# **Position Description**

|  |  |
| --- | --- |
| **Position Title** | Supervisor Maintenance |
| **Directorate** | Sustainable Development and Infrastructure Services |
| **Level** | Level 6 |
| **Reports to** | Coordinator Operations |
| **Responsible for** | Outdoor staff in the Maintenance team |
| **Primary Location** | Shire of Augusta Margaret Works Depot |
| **Delegation** | As per Authorisations & Delegations Register |

|  |
| --- |
| **Position Overview** |

* To supervise a wide variety of operational activities within the Maintenance team, including:
  + Infrastructure development and renewal
  + Roads and Drainage Maintenance and repair
  + The maintenance of a wide range of infrastructure including road & pedestrian bridges, boardwalks & stairs, footpaths, and playgrounds.
* To ensure maintenance and operational programmes are carried out in a safe, effective, and efficient manner.
* To supervise staff and provide direction for the improvement of performance.
* To undertake regular inspections of Council’s assets and revise maintenance plans as required.
* Liaise with other divisions, utility authorities, developers, contractors and the public on development and administrative matters, relating to works within the Shire.
* Review operational plans relating to areas of responsibility.
* To investigate and report on infrastructure failures and action repairs where necessary.
* To supervise the parks & gardens team as required.
* To act in the role of the Co-Ordinator of Operations as required.
* Coordinate the Shire’s 24 hour on-call services for all roads and parks issues when required.

|  |  |
| --- | --- |
|  |  |
| **Position Responsibilities** | | |

Maintenance

* Supervise Maintenance activities of the various works teams, consisting of direct labour staff, plant and materials and sub-contractors.
* Inspect and advise on maintenance tasks across a broad range of civil infrastructure including Roads and verges, road furniture, bridges, stormwater assets (piped and open), vegetation, jetties & boardwalks, signs, playgrounds, footpaths, line marking etc
* Develop and maintain asset maintenance data.
* Liaise with service authorities in relation to works programs.
* Induct staff on the use of plant and equipment in maintenance operations.
* Review and investigate customer enquiries, developing work orders and providing responses to stakeholders as required.
* Undertake training and mentoring of new staff on maintenance tasks.
* Manage materials stock on hand, including chemical safety data sheets for maintenance tasks.
* Assist with procurement for the maintenance team tasks.
* Review maintenance program effectiveness and provide recommendations for improvements in practices.

Administration, customer services and finance

* Prepare and provide responses to public enquiries, liaising with works staff and the customer experience team to improve practices
* Prepare and review quotes in accordance with the Shires procurement policy
* Review and authorise invoices from suppliers
* Review and update procedures in the Operations area
* Chair and minute take for meetings
* Coordinate communications between other Shire departments and operations staff

Supervision and leadership

* Monitor staff performance in relation to expected program outcomes.
* Participate in staff performance reviews and manage staff performance.
* Mentor staff to improve their performance and wellbeing.
* Manage personnel issues and disputes.
* Assist in the recruitment and selection of employees.
* Ensure all HR forms are completed and submitted in a timely manner.
* Fill out and review daily timesheets before required deadline.
* Facilitate community, stakeholder, customer consultation and engagement processes

Work Health and Safety

* Contributes towards the success of WHS initiatives within the workplace.
* Undertake job safety analysis and safe act observations as required.
* Review and report on plant and equipment prestart completeness
* Identify and report hazards.
* Develop and review relevant SOP’s and SWMS pertaining to the operations team
* Observe staff to ensure works are carried out in a safe manner.
* Undertakes accident/incident investigations when required.

Training

* Attend necessary training courses & staff meetings.
* Investigate and identify suitable training for the asset maintenance staff and plant operators to improve the Shire’s operations.
* Train maintenance staff in the shire’s software systems when required.

|  |
| --- |
| **Position Requirements** |

**Essential**

* Demonstrate experience in a relevant infrastructure environment (Civil construction & asset maintenance)
* Demonstrated experience in supervising personnel including supervising and monitoring staff performance, quality of work and issues.
* Demonstrated experience in reviewing and implementing change to improve work practice outcomes.
* Moderate computer skills including Microsoft Office programs.
* Demonstrated experience in dealing with customers.
* Demonstrated interpersonal and communication skills.
* Demonstrated ability to make recommendations on complex operational and maintenance issues.
* Knowledge of WHS requirements relating to works undertaken by the maintenance team.

**Desirable**

* Completion of Front-Line Management qualification or similar.
* Experience in the use and basic maintenance of plant and equipment.
* Diploma Leadership and Management.
* Current construction white card.
* Ability to operate heavy plant at a basic skill level.
* Current HR License.
* Completion of Civil Construction diploma
* Completion of project management training
* Basic Traffic Management accreditation and a knowledge of traffic management implementation
* Advanced computer skills including Microsoft Office programs

|  |  |
| --- | --- |
| **Key Relationships** | |
| **Internal** | **External** |
| Works Depot Staff  Finance teams  HR team  IT team  Ranger team  Landcare team | Ratepayers and General Public  Volunteer Bush Fire Brigades  Plant Consultants and Sales Representatives  Contractors and Material Suppliers  State Government Agencies, including DFES and DBCA |

|  |
| --- |
| **The Way We Do Things** |

Respect Integrity Community Excellence

A logo of handshake in a blue circle

Description automatically generated A white line art of a badge with a star

Description automatically generated A logo of people in a circle

Description automatically generated A blue circle with two people in the middle

Description automatically generated

|  |  |  |
| --- | --- | --- |
| **Acknowledgement** | | |
| Reporting Officer Name | Signature | Date |
| Name | Signature | Date |