

Supervisor - Construction POSITION DESCRIPTION



Position Number:	1968
Department:	Regional Services
Section:	Fitzroy River Water
Unit:	Network Operations
Position Status:	Permanent Full Time
Classification:	Level 5 – Rockhampton Regional Council Certified Agreement 2022 – Internal Employees
Reports To:	Coordinator Network Operations
Revised:	May 2026

General Position Statement

This position supports Council's direction by motivating and providing leadership to a multi-disciplined team that is responsible for undertaking a wide range of construction and maintenance activities associated with Council's infrastructure assets 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.

- Supervise and coordinate the day to day work activities of teams engaged on moderately complex projects and programmes at multiple sites concurrently.
- Manage project budgets and staff productivity to deliver projects within budget
- Exercise a degree of autonomy in coordinating labour, plant and material resources to ensure efficient completion of works at multiple construction sites.
- Accountable for establishing priorities and monitoring workflow to ensure projects are completed within budget and to schedule.
- Ensure that work is carried out to a high standard in accordance with approved plans, specifications, relevant codes and practices, Council policy and procedures.
- Exercise judgement and initiative where procedures not clearly defined.
- Provide reports on progress to assist senior officers with establishing/monitoring works programs, and specific project plans.
- Liaise with asset management staff to maximise asset performance.
- Liaise with the Procurement and Logistics Unit to obtain quotes and order materials.
- Assist with preparation of departmental budgets by undertaking estimates of cost for works
- Ensure the ongoing wellbeing of all persons associated with projects in the area of responsibility.
- Refer matters that may impact upon the business, Council and employees to the relevant Team Leader, Supervisor/Curator, Coordinator 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

- Sound knowledge of construction practices e.g. safety and environmental management.
- The ability to lead, motivate and coordinate the activities of work crews in an efficient and effective manner.
- Demonstrated experience in operations of municipal water and wastewater reticulation systems.
- A sound understanding of applicable legislative requirements, including the AS 3500 – National Plumbing & Drainage Code and Plumbing & Drainage Act 2002.
- The ability to work independently and solve problems of a complex nature through application of initiative and judgement.
- Good communication (oral and written) and interpersonal skills relevant to the position and strongly focused on the provision of quality customer service.
- Good time management and organisational skills.
- The ability to work to strict deadlines, plan and prioritise own work and that of subordinate staff.
- The ability to read and interpret plans of moderate complexity, charts and instructions to support staff by establishing set outcomes to achieve.
- The ability to apply knowledge to solve operational problems.
- Ability to effectively operate Council's computer systems including Finance One, DataWorks, Pathways and the MS Office Suite.
- Communicate Effectively – Ability to communicate with others verbally and in writing to meet requirements of the role.
- Teamwork and Collaboration – Ability to work together with others to achieve common goals both within immediate team and teams across Council.
- Goal Setting – Ability to set, define and deliver goals that are SMART – *Specific, Measurable, Achievable, Relevant and Timely*.
- Time Management – Ability to plan and organise tasks/work to meet objectives of the role.
- 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.
- 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 Career/Development – Ability to identify development activities required to perform current role and opportunities to develop to meet career expectations (as applicable).
- Manage Resilience and Wellbeing – Commitment and the ability to participate in safety programs to support safety, health and wellbeing in the workplace.

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Qualifications

- Trade qualifications, as a Licensed Plumber and Drainer in Queensland and/or equivalent demonstrated experience.
- Experience in construction and maintenance of water and wastewater infrastructure.
- Hold a Construction Industry Induction (White Card).

Desirable Qualifications and Experience

- Backflow Prevention endorsement from the Master Plumbers Association of Queensland.
- Traffic Management Implementation
- Traffic Management Design
- Introduction to Electrical Network Infrastructure for Authorised Persons (SWNELP).
- First Aid and CPR certificates.
- Licenced Dogger
- Enter Confined Space Certificate and operate breathing apparatus.

Behaviours

- *Customer Service* – Ensure service delivery and advice remain focused on Council’s customers and community outcomes.
- *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* – Act in accordance with Council’s Code of Conduct.
- *Council Values* – Demonstrate behaviours aligned to Council’s values: *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.**

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.
- Ability to complete or willingness to learn to complete online training and electronic timesheets.
- Provision of a satisfactory Criminal History Check - Police Certificate (Australia Wide Name Only Police Check).
- Ability to be immunised against Hepatitis A&B and Tetanus.

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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.

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.

Authorised By:	Manager
Signature:	
Date:	
Employee Name:	
Employee Signature:	
Date:	

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