

## Position Description



<b>Position Title:</b>	Works Road Maintenance Performance Control (RMPC) Supervisor
<b>Date:</b>	April 2024
<b>Department:</b>	Engineering
<b>Supervisor:</b>	Works Manager
<b>Remuneration:</b>	Level 6
<b>Award:</b>	Queensland Local Government Industry Award - State 2017 – Stream A
<b>Award Allowances:</b>	As per Award
<b>Agreement:</b>	McKinlay Shire Council Certified Agreement 2022-2024
<b>Hours of Work:</b>	38 hour week

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### OBJECTIVE OF THE POSITION

The Works Foreperson role will undertake various tasks in relation to RMPC road construction and maintenance. Responsible to Works Manager for the management and supervision of McKinlay Shire Employees and Contractors for the efficient and effective performance of construction and maintenance works. This role will supervise tasks that lead to an efficient and productive operation on RMPC (and when called upon Council owned Roads) road construction and maintenance in a cost effective manner and ensure that all tasks are being carried out in a safe and competent manner. The Works RMPC Foreperson will maintain and foster team spirit amongst those in the working environment.

### ORGANISATION ENVIRONMENT

McKinlay Shire Council is the southern gateway to the Gulf. The Shire spans some 41,000 square kilometres and townships include Julia Creek, Nelia, McKinlay and Kynuna.

McKinlay Shire has a population of approximately 1000 residents. Its main industries are beef cattle grazing, tourism and mining ventures at Cannington and Eloise Mine.

### Our vision

Community – A focus on the health, wellbeing and general quality of life for the community.

Economy – A focus on economic development to create employment growth and opportunity.

Environment – A focus on the Shires built and natural environments and supporting infrastructure.

Shire – A focus on Councils leadership and management of the Shire and its assets.

### **To do this, we will:**

- ✓ Develop a learning organisation which provides a satisfying, rewarding and secure career for our employees while fostering teamwork, person growth and respect for the individual
- ✓ Support and promote economic developments
- ✓ Support and promote community developments
- ✓ Develop assets and infrastructure
- ✓ Achieve environmental sustainability
- ✓ Improve financial security

### **DUTIES AND RESPONSIBILITIES**

- Management and supervision of labour, plant and contract equipment associated with construction projects;
- Ensure the efficient use of resources to achieve economies in RMPC road and drainage construction and maintenance in McKinlay Shire as required by the Council works programme;
- Undertake maintenance - RMPC roads (and Council owned roads when called upon);
- Shoulder maintenance;
- Re-sheeting;
- Drainage works;
- General road maintenance as allocated by the Works Manager;
- Management and supervision to ensure quality and quantity of work output;
- Assist with job estimates, working with Director Engineering and Environmental & Regulatory Services and Works Manager;
- Monitor the cost of works so as to achieve the completed work within the set budget and report to Works Manager;
- Participation in Industrial Relations and disciplinary matters relating to field staff under Officer's supervision;
- To comply with local government's adopted Code of Conduct at all times;
- To comply with all workplace health and safety standards at all times;
- Liaising with Works Manager and other Foremen with respect to works, plant and personnel;
- Responsible to Works Manager for the management and supervision of Council employees and Contractors for the effective and efficient performance of work;
- Other duties as directed by Works Manager or Director Engineering and Environmental & Regulatory Services ;
- Other duties as directed by Chief Executive Officer.

### **PERFORMANCE INDICATORS**

- Completion of all duties in a timely and efficient manner;
- Prompt reporting of any difficulties encountered requiring remedial actions to the Works Manager;
- Compliance with all Policies & Procedures applying to the duties of the position;
- Compliance with all workplace health and safety standards and Council policy;
- Compliance with the adopted Code of Conduct;
- Punctuality and Reliability and courtesy at all times;
- Appropriate notifications to accountable supervisor with respect to work absences.

## **ACCOUNTABILITY AND EXTENT OF AUTHORITY**

Management Responsibilities:	Nil
Statutory Responsibilities:	To act within the established procedures, processes and guidelines with scope to apply discretion to individual situations.
Expenditure:	Refer to Councils Procurement Policy

## **WORKPLACE HEALTH & SAFETY**

- Report any workplace accidents / incidents to your supervisor;
- Comply with any reasonable instruction and cooperate with any reasonable policy or procedure relating to health and safety at the workplace;
- Contribute ideas and suggestions that promote safety awareness;
- Take reasonable care for your own health and safety and do not adversely affect the health and safety of other persons.

## **SELECTION CRITERIA**

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### **SC1 Skills/Requirements:**

- Minimum 5 years experience in a supervisory position related to roadworks construction or like preferred not essential
- Advanced level of technical skills to read and understand construction plans or be able to demonstrate a willingness to learn;
- Competent personal administration abilities; keeping diary/records or be able to demonstrate a willingness to learn;
- Basic level of survey skills or be able to demonstrate a willingness to learn;
- Ability to supervise, offer guidance and direct staff;
- Time management leadership and planning skills or be able to demonstrate a willingness to learn;
- Good level of communication skills.
- Basic computer literacy including WORD and Excel or be able to demonstrate a willingness to learn;

### **SC2 Qualifications or Relevant Experience:**

- Must hold a current unrestricted Drivers License;
- Minimum education to Grade 12 or equivalent, preferred not essential;
- A minimum of five (5) years plant operating, road construction and maintenance experience or like preferred not essential;

- Experience and/or qualifications in working in Local Government;
- Plant Operator tickets preferable and
- Obtained or is prepared to work towards a certificate 3-4 Road

**SC3 Knowledge:**

- A working knowledge of the Workplace, Health and Safety Act or is working towards or prepared to work towards;
- Knowledge of plant practices.