



NPARC POSITION DESCRIPTION

Position number	1105	Date of last review	September 2023
Position Title	Roads Supervisor		
Award	<i>Queensland Local Government Industry (Stream C) Award – State 2017</i>		
Classification	Stream A, Band 2, Level 2		
Division	Operations		
Location	NPA Region		
Employment Type	Permanent Fulltime		
Hours of Duty	38 hours per week		
Supervisor	Works Manager		
Direct reports	Roads Team Workers		

ORGANISATIONAL ENVIRONMENT

Our Vision - Where do we want to be in 5 years?

Build a sustainable, culturally vibrant and connected community

Our Mission - How will we achieve our Vision?

By growing indigenous and local opportunities, enhancing, preserving and protecting our unique physical environment and unique Cultural Heritage, prolonging and enriching the lives of our People, promoting unity and leading multi-generational change.

Our Values - What do we believe in?

1. Community Focused
2. Respect and support for environment, culture and our people
3. Transparency and accountability
4. Working with Stakeholders to plan and actively share responsibility for improving sustainable service provision for community
5. Providing a safe and healthy working environment

CONDITIONS OF EMPLOYMENT

The conditions of employment for this position are in accordance with the *Northern Peninsula Area Regional Council Certified Agreement 2019*, the *Queensland Local Government Industry (Stream B) Award – State 2017*, Council's policies and procedures, Council's Code of Conduct and other legislative requirements.

WORK HEALTH AND SAFETY RESPONSIBILITIES

The employee shall comply, so far as is practicable, with:

- the *Work Health and Safety Act 2011* and associated Regulations and Codes of Practice
- Council's Workplace Health and Safety Policies and Procedures
- instructions given by their Manager in respect of the Health and Safety of themselves and the Health and Safety of other persons

The employee is responsible for ensuring Council's WH&S Systems are implemented within their area of responsibility.

PRIMARY OBJECTIVES OF THE POSITION:

The primary purpose of the position is to supervise and display leadership within the Roads team and coordinate delivery of transport related, maintenance and construction activities in order to maximise project profitability and ensure Council satisfaction.

The position supervises various field staff, along with the daily project planning and delivery activities in order meet quality and value-for-money expectations in a professional, safe and efficient Manner and in accordance with Councils Operational Plan and Budget.

KEY DUTIES AND RESPONSIBILITIES:

Duties and responsibilities include but are not limited to:

1. Lead, manage, organise and supervise road crew staff ensuring that procedures, policies and practices are adhered to
2. Construct and maintain roads to Council and regulatory/best practice standards
3. Ensure all plant, depot facilities and equipment are maintained in accordance with Council requirements
4. Provide work progress reports to the Works Manager of Operations and assist in the preparation of the Road Works Program.
5. Ability to identify unscheduled roads and drainage maintenance tasks and coordinate with scheduled works without direct instruction
6. Attend management meetings related to works matters and contribute to discussions regarding road works performance
7. Monitor construction and maintenance methods of work crews to ensure they meet Council guidelines
8. Evaluate the skills of staff and encourage training activities to improve skill sets
9. Collect and verify as accurate time sheets, plant running sheets and fuel sheets
10. Ensure that quality assurance is adhered to by construction personnel including controlling, monitoring and analysing all quality assurance practices and documentation on the work site
11. Ensure that Councils Workplace Health and Safety Policy is upheld and all operations are carried out in accordance with this policy
12. Comply with all Cultural Heritage and Environmental legislation
13. Perform other Council work as directed even if not related to roads

SELECTION CRITERIA

Essential

1. Demonstrated ability to plan and assign work to staff and monitor staff performance
2. Good communication skills (written, oral and computer)
3. Ability to interpret plans and follow instructions
4. Good customer service skills and personal presentation
5. Demonstrated ability to deliver projects on time and budget
6. Ability to manage a variety of complex tasks concurrently
7. Knowledge of Department of Transport and Main Roads requirements for road maintenance and construction standards
8. Knowledge of the operation of road construction plant and work methods
9. Experience with road construction plant
10. Current C class license (Manual)

Desirable:

- Traffic Management Implementation

Current General Construction Induction Card

- Heavy plant operating competencies
- Certificate 3 and 4 in Operational Works

We agree that this Position Description accurately reflects the role.

Employee Name: _____ Signature: _____ Date: _____
PRINT

Manager Name: _____ Signature: _____ Date: _____
PRINT

Exec. Manager Name: _____ Signature: _____ Date: _____
PRINT

