

CITY OF GREATER GEELONG

POSITION DESCRIPTION

GREATER GEELONG: BUILDING OUR COMMUNITY THROUGH ENTERPRISE, OPPORTUNITY AND INNOVATION IN A QUALITY ENVIRONMENT

POSITION TITLE:	Construction Supervisor
POSITION NUMBER:	0434
DIVISION:	City Services
DEPARTMENT:	Infrastructure Operations
CLASSIFICATION:	Band 5
REPORTS TO:	Project Engineer
DIRECTLY MANAGES:	Team Leader, Driver/Labourer (multiple)
INTERNAL LIAISONS:	Employees at all levels of the organisation
EXTERNAL LIAISONS:	Ratepayers and businesses, community representatives, consultants and contractors, advisory groups, relevant State and Federal government departments
DATE:	May 2017

POSITION OBJECTIVES:

The Infrastructure Operations department is responsible for the effective and sustainable management of the City's built environment including the construction, upkeep and renewal of all civil infrastructure.

The Construction Supervisor coordinates the execution of allocated construction projects, providing support, guidance and direction to teams responsible for project delivery.

POSITION RESPONSIBILITIES:

Key Responsibilities:

1. Role model and actively promote Council values in all aspects of duty.
2. Provide effective leadership to a team of field staff and sub-contractors, focused on delivering high-quality outcomes through the continued development of team safety, capability and engagement.
3. Competently coordinate the delivery and performance of in-house construction projects through the efficient monitoring and use of physical, human and financial resources.
4. Promote a safety culture, ensuring staff and sub-contractor compliance to relevant OH&S policies and legislation, safety regulations and Codes of Practice.
5. Ensure the correct safety signing for works is set out according to Australian Standards, and all safety measures are understood and carried out by team members so site work is left in a safe condition.

6. Liaise with Public Authorities, where appropriate, concerning the location of services prior to undertaking construction activities.
7. Provide advice, support and recommendations to the Project Engineer/s and the Coordinator Construction across a range of operational and strategic matters, including contributing to the preparation of contract bids for tenders and the preparation of budget estimates.
8. Provide costing and update reports on the general progress of designated projects to assist in the commercial success of the Construction Unit.
9. Adhere to all Council's policies and procedures relevant to this position.
10. Carry out other duties as deemed reasonable and appropriate to the role as directed from time to time.

Values:

Our values represent who we are and who we aspire to be. They are the tools to create the workplace culture we want. We are all accountable for this.

- Respect and encourage each other
- Create a healthy and safe environment for all
- Embrace new ideas and better ways to work
- Make people the centre of our business

Risk Management and Occupational Health & Safety Responsibilities:

- Understand and comply with Council OHS policies, procedures and legislative requirements relevant to the position.
- Perform work in a safe and appropriate manner.
- Ensure behaviour does not discriminate, bully or harass others.
- Take responsibility for own safety and that of others.
- Proactively report any incidents, injuries, hazards or unsafe work practices.

The following general physical and functional requirements may apply to this position. Specific physical requirements will be attached if applicable.

- Manual handling tasks.
- Prolonged periods of inactivity eg. sitting at the computer.
- Regular keyboarding associated activities.
- Long / short distance travel between sites.
- Dealing with difficult clients and situations.
- Demanding deadlines.

KEY SELECTION CRITERIA:

1. Proven supervisory experience within a Civil Construction environment with the ability to effectively mobilise resources to achieve good outcomes.
2. Demonstrated ability in promoting a safety culture.
3. Some experience in cost and quantity estimation, basic budgeting and expenditure monitoring.
4. Experience in drafting reports, correspondence and memos for a range of audiences.
5. Genuine interest and experience in driving continual improvement activities and delivering cultural change in a challenging environment.
6. Current Victorian Driver Licence.
7. Commitment to adhering to the Council code of conduct, values and all policies and procedures relevant to this position.

ACCOUNTABILITY AND EXTENT OF AUTHORITY:

- Accountable for coordinating local work planning and program delivery within established outcomes and budgets as set by the Project Engineer or more senior staff members.
- Responsible for the health, safety and wellbeing of the team, ensuring all team members are aware of applicable SOPs and trained in safe work practices.
- Accountable for creating and capturing accurate and complete records of the business activities related to this position, in accordance with approved policy and procedures. This is applicable to both hardcopy and electronic information, including email.

JUDGEMENT AND DECISION MAKING:

- Resolve complex and/or technical issues or matters which may not have a clearly defined process or method for successful resolution.
- Required to quantify the resources required to deliver practical work outcomes.
- Exercise judgement in the interpretation and reading of plans or deviating from planned programs/project activities before and during execution.
- Guidance and counsel will be available from the Project Engineer most of the time.

SPECIALIST SKILLS AND KNOWLEDGE:

- Wide mechanical knowledge of the operations and capabilities of civil construction plant and equipment.
- Thorough understanding of road making and drainage materials, construction techniques and current technology.
- In conjunction with the Project Engineer identify and correct project problems, oversights and errors in plans or construction practices.
- Ability to measure and estimate material quantities.
- Ability to interpret and set out works from plans and set levels.
- Ability to operate laser levelling equipment.
- Ability to set out and/or approve road signing in accordance with required standards.
- Ability to interpret and implement contract specifications / documents.
- An understanding of and ability to implement Occupational Health & Safety regulations and Codes of Practice.

MANAGEMENT SKILLS:

- Sound resource management skills across time, priorities and work planning.
- Solid leadership skills with the capacity to motivate and monitor individual and team workflows and priorities to achieve strong service delivery and performance.
- Basic understanding of human resource management and employee relations practices, including successfully resolving low-level local workplace issues and/or matters with the support of the Project Engineer, Coordinator Construction and/or the HR Business Partner.

INTERPERSONAL SKILLS:

- Capacity to effectively coordinate resources to deliver quality outcomes within a local setting.
- Proactive, positive and professional attitude with a flexible approach.
- Highly developed issues management capability with experience in negotiating successful resolutions with a diverse range of internal and external stakeholders, clients and contractors.

QUALIFICATIONS AND EXPERIENCE:

- Certificate in Works Management *plus* some years experience in a similar role OR significant experience in supervising municipal construction works.

It would be an advantage to hold the following:

- Trench Shoring Certificate.
- Confined Spaces Certificate.
- Laser Safety Officer Certificate.
- Heavy Rigid (HR) Truck Licence.
- Crane Operators Certificate.
- Dogman Ticket
- Loader License.
- Construction Induction (Red/White Card) Industry OH&S Training.

ADDITIONAL INFORMATION:

- This position will be required to work at locations across the municipality.

HOW TO APPLY

Applications close: 5:00pm Friday 26 May 2017

Contact Person: Josh King, Coordinator Construction, (03) 5272 4539

Submit your online application at <https://www.geelongaustralia.com.au/employment>

If you are unable to submit an online application please send your application to:

Recruitment & Workforce Management Administration Officer
People and Organisation Development
City of Greater Geelong
PO Box 104
GEELONG VIC 3220

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