

# Supervisor POSITION DESCRIPTION



<b>Position Number:</b>	1171
<b>Department:</b>	Regional Services
<b>Section:</b>	Civil Operations
<b>Unit:</b>	Urban Operations
<b>Position Status:</b>	Permanent Full Time
<b>Classification:</b>	Level 5 – Rockhampton Regional Council Certified Agreement 2022 – Internal Employees
<b>Reports To:</b>	Civil Construction Engineer
<b>Revised:</b>	April 2025

## General Position Statement

This position supports Council's direction by motivating and providing leadership to a multi-disciplined team, or teams that are responsible for undertaking a wide range of construction and maintenance activities associated with Council roads and stormwater infrastructure. This role is responsible for ensuring all work is conducted in accordance with recognised standards in a professional, efficient and confidential manner ensuring the development of good working relationships with all staff and the public.

## Specific Responsibilities

The successful candidate must be able to fulfil the following position responsibilities.

- Lead, plan, direct and monitor the activities of several work teams to deliver high quality and efficient works on construction and maintenance programmes.
- Coordinate labour, plant and material resources, to ensure efficient completion of works at multiple construction sites.
- Accountable for establishing priorities and monitoring the works to ensure projects are completed within budget and to schedule while maintaining quality standards.
- Provide expert advice to lower classified officers to ensure that work is carried out to a high standard in accordance with approved plans, specifications, relevant codes and practices, Council policy and procedures.
- Participate in the establishment and ongoing updating of works programmes and specific project plans with Engineer.
- Liaise with the Procurement & Logistics Unit and Plant, Resources & Quarries team to relating to quoting, organising and obtaining materials and additional resources in line with relevant policies and procedures.
- Liaise with contractors and suppliers in a professional manner and oversee contractor performance to ensure compliance with Council standards, policies and procedures.
- Assist with preparation of departmental budgets by undertaking estimates of cost for works and prepare scopes of works based on identified needs.
- Exercise judgement and contribute knowledge and skills where procedures are not clearly defined.

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- Undertake hazard inspections and monitor risks on job sites including regular plant inspections and reporting.
- Recording hazards, incidents and inspections/audits in Council's computer-based safety system.
- Ensure that Environmental policies and procedures are adhered to, to ensure compliance with relevant legislation.
- Assist in coordinating emergency response for disaster related matters in critical events, for instance weather events.
- Effectively participate in plant utilisation and compliance initiatives to ensure best practice and cost-effective measures are reviewed and implemented.
- Ensure that a proactive approach is taken with regard to compliance with all relevant acts, legislation, policies, industry codes of practice and internal procedures.
- Proactively support staff performance improvement and development through timely feedback, coaching and intervention.
- Refer matters that may impact upon the business, Council and employees to the relevant Engineer or Manager.
- Undertake other relevant duties as directed, consistent with skills, competence and training.

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### Position Requirements

Your suitability for this role will be assessed against the following competencies.

#### Skills/Competencies

- The ability to provide motivation of and leadership to teams, and to identify and arrange opportunities for staff development.
- Excellent communication (oral and written) and interpersonal skills (both field and office based staff) relevant to the position and strongly focused on the provision of quality customer service.
- The ability to work to strict deadlines, plan and prioritise own work and that of subordinate staff by establishing set outcomes to achieve.
- The ability to coordinate the activities of work teams at multiple sites efficiently and effectively.
- The ability to read and interpret plans of moderate complexity, charts and instructions to support the authority of control projects and works programmes.
- Demonstrated high level of discipline knowledge and skills in civil construction and maintenance.
- Knowledge of applicable legislative requirements.
- Chain of responsibility and cultural heritage awareness knowledge.
- The ability to work independently and solve problems of a complex nature through application of initiative and judgement.
- Ability to effectively operate Council's computer systems including the Ci Anywhere Suite (R1 and ECM), Pathway, the MS Office Suite and CivilPro.
- Teamwork and Collaboration – Ability to work together with others to achieve common goals both within immediate team and teams across Council.
- Problem Solving – Ability to analyse problems by gathering information and develop a solution (in line with role responsibilities) or options and make a recommendation.
- Decision Making – Ability to use sound judgement to make the best decision based on information gathered and analysed within the boundaries of the role.
- Manage Risk – Ability to identify, understand and manage risks so that work can be delivered safely and to required standard.

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- Deliver Excellent Customer Service – Ability to meet customers' expectations around safety, time, cost and quality.
- Focus on Continuous Improvement – Ability to identify opportunities to enhance team effectiveness and improve team's customers' experience.
- Adaptable to change – Ability to adapt to changing work environments, technology, work priorities and organisational needs.
- Manage Resilience and Wellbeing – Commitment and the ability to participate in safety programs to support safety, health and wellbeing in the workplace.

### Qualifications

- Certificate IV in Civil Construction and/or equivalent demonstrated experience.
- Hold a Construction Industry Induction (White Card).

### Desirable Qualifications and Experience

- Traffic Management Implementation.
- Working in Proximity to Traffic - Awareness Part 1.
- First Aid Certificate.

### Behaviours

- *Customer Service* – Ensure that you are focused on our customer/s when carrying out your responsibilities.
- *Safety* – Carry out your duties in a safe manner whilst ensuring the safety of your team members and customers, in accordance with Council's Health and Safety Duty Statements and associated safety policies / procedures.
- *Code of Conduct* – Ensure that your behaviour is aligned with the Code of Conduct.
- *Council Values* – Ensure that your behaviour is aligned with the values statement adopted by Council: *One Team, Accountable, Customer Focused, Continuous Improvement and People Development.*

### Leadership Capabilities

- Council's Leadership Capability Framework – meets standards of performance and behaviours in line with our Leadership Capability Framework and leadership level **Operational Leadership: Build and maintain Trust; Deliver Results, Customer and Community Driven, Lead and Enable Change and Commit to Personal Growth. Further Information Appendix A.**

### Work Environment and Physical Demands

- This position will require the employee to carry out physical tasks which may include manual handling of up to 25kg, repetitive bending, kneeling, twisting and/or squatting, working in confined spaces, and working at heights.
- Should the requirement to work in confined spaces be a mandatory requirement of this role, the absence of facial hair below eye level is necessary to ensure an appropriate facial seal when using routine or emergency breathing
- For plant operations there is a maximum seat rating for tip trucks of 120kg and Semi tippers of 150kg.

### Additional Requirements

- Ability to work in an office environment.
- Ability to work in an outdoor environment.
- Ability to work on an 'on call' roster including after hours and weekends.
- Ability to legally operate a motor vehicle under a "C" Class Licence (minimal provisional).
- Ability to complete or willingness to learn to complete online training and electronic timesheets.

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- Ability to undertake a Functional Capacity Evaluation to satisfy the inherent physical requirements of the position.
- Provision of a satisfactory Criminal History Check - Police Certificate (Australia Wide Name Only Police Check).
- Ability to be immunised in accordance with Council's Occupational Risks and Immunisation Register.
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## Delegations and Authorisations

Financial, Administrative and Corporate Delegations may be applicable to this position and are detailed in the Delegations Corporate Register.

Legislative Sub-Delegations and Authorisations may also be applicable to this position and are detailed in the external public registers. Both registers are available on Council's Intranet.

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## Acknowledgement

This job description has been designed to indicate the general nature and level of work performed by employees within this classification. It is not designed to contain or be interpreted as a comprehensive inventory of all duties, responsibilities and qualifications required of employees assigned to the role.

<b>Authorised By:</b>	Manager
<b>Signature:</b>	
<b>Date:</b>	
<b>Employee Name:</b>	
<b>Employee Signature:</b>	
<b>Date:</b>	

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## Appendix A: Leadership Capability Framework – Leadership Level Operational Leadership (Team Leaders and Supervisors)

Key Leadership Capabilities	Leadership Standard / Behaviour	Standards / Behaviours Required at this Leadership Level
Build and Maintain Trust	<b>Engage and Inspire our People</b>	Ensures alignment between work and Council's vision to engage and inspire others.
	<b>Empower our People</b>	Empowers others and builds trust and confidence through coaching.
	<b>Enable Teamwork and Collaboration</b>	Ensures teamwork and collaboration within and across teams.
	<b>Effectively Communicate across the Organisation</b>	Fosters open and transparent two way communication and ensures that communications are received and understood by team members and other stakeholders.
	<b>Build Effective Enduring Relationships</b>	Engaging in and supporting others to build effective and enduring relationships built on trust and respect.
Deliver Results	<b>Manage People Performance</b>	Ensures the alignment and achievement of goals through setting clear expectations, providing feedback, support and recognition to employees.
	<b>Develop our People</b>	Identify opportunities to provide development opportunities and coaching to others.
	<b>Demonstrate Ethical and Accountable Decision Making</b>	Develops own and team's organisational, political and cultural awareness.
	<b>Demonstrate Organisational and Situational Awareness</b>	Makes decisions in situations where there is scope for interpretation.
	<b>Maintain a Strategic Focus</b>	Coordinates resources to achieve Council's strategic objectives and supports others to understand how their role aligns.
	<b>Plan and Organise Resources</b>	Plan and organise resources to ensure the team delivers work within deadlines of to a quality standard in a safe and cost effective manner.
Customer / Community Driven	<b>Be Customer and Community Focused</b>	Focus on the purpose of Council and delivering what's best for the customer and community in line with vision.
	<b>Manage customer and stakeholder relationships</b>	Anticipates and adapts to customer and stakeholder needs.
Lead and Enable Change	<b>Lead Change Effectively</b>	Manages the process of change to ensure successful implementation.
	<b>Lead Continuous improvement and Innovation</b>	Supports others to identify, gain acceptance and implement continuous improvement opportunities.
Commit to Personal Growth	<b>Commit to Personal Growth and Learning Agility</b>	Commits to own personal growth and learning agility and shares learnings with others.
	<b>Lead with Emotional Intelligence</b>	Develops emotional intelligence and awareness of impact of actions on others.
	<b>Build and maintain Technical and Operational Competence</b>	Maintains own technical and operational competence and supports others to develop and maintain their competence.