

Position Description

Position Title	Supervisor Capital Projects
Position Code	ENG064
Department	Projects
Division	Projects Management Office
Reports To	Manager Major Projects
Direct Reports:	Approximately
Position Classification	Administrative / Technical / Trades Band 2-3
Position Status	4-year Fixed Term Contract
Allowances	Nil

SPECIAL CONDITIONS

Occasional ad-hoc, out of hours work may be required to undertake the duties of this position. On these occasions, overtime will be paid in accordance with the Local Government (State) Award

REPORTING STRUCTURE OF POSITION

Director Engineering			
↑			
Manager Major Projects			
↑			
Supervisor Capital Projects	Project Officer	Project Officer	Supervisor Capital Projects

PRIMARY PURPOSE OF THE POSITION

The aim of this position is to oversee the construction activities of the Project Management Office (PMO) of Forbes Shire Council. This position will be responsible for the daily planning and operation including resources, plant, materials, personnel and contractor requirements to minimise delays and maximise organisational and contractor efficiency in completing PMO projects in line with budget responsibilities. This position will also be responsible for ensuring compliance and high-quality work outcomes including compliance with specifications as well as contribute to the strategic planning, direction and of the projects section of Council.

<i>Areas of Delivery</i>	<i>Est. % of time spent</i>
<i>Onsite management of the capital projects workforce providing timely direction and oversight of the project plus and any remedial actions of issues. Manage risk, quality and efficiency of all works executed by Council, Contractors and trades.</i>	<i>70%</i>

<i>Management of all associated paperwork, reporting (weekly and monthly) and consistent communications with Managers and Director as required. Ongoing supervision of staff and contractors, administration, WHS, personnel and other requirements.</i>	20%
<i>Routine and prompted site audits and inspections and oversight of remedial actions for issues found</i>	10%

POSITION RESPONSIBILITIES

- Supervise and coordinate Council's capital project activities including but not limited to the development of subdivisions and grant funded work;
- Supervise and coordinate the operational activities required for projects including the monitoring of contractors and resourcing requirements;
- Provide site supervision and feedback regarding contract administration for projects undertaken by Council in accordance with the contractual arrangements;
- Routinely liaise with Councils Manager Major Projects to achieve the desired project outcomes and attend meetings arranged by relevant stakeholders;
- Coordinate PMO project work activities in accordance with contractual arrangements with service providers;
- Undertake regular on-site inspections to determine work schedules and programmes and to confirm compliance of works with approved works specifications and procedures, quality and where appropriate engineering design / drawings;
- Undertake site audits to ensure all legislative requirements are being met: toolbox talks, TCP's, SWMS compliance etc.;
- Assist in control of expenditure and appropriate corrective action to promptly address any variation from budget;
- Provide infrastructure data to support asset management in regards to Council's special projects;
- Ensure that stakeholders are compliant and risk is minimised in all interactions in regards to Chain of Responsibility (CoR) requirements and legislation. It is the responsibility of Council and the employee to remain up to date on CoR training and information;
- Assess and improve work practices and procedures on a continuous basis to achieve or exceed Forbes Shire Council's strategic goals;

- Ensure the major projects division is compliant with administration/maintenance activities and servicing on all Council plant, equipment and infrastructure is undertaken in accordance with Council policy including
 - CRM's;
 - Work orders and requisitions in support and compliance of Council's Procurement Policy and Procedures;
 - Timesheets and leave application management;
 - Pre-starts and toolbox talks;
 - Plant sheets;
 - Risk assessments;
 - SWMS;
 - Maintenance of vehicles and plant including greasing.

Organisation – Professional

- Contribute to reviews and status of the Community Strategic Plan and Delivery Program including the preparation and reporting on all relevant IP&R requirements;
- Ensure compliance with the WHS Act 2011 and its regulations, including:
 - Report any injury, damage, unsafe condition or hazard to the immediate supervisor, or an appropriate person;
 - Wear protective clothing or equipment in the manner intended (if required);
 - Take reasonable care for the health and safety of all persons who are at their place of work;
 - Ensure that all employees and contractors under their direction or control receive adequate instruction for the safe and efficient performance of their duties;
 - Correct unsafe and/or unhealthy practices or conditions in areas under the control of the position to the full extent of the position's authority or refer to relevant supervisor, manager, or Manager People and Strategy;
 - Cooperate with the supervisor in the measures taken to ensure Work, Health and Safety;
 - Undertake prompt and direct reporting of all WHS related matters through Council's online system or via phone call to supervisor within reporting timelines.
- Supervise and develop staff through implementation of Council's human resource management systems, policies and procedures, including but not limited to: recruitment; performance management and conducting performance reviews and the promotion of learning and development;
- Carry out and/or participate fully in prompt investigation of all serious or potentially serious accidents which result in, or could have resulted in either injury to persons or damage to property, or human resource implications so that remedial action may be effected promptly;
- Work cooperatively in a team environment and provide support and/or technical advice as required across other areas of Council;
- Assist with and/or lead contract and project management practices in line with Council's policies and delegations (i.e. Contract Superintendent accountabilities or reporting all information through to this role) in the engagement and management of external providers of professional and technical services, including all contractors of Council;

- Assess and improve work practices and procedures on a continuous basis to achieve or exceed Council's strategic and operational goals;
- Comply with all Council's policies, procedures and Code of Conduct;
- Complete other duties as directed by the nominated supervisor;
- Undertake other relevant duties as directed which are consistent with the employee's skill, competence and training.

KEY RELATIONSHIPS

Who	Why
Internal	
Director Projects	Direction, guidance and support
Manager Major Projects	Supervisor – direction, guidance and support
Projects Management Team	Work collaboratively with peers, guidance, support, direction
Works Crews	Provide guidance and support on projects and works
Engineering Team	Work collaboratively with peers
Human Resources / WHS Teams	HR - enquiries, investigations, payroll, training. WHS – advice, incidents and investigations.
Council Staff	Work collaboratively with peers
External	
Contractors and suppliers	To coordinate and resource work projects
Authorities	As required in relation to works / incidents and investigations
General public	Provide customer service to the community – answer enquiries

POSITION CAPABILITIES

LGNSW Capability Framework		
Capability Group	Capability Name	Level Required
 Personal Attributes	Manages Self	Advanced
	Displays Resilience and Adaptability	Adept
	Act with Integrity	Advanced
	Demonstrate Accountability	Advanced
 Relationships	Communicate and Engage	Advanced
	Community and Customer Focus	Adept
	Works Collaboratively	Adept
	Influence and Negotiate	Adept
 Results	Plan and prioritise	Advanced
	Think and solve problems	Advanced
	Create and Innovate	Adept
	Deliver Results	Advanced
 Resources	Finance	Adept
	Assets and Tools	Adept
	Technology and Information	Adept
	Procurement and Contracts	Adept
 Workforce Leadership	Manage and Develop People	Adept
	Inspire Direction and Purpose	Adept
	Optimise Workforce Contribution	Adept
	Lead and Manage Change	Adept

PERSON SPECIFICATION

Essential

- Tertiary qualifications in Civil Engineering, Construction or Project Management (Certificate III is Essential/ Certificate IV Level is Desirable / Diploma level is Highly Regarded);
- Demonstrated ability to work effectively in a team environment in the achievement of goals and outcomes;
- Demonstrated organisational and project management skills;
- Demonstrated ability to read and interpret engineering drawings;
- Knowledge of and the ability to use computer applications including MS Office software;
- Demonstrated high level verbal and written communication skills as well as the ability to effectively communicate with a diverse audience;
- Demonstrated high level negotiation and conflict resolution skills;
- Traffic Control Plan Certification:
 - Implement Traffic Control Certification;
 - Prepare a work zone – Traffic Management Plan.
- General Construction Induction Card (White Card);
- Class C (Standard) Drivers Licence.

Experience

- Demonstrated experience in the effective supervision of staff and knowledge of basic human resource management practices;
- Demonstrated experience in the coordination of construction projects;
- Demonstrated experience and knowledge of the AusSpec suite of construction and maintenance standards;
- Demonstrated experience and understanding of Chain of Responsibility compliance on the civil construction industry and Local Government environment.

Desirable

- Certificate IV Civil Engineering or Construction is Desirable
- Diploma Civil Engineering or Construction is Highly Regarded
- Demonstrated skills and experience in the construction and maintenance of Council asset and infrastructure;
- Demonstrated skills and experience using basic survey equipment and GIS applications;
- Air Services Australia – Aerodrome Reporting Officer Certification.

Authority and Accountability

- Worker level responsibilities in regards to WHS legislation;
- Financial delegation as per Council's delegation register.

EQUIPMENT REQUIRED FOR THE POSITION

- A vehicle will be allocated to the position (with take home vehicle use – no private access);
- Pinpoint mobile device;
- Man-Down Pendant for remote and isolated work;
- Mobile phone;
- Mobile tablet and cradle (fitted to vehicle).

ACKNOWLEDGEMENT

This position description is a broad description of the accountabilities, duties and required capabilities relating to this position. The role and position are dynamic and may evolve and change over time in line with changing strategic and operational requirements. Continuing development, change and improvement of processes, practices, knowledge, skills and behaviors are expected at Forbes Shire Council.

I have signed below in acknowledgement of reading, understanding and accepting the contents of this document. I accept that, with consultation, my duties may be modified by Forbes Shire Council from time to time as necessary.

Employee's Signature:

Date:

HR USE ONLY

Does this position require a Working with Children Check?	Yes / No
Does this position require the incumbent to undergo a criminal reference check?	Yes / No
Does this position have a financial delegation?	Yes / No Level:
Does this position require the incumbent to possess a specific license or qualification?	Yes / No