



Wudinna District Council

WORKS SUPERVISOR

APPLICATION PACKAGE

Dear Applicant

Thank you for your interest regarding the position of Works Supervisor with the Wudinna District Council.

The following information is provided to assist in the preparation of your application:

- A copy of the advertisement;
- Guidelines for applying for the advertised position;
- A position description for this role;
- Key performance indicators for the position;
- Information on the remuneration package.

ADVERTISEMENT



Wudinna District Council

WORKS SUPERVISOR 5 YEAR CONTRACT

Applications are invited for the position of Works Supervisor at the Wudinna District Council.

This position reports directly to the Manager Works and Infrastructure Services. The Works Supervisor has a major responsibility in delivering on the performance and outcomes of the Works area of the Council.

This is a hands-on position and you will be required to supervise staff, operate machinery and carry out maintenance for the District.

The Job and Person Specification provides detail of the requirements of the person for the position, however the core responsibilities include:

- Organising and controlling the Council's works construction and maintenance programmes.
- Supervising the outside workforce.
- Providing support to the Manager Works and Infrastructure Services.
- Oversight of plant and equipment maintenance.
- Completing administrative tasks as required (time sheets, general depot administration and customer enquiries).
- General maintenance as required (minor repairs to infrastructure).
- Road inspections and reporting.

Working a 76 hour fortnight over 4 days per week (some out of hours work may be required), the successful applicant will enjoy a range of benefits as detailed in the Application Package.

Salary & Conditions: Salary will be in accordance with Council's AWU Enterprise Bargaining Agreement and the South Australian Municipal Salaried Officer's Award up to Level 6 (\$77,000 - \$82,000 per annum), depending on qualifications and/or experience.

Further Information: An Application Package containing further information about the position is available on Council's website – www.wudinna.sa.gov.au or by contacting Kelsey Trezise, Manager Works & Infrastructure Services by phone on (08) 8680 2002 or 0427 396 847.

Applications: Written applications including contact details of two current referees and full details of qualifications and experience should be marked "Private and Confidential" and forwarded to the undersigned at admin@wudinna.sa.gov.au, delivered in person to the Council office or mailed to PO Box 6, Wudinna SA 5652 by **5pm Friday, 22 January 2021**.

Andrew Buckham
ACTING CHIEF EXECUTIVE OFFICER

PREPARING YOUR APPLICATION

Applicants who demonstrate that they meet the requirements for the position and who appear to be competitive, from their written applications, will be considered for interview. The decision to interview will be based on the information that you provide in your application.

Your application should be typed. If this is not possible, ensure that your writing is clear and easy to read.

To enable a valid assessment of your application, it must include the following information.

1. **Covering Letter** which:

- Demonstrates that you understand the requirements of the position and that you have the necessary knowledge, experience and qualifications to successfully carry out the duties;
- Provides an outline of your career and highlights the skills and experience you can bring to this position.

2. **Resume (Curriculum Vitae)** which is comprised of:

- Personal details - name, geographic address and telephone number.
- Your education and training achievements.
- Your work history including employment dates and brief details of each position's responsibilities.
- Any activities you have undertaken outside of work, which you consider are relevant to the position.

3. **Other Documents**

It is recommended that only copies of supporting documents be enclosed with your application so as to avoid potential loss or damage to originals.

The Council may require originals (or the provision of other supporting evidence) of all claimed qualifications as a condition of employment.

The successful applicant will be required to obtain and provide to the Council a *National Police Certificate* before commencing employment.

4. **Referees**

Applicants should provide the names and contact details of two referees in their application. The most valuable referees will be those that can comment on work experience that is relevant to this position.

5. **Contact Details**

Please provide a convenient telephone number and/or an email address so that you can be readily contacted for an interview, or answer any queries regarding your application.

SUBMITTING YOUR APPLICATION

The closing date for applications is **5pm Friday, 22 January 2021**.

Written applications should be marked "Private and Confidential" and forwarded to the Manager Works and Infrastructure Services at admin@wudinna.sa.gov.au, delivered in person to the Council office or mailed to PO Box 6, Wudinna SA 5652.

LATE APPLICATIONS

In fairness to all applicants, late applications cannot be received unless permission has been sought prior to the closing date. A faxed or emailed copy of an application sent before the closing advertised date would also ensure its acceptance.

INTERVIEWS

The location for interviews will be face to face in Wudinna or by an agreed digital communication platform eg. Zoom, Microsoft Teams etc. The final decision to appoint to this position will be taken by the CEO.

Wudinna District Council is an equal opportunity employer and provides a smoke free work environment.

JOB AND PERSON SPECIFICATION



Wudinna District Council

Job and Person Specification

Position	Works Supervisor
Stream:	Technical Services
Award Classification:	South Australian Municipal Salaried Officers' Award - Level 6 + AWU Collective Agreement No.2 2012
Salary Range:	\$77,000 to \$82,000
Employment Type:	Contract
Reports To:	Manager Works and Infrastructure Services
Employee Name:	
Start Date:	
End Date:	5-year fixed term.

POSITION OBJECTIVES

- To develop, supervise and implement works programs incorporating maintenance and where directed development of Council's Infrastructure, Building and Structural Assets, Waste Services and Cemetery operations.
- To ensure that Council's work systems are relevant, used to their potential, align with the Strategic Plan and Corporate Strategy, and allow our staff to deliver services to the community efficiently and effectively.

KEY PURPOSE AND RESPONSIBILITIES

Primary Purpose	Responsibilities
Leadership of Council's Civil Maintenance teams to provide a coordinated approach to asset management.	<ul style="list-style-type: none">• To foster a high level of staff morale and focus on Council's strategic objectives as they relate to the role.• To assist the Manager Works & Infrastructure Services with planning and coordinating projects as directed. Ability to plan, estimate time, material and equipment required and report on job and project progress.• Work with managers and staff to prioritise and implement work health and safety, risk management, continuous improvement, business improvement and other systems and processes.• Identification, evaluation, and implementation of systems that facilitate the delivery of services to the community at new and improved levels of efficiency and effectiveness.• Proactively contribute to specific change management strategies based on an understanding of the organisational culture.
Provide a high level of customer service to internal and external stakeholders in an efficient and effective manner	<ul style="list-style-type: none">• Respond to customer requests relating to civil maintenance as required and articulate Council policy on these matters in a timely manner.• To maintain effective, efficient, and professional communications with all levels of staff and the public in a courteous, clear, and patient manner.

<p>Monitor and evaluate expenditure against relevant department budget lines to ensure effective financial management within level of responsibilities.</p>	<ul style="list-style-type: none"> • Within procurement delegation, order materials and equipment within budgetary constraints, to ensure timely and efficient running of the team. • Report on any expenditure discrepancies to the Manager Works & Infrastructure Services as soon as it is identified. • Develop and maintain forward plans and schedules including budget considerations on routine open space service levels. • Recommend projects to the Manager Works & Infrastructure Services for budget consideration inclusive of preparation of cost estimates, work schedules and any costing for any ongoing maintenance associated with such projects • Organise and monitor contractors.
<p>Adhere to good human resource management principles in line with Council policy, procedure, and cultural values.</p>	<ul style="list-style-type: none"> • Facilitate and support employees during performance management matters by applying appropriate courses of action in line with Council’s policy and procedure. • To regularly report areas of concern with relation to staff (including volunteers) to the Manager Works & Infrastructure Services. • To ensure staff are trained and competent in the operation of plant and equipment in relation to their day to day responsibilities and expertise. • Comply with the Council’s human resource practice and organisational behaviours. • Ensure employees are aware of and comply with Council’s Code of Conduct, WHS, risk management and other legislative and Council policy. • Ensure training needs are analysed and assessed annually in consultation with Manager. • In liaison with the Manager Works & Infrastructure Services, undertake performance reviews in accordance with Councils procedure.
<p>Oversee day to day operational infrastructure maintenance principles to minimise risks and enhance the aesthetics in the Wudinna District Council.</p>	<ul style="list-style-type: none"> • Deliver programmed maintenance and construction of Council’s road assets (sealed and unsealed), road drainage, signage, kerbing and footpaths in a timely and effective manner within budgetary constraints. • Assist the Manager Works & Infrastructure Service in all functions of Parks & Gardens. • Undertake construction projects at the request of the Manager Works & Infrastructure Services in an effective, efficient, and timely manner within budgetary constraints. • Provide timely, accurate and professional advice to the Manager Works & Infrastructure on issues relating to program delivery and other operational matters. • Ensure routine inspections of assets are undertaken in a timely and cost-effective manner. • Ensure plant and machinery is maintained and routinely serviced in accordance with systems and best practice principles. • Assist Manager Works & Infrastructure Services in the development and procurement of the annual plant replacement program. • Management and operations of the district cemeteries ensuring full legislative compliance. • Operational support to the day to day operations of the districts refuse sites and waste management practices.

The employee may be required to undertake other duties and functions from time to time as provided by Management within their level of skills, competence and classification.

POSITION CRITERIA

Essential

- At least 5 years senior experience in engineering construction and maintenance operations, including planning and supervision.
- High level of supervisory experience – minimum 5 years demonstrated in a similar role.
- Experience in the training, coordination, support and supervision of day-labour employees.
- Must maintain a current drivers licence (minimum HC class).
- Experience and evidence of competence in operating plant and equipment relevant to the fields of civil construction, outlined in the award classification for Level 7 of the Local Government Employees Award.
- Current training in Work Zone Traffic Management (or ability and willingness to obtain).
- Current White Card (or ability and willingness to obtain).
- Current chainsaw operation certification (or ability and willingness to obtain)
- Current high-risk licence (for Forklift) (or ability and willingness to obtain).
- Current Provide First Aid certification (or ability and willingness to obtain).
- Working knowledge of WHS and Risk Management legislation.
- A sound understanding of Local Government, activities, and programs.
- Team orientation and experienced as a team member, team builder and leader.
- Strong work ethic and commitment to achievement.
- Well-developed communication and consultation skills.
- Proficient in the use of Microsoft Office suite.

Desirable

- A Diploma of Civil Construction and/or related discipline is desirable or relevant equivalent experience; or
- A Certificate IV in Civil Construction Operations or Supervisor and/or relevant equivalent experience, with several years relevant working experience.
- Certificate IV in Frontline Management, Leadership, or related discipline with several years' relevant experience.
- Experience with all Civil construction principles (highly desirable).
- Demonstrated experience and / or working knowledge of:
 - Road construction techniques (highly desirable).
 - Basic building maintenance including plumbing repair principles.
 - Mechanical maintenance and management of plant and equipment.
 - Cemetery operations and management practices.
 - Waste management services, landfill operations and management principles.
 - Day-to-day management of Council depot.
 - Civil design and surveying principles.
 - Stormwater systems.
 - Building maintenance.
 - Industry practices and trends across all areas of the role.
 - Aerodrome Reporting Officer.
 - Knowledge of parks and gardens and landscape irrigation systems maintenance.
- An ability to provide training.
- Basic understanding of industrial awards and award conditions.

REQUIRED VALUES AND BEHAVIOURS

Behavioral expectations that support our values include but are not limited to:

- Ensuring customer-focused, accountable and responsive service delivery to customers, adapting style and service delivery where required.
- Ensuring productive relationships with stakeholders (internal and external) are maintained, including being empathetic, listening to, and understanding our customers and employees.
- Actively contribute to the strategic objectives of the Council.
- Striving towards achieving excellence, promoting and fostering a continuous improvement philosophy.

- Ensuring any decisions or actions are in accordance with good governance, legislative requirements and delegations / authorities.
- Compliance with all Workplace Health and Safety, Risk and Return to Work Management Systems and attending/participating in training and meetings.
- Preparedness to undertake external and on-the-job training and conference and seminars as required - to include (but not limited to) training (initial and refresher) for the attainment of skills, licences and accreditations relevant to the role, Work Health & Safety, Council's Policies and Procedures and customer service.
- Compliance with all Council Policies, Procedures and documented practices.

EMPLOYEE RESPONSIBILITIES

Records Management

- Use Council's established records management system for the management of all records, including electronic records.
- Maintain and update Councils records management system.
- Ensure capture of official records into Council's record keeping system upon creation or receipt.
- Not destroy Council records without authority.
- Handle records with care and respect, and ensure the safe custody of records in their possession.
- Not remove official records from Council premises without the express permission from the Chief Executive Officer, unless it is in the course of your normal duties.

Work Health & Safety

In relation to WHS (Work Health Safety), Managers are responsible and accountable for complying with Council's Risk Management & WHS Management systems.

In accordance with the *WHS Act 2012 (SA)*, Division 4 Section 27 Duty of Officers and Council Policies and Procedures the Works Supervisor must exercise due diligence to ensure that the person conducting the business or undertaking (PCBU) complies with that duty or obligation.

Due diligence includes taking reasonable steps to:

- Acquire and keep up to date knowledge of work health and safety matters and to gain an understanding of the nature of Council operations and generally of the hazards and risks associated with Council operations.
- Ensuring workplace risk controls are implemented and maintained within their areas of responsibility.
- Ensure workplace return to work procedures are applied when staff are injured at work, including the attendance at relevant training and provision of suitable duties for staff returning to work following work related injury or illness.
- Assisting with the return to work of staff suffering work related injuries.
- Ensure that all contractors operate in accordance with relevant Council Policy & Procedures.

The Worker (formerly Employee) has a responsibility, under the *Work Health and Safety Act 2012 (SA)*, Division 4 Section 28 Duties of Workers, to ensure their own health and safety and take reasonable care that his or her act or omissions do not adversely affect the health and safety of other persons.

This includes but is not limited to:

- referring to further information contained in Councils' WH&S and Return to Work (RTW) Policy.
- Complying, so far as the worker is reasonably able, with any reasonable instruction that is given by the PCBU to allow the person to comply with the WHS Act in relation to safety as work.
- Co-operate with any reasonable Policy or Procedure of the PCBU relating to health or safety at the workplace that has been notified to workers.
- Actively implementing and working within Council's WHS & RTW policy, supporting Policies and Procedures and Safe Work Instructions.
- Not performing any procedure or task unless appropriate training and instruction has been received.
- Actively contributing to consultative and participative arrangements for the management of WHS.
- Using personal protective equipment provided for health and safety purposes and reporting malfunctioning or faulty equipment.
- Ensuring that allocated equipment is maintained and in sound operational condition.
- Keeping work areas in a safe condition and assisting to ensure good housekeeping practices are maintained.

- Not interfering with or misusing items or facilities provided in the interest of health and safety.
- Reporting any identified hazards or potential hazards, any accidents, injury, incidents and 'near misses' which arise in the course of work and promptly completing any required documentation.
- Elect Work Health & Safety Representatives.

Performance Management

Participate in an Annual Performance Management process which will assess performance in accordance with pre-determined performance indicators. Be receptive to more frequent performance/liaison arrangements as determined appropriate following discussion with your Manager.

Special Conditions

- The employee may be required to work outside of normal business hours in full consultation with the manager/supervisors and employee.
- There is an expectation that all employees are fully compliant with Council's Policies, Procedures and documented practices.
- The successful applicant will be required to sign the Code of Conduct, Human Resources Policy and submit to a pre-employment medical examination and police clearance (at the expense of Council).

ENDORSED

I have read and understood the requirements, responsibilities and accountabilities of the role as outlined in this Job and Person Specification. I understand that this position description may be further reviewed at a future date in consultation with each of the undersigned parties.

EMPLOYEE

SUPERVISOR

WORKS SUPERVISOR

 Kelsey Trezise
MANAGER WORKS & INFRASTRUCTURE SERVICES

 Alan F McGuire
CHIEF EXECUTIVE OFFICER

Date: _____

KEY PERFORMANCE INDICATORS

It is expected that the Works Supervisor will participate in an Annual Performance Management process which will assess performance in accordance with pre-determined performance indicators. The following is the key performance indicators for this position.

Key Result Area	Key Tasks	Performance Indicators
Infrastructure, Construction and Maintenance	<p>Assist the Manager Works & Infrastructure Services to plan prioritise and coordinate activities to construction works, including:</p> <ul style="list-style-type: none"> ♦ Undertaking road construction projects. ♦ Making appropriate judgments on site, where required. ♦ Monitoring Fuel Stores by conducting daily checks and reconciliation. ♦ Liaising with land owners to locate rubble pits and identify suitable rubble for road construction. ♦ Managing major infrastructure projects. ♦ Managing contractors. <p>Provide 'hands on' support and relief functions to other field staff employees across the entire organisation.</p> <p>Preparation of costs and managing projects associated with private works contracts.</p>	<p>Appropriate allocation of resources.</p> <p>Cost effective service delivery, to schedule and to budgets.</p> <p>Accurate records of work carried out, time sheets and orders.</p> <p>Effective contribution of performing relevant duties, where required.</p>
Human Resource Management	<p>Ensure staff are well informed and work in compliance with WHS Act obligations and codes of practice.</p> <p>Ensure staff are managed and supervised in accordance with Council's policies and practices.</p> <p>Provide high level of clear instructions to staff undertaking various works to ensure a high standard of work is achieved, and that all design standards are met.</p> <p>Ensure the safe and responsible operation of plant and equipment in the performance of construction works and maintenance functions for Council.</p>	<p>Effective communication and clarity of instructions.</p> <p>High productivity levels and all staff contributing to Council's objectives.</p> <p>Design standards met.</p>
Asset Maintenance	<p>Communicate with the public regarding any programmed works, which may affect them as directed by the Works Manager.</p> <p>Liaise with external providers, contractors, and other local authorities.</p> <p>Coordinate servicing, maintenance and repairs of Council's plant and equipment to maintain them in a safe and effective operating condition.</p>	<p>Appropriate level of interaction with general public and relevant information provided.</p> <p>Effective liaison with external bodies.</p>
CWMS & Stormwater Maintenance	<p>Work with relevant staff and contractors to understand the basic process and routine maintenance practices.</p>	<p>To have a basic understanding of the Wudinna CWMS, treatment plant and storm water system.</p>
Aerodrome Maintenance	<p>Liaise with council staff and contractors to plan maintenance work.</p>	<p>High quality work completed within time and budgets.</p>

	<p>Communicate with appropriate authorities regarding any programmed works which may affect them as directed by the Works Manager.</p> <p>Ensure regular inspections and reports are completed and documented as required by the relevant authorities.</p>	<p>Effective liaison with relevant authorities.</p> <p>Appropriate, timely and accurate completion of maintenance records and inspection documentation.</p>
Cemeteries Management	<p>Mark out and supervise grave digging and memorial installations.</p>	<p>Effective liaison with external bodies.</p>
Records Management	<p>Use Council's established records management system for the management of all records, including electronic records.</p> <p>Maintain and update Councils records management system.</p> <p>Ensure capture of official records into Council's record keeping system upon creation or receipt.</p> <p>Not destroy Council records without authority.</p> <p>Handle records with care and respect, and ensure the safe custody of records in their possession.</p> <p>Not remove official records from Council premises without the express permission from the Chief Executive Officer, unless it is in the course of your normal duties.</p>	<p>Adherence to corporate records management policies and procedures.</p> <p>Appropriate, timely and accurate completion of work carried out, time sheets and orders, machinery records and sign audit recording.</p>

REMUNERATION PACKAGE

Salary:	<p>Cash component of \$77,000, up to \$82,000 per annum depending on qualifications and/or experience.</p> <p>The salary takes into account attendance at out-of-hours meetings as required.</p>
Hours of Work:	<p>Flexible Hours: 7:00am – 5:00pm (76 hours per fortnight, 4 day week).</p> <p>Including capacity to accrue and bank time in accordance with the Enterprise Agreement and organisational requirements.</p> <p>Some afterhours work may be required - Works Supervisors are required to work outside of normal hours to complete tasks or attend to emergencies.</p>
Superannuation:	<p>As per legislation, currently 9.5%.</p> <p>A contributing employee can elect to have any amount of their current salary paid each pay period by the employer into the LG Super Scheme.</p>
Council Vehicle:	<p>Commuter and negotiated limited private use of 4x4 utility within the Council district, except on periods of annual and long service leave.</p> <p>Such private use of vehicle is in lieu of payment for attendance at minor events such as call-outs, meetings and other work that may be required from time to time and such arrangements constitutes a reasonable remuneration package in terms of the award.</p>
District Housing:	<p>The Council will assist in finding suitable accommodation within the area if required.</p>
Telephone:	<p>A mobile phone is made available and includes work and all reasonable personal calls.</p>
Uniform:	<p>The Council provides a uniform/clothing allowance per year as per Council Policy.</p>
Leave Provisions:	<p>Four weeks annual leave is provided. Leave loading has been annualised and included in the annual salary.</p> <p>Sick leave and personal leave are in accordance with the policy provisions.</p> <p>Long service leave is in accordance with the <i>Local Government (Long Service Leave) Regulations</i>.</p>
Professional Development:	<p>The Council supports ongoing development of staff including attendance at training courses and workshops.</p>
Removal Expenses:	<p>The Council will negotiate payment of the successful applicant's removal expenses to Wudinna.</p>