

CITY OF GREATER GEELONG

POSITION DESCRIPTION

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

POSITION TITLE:	Supervisor Plant and Hire
POSITION NUMBER:	0403
DIVISION:	City Services
DEPARTMENT:	Infrastructure Operations
CLASSIFICATION:	Band 5
REPORTS TO:	Coordinator Construction and Plant
DIRECTLY MANAGES:	Heavy Plant Operator (multiple)
INTERNAL LIAISONS:	Employees at all levels of the organisation
EXTERNAL LIAISONS:	Contractors, casual labour hire staff, service authorities, ratepayers and members of the public
DATE:	July 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 Supervisor Plant & Hire coordinates the efficient allocation of internal and external plant, labour and contractors for internal customers and also provides support, guidance and direction to a team of Plant Operators responsible for delivering plant operations.

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 operators, labour and sub-contractors, focused on delivering high-quality outcomes through the continued development of team safety, capability and engagement.
3. Supervise contractors/internal operators to ensure compliance with the client brief, standards, specifications, safe systems, quality and time-lines.
4. Effectively plan and schedule the allocation of Council's heavy plant fleet and engagement of external contractors to meet customer's requirements.
5. Promote a safety culture, ensuring staff and sub-contractor compliance to relevant OH&S policies and legislation, safety regulations and Codes of Practice.
6. Provide professional support and advice to Council employees on heavy plant related matters, as required.

7. Ensure the allocation of heavy plant and hired plant is accurately and efficiently recorded.
8. Monitor and report on the utilisation of heavy plant and provide recommendations regarding the composition of Council's heavy plant fleet in response to utilisation trends.
9. Provide specialist advice relating to heavy civil plant and the evaluation of new products and processes to aid in tender evaluations for new plant items.
10. Assist in the analysis of Council's external plant hire requirements and participate in development and evaluation of external plant hire contracts.
11. Adhere to all Council's policies and procedures relevant to this position.
12. 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. Demonstrated experience leading, influencing, developing and motivating a team.
2. Strong knowledge and understanding of OH&S principles and guidelines including all Council, State and Federal requirements.
3. Well-developed interpersonal skills with recognition as to the importance of establishing effective working relationships with all stakeholders.
4. Some experience in cost and quantity estimation, basic budgeting and expenditure monitoring.
5. Genuine interest and experience in driving continual improvement activities and delivering cultural change in a challenging environment.
6. Experience in civil infrastructure construction and maintenance activities.
7. Experience in civil construction plant operation and maintenance.

8. Sound understanding of Occupational Health & Safety legislation and regulations relevant to the operation and maintenance of heavy plant and equipment.
9. Sound planning and scheduling skills.
10. Sound analytical skills with the ability to problem solve.
11. Commitment to adhering to the Council code of conduct, values and all policies and procedures relevant to this position.
12. Administration experience with an intermediate level knowledge of Microsoft Office.

ACCOUNTABILITY AND EXTENT OF AUTHORITY:

- Manage the ongoing performance of plant operators, labour and contractors in terms of productivity, flexibility, safety and skill development.
- Accountable for creating and capturing accurate and complete records of the business activities related to this position, in accordance with approved policy and procedures.
- Allocate staff, plant and material resources where necessary in situations requiring an urgent response, where gaining specific management authority might prejudice public safety.
- Report to the Coordinator Construction and Plant on the utilisation and performance of the heavy plant fleet.
- 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.

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.
- Creativity and originality will be demonstrated in all aspects of all activities undertaken commensurate with the level of this position.
- Guidance and counsel will be available from the Coordinator at all times.
- In urgent matters of high risk or community emergency, the incumbent is expected to be able to make quick decisions on appropriate communications and resource deployment without guidance.

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.
- Efficient rostering and logistics skills.
- Ability to interpret and implement contract specifications / clauses / documents.
- Understanding of effective inventory management principles and practices.
- Sound record keeping and financial management with the ability to reconcile and audit hire dockets, invoices, etc.
- Sound forward planning skills to enable effective long term heavy plant utilisation targets to be achieved.

MANAGEMENT SKILLS:

- Solid leadership skills with the capacity to motivate and monitor individual and team workflows and priorities to achieve strong service delivery and performance.
- Sound resource management skills across time, priorities and work planning.

- 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.
- Possess a tactful, personable and courteous attitude.
- Ability to be self-motivated and to work as part of a team.
- Ability to demonstrate integrity, responsibility, respect and innovation in all aspects of the position.
- 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:

- Significant experience in heavy plant operations and scheduling.
- Experience in the civil construction plant hire industry and civil infrastructure construction and maintenance operations is desirable.
- Experience in a customer service role is desirable.
- A Medium Rigid or Heavy Rigid Truck license is desirable.
- Construction Induction Card (red/white card) is desirable.
- A current Victorian Drivers License.

ADDITIONAL INFORMATION:

- The position is based at the Anakie Road Operations Centre however the practical start could be at any of Council's operations centres or at a field location within the municipality.
- There is a requirement to make and receive phone calls outside ordinary working hours on an as needed basis.

HOW TO APPLY

Applications close: 5:00pm Friday 28 July 2017

Contact Person: Josh King, Coordinator Construction and Plant , 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 Administration Officer
Organisation Development
City of Greater Geelong
PO Box 104
GEELONG VIC 3220

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