support*

- Ensure immediate action on urgent/emergency/safety issue complaints.
- Provide details for insurance liability claims.
- Inspect work prior to and on completion.
- Liaise with public utilities staff/contractors/sub contractors.
- Comply with purchasing policy/procedure.
- Ensure all appropriate materials are available when required.
- Provide reports (written and verbal) to senior officers when requested.
- Set out works as required.
- Liaise with other Council officers to assist in technical matters.
- Estimate and order quantities of materials, plant and other resources required.
- Cooperate with other Council supervisors in technical matters.
- Provide engineering survey information for proposed works.
- Ensure traffic management planning for construction works is in accordance with Australian standards.
- Undertake crossover inspections to ensure compliance as requested.
- Undertake demolition licence inspections to confirm infrastructure condition as requested.

OUTCOME 3: *Customer Service*

- Maintain good relations with the public and attend to resident and ratepayer complaints and requests within the Local Government Act, Council policy/ procedure and standards.
- Attend to after hours call-outs as required and be a part of the after hours call-out roster.

OUTCOME 4: *Human Resource Management*

- Training and development of subordinate staff for increased productivity and efficiency. Assist in the preparation of training needs analysis and undertaking career development reviews.
- Assist the Engineering Co-ordinator with the recruitment of new employees.
- Resolve employee grievances and performance issues.
- Induct new staff.
- Actively promote teamwork.
- Ensure crew feedback meetings are undertaken weekly.

OUTCOME 5: *Service Delivery*

- Demonstrate ongoing commitment to the Town's customer service charter;
- Ensure that information provided is correct, factual, timely, customer focused and in accordance with relevant legislation, council policies, procedures and processes;
- Work effectively in a team environment to ensure the achievement of all outcomes in a timely manner;
- Present a professional image at all times;
- Other duties as directed.

OUTCOME 6: *Continuous Improvement*

- Contribute to the development, implementation and review of procedures to ensure they are concurrent with the operational requirements.

OUTCOME 7: *Industrial Awards, Occupational Safety & Health and EEO legislation are applied and observed*

- Ensure that work sites are properly resourced to complete the job safely and effectively and all instructions/procedures are in writing.
- Ensure that standard staff induction process includes all relevant Health and Safety policies and procedures.
- Ensure that all work sites are kept in a safe, clean and tidy condition so that operations are consistently carried out in a safe environment.
- Ensure adequate training is given to staff when issued with personal protective equipment, that such equipment is available for each job and that staff wear/use personal protective equipment.
- Enforce safety procedures and identify any short comings/improvements and regular toolbox meetings to inform staff of legislative changes, training and revision of health and safety matters.
- Promptly investigate, report and record any accidents/incidents to identify problems and instigate action to resolve identified unsafe practices.
- Complete all necessary workers compensation paperwork and assist with rehabilitation of staff as necessary.
- Assist in the review of all safety procedures and undertake safety audits as required.
- To observe all safe working practices as directed by the Manager and use of personal protective equipment as provided.

- All works are to be completed ensuring any foreseeable hazards have been rectified or addressed in an approved or appropriate manner.
- It is your duty to report ALL accident. Incidents and hazardous situations arising in the course of one's work.

PRINCIPAL CONTACTS	
WHO	PURPOSE
<p>Internal</p> <ul style="list-style-type: none"> • Manager Infrastructure Services • Engineering Co-ordinator • Other Supervisors • Other Council Officers <p>External</p> <ul style="list-style-type: none"> • Public and ratepayers • Public utility agencies • Contractors/sub contractors/suppliers • Government agencies and departments 	<ul style="list-style-type: none"> • Provision of timely advice and information as and when requested.

EXTENT OF AUTHORITY
<p>This position operates under general direction within established guidelines, procedures and policies of Council and assistance is available from the Engineering Coordinator, if and when required working on a range of activities and programme works within the engineering construction and maintenance fields.</p> <p>This position:</p> <ul style="list-style-type: none"> • Operates within budget established Council policies, procedures, standards, Local Government Act, Work Site Traffic Management Code, Occupational Health and Safety Act/Regulations and other relevant regulations, acts, codes and practices in carrying out engineering works and related activities. • Exercises judgement and/or contributes specialist knowledge and skills where procedures are not clearly defined. <p>This position may give direction (either directly or indirectly) to all:</p> <ul style="list-style-type: none"> • Field personnel in matters relating to construction, maintenance and surveying works. • Engineering maintenance and construction contractors/sub contractors • Team Leaders • Crew members <p>This position may exert influence in the following areas:</p> <ul style="list-style-type: none"> • Engineering Capital Works Programme. • Maintenance and construction methods and practices. • The engineering operational maintenance budget. <p>This position is required to undertake:</p> <ul style="list-style-type: none"> • Problem solving by the use of precedence, guidelines or instruction with the application of previous experience and knowledge where procedures are not clearly defined with assistance available when required. Decisions in relation to problem solving would be of a professional manner and able to change construction procedures whilst being subject to review of the Engineering Co-ordinator.

EXTENT OF AUTHORITY**This position may make recommendations on:**

- Issues relating to the effective supervision and performance of contractors and day labour within the maintenance and construction fields. Also any issues in relation to the effective and efficient collection of survey information.

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

- Obstruction warning.
- Confirmation of goods receivable and invoice cost verification.
- Stock requisition forms.
- Materials requisition forms.
- Timesheets.

ANNUAL REVIEW

At least once in each calendar year the Engineering Co-ordinator will conduct an evaluation of the Engineering Supervisor's performance. The annual review will include an assessment of achievement against performance objectives.

POSITION & INCUMBENT DETAILS: Note: Both parties are to sign and date the areas provided to indicate their mutual agreement of the requirements of the position.

Current Incumbent:**Signed:**

Incumbent: _____

Date: _____

Manager: _____

Date: _____

Reviewed By:

Human Resources

Date: _____

Approved By: _____

Anthony Vuleta
 Director
 Technical Services

Date: _____

PD REVIEW RECORD:

We the undersigned, agree that both parties mutually agreed upon the amendments made to this position description.

INCUMBENT:**Relevant Director:****DATE:**