

## POSITION DESCRIPTION

<b>Position Title:</b>	<b>Supervisor Maintenance</b>
<b>Award/Agreement:</b>	<b>TOC Enterprise Agreement 2021 (and any subsequent agreement)</b>
<b>Classification level:</b>	<b>Level 8</b>
<b>Directly reports to:</b>	<b>Manager Assets and Design</b>
<b>Positions under Direct Supervision:</b>	<ul style="list-style-type: none"> <li>• <b>Street Maintenance and Cleaning Officer</b></li> <li>• <b>Maintenance and Works Labourer</b></li> </ul>

### Organisational Context of Position

The Town of Claremont employs over 100 staff and is responsible for the local government area of approximately 5km<sup>2</sup>. The Town has a population of approximately 10,000 people and is located in the picturesque western suburbs of Perth, Western Australia. The Town has five key goals areas: Leadership and Governance, People, Liveability, Environmental Sustainability and Prosperity.

### Organisational Mission

We exist to deliver quality services for Claremont today and to build the foundation for the future.

### Organisational Vision

The Town is a progressive, respectful, sustainable, local government supporting a connected, flourishing community.

### Organisational Values

- **Respect:** We are responsible for how we behave in our workplace and will show respect and courtesy to all of our colleagues and customers.
- **Integrity:** We are open, accountable and honest.
- **Quality Communication:** We demonstrate our respect for our community and each other through timely, accurate and understandable communication.
- **Customer Service:** Every contact with a customer is important and an opportunity to demonstrate our commitment.
- **Excellence:** Our focus is quality outcomes achieved on time, on budget.

## OBJECTIVE OF THIS POSITION

This position supervises the coordination and management of the Town's infrastructure maintenance and asset management minor works programs. A key objective will be to respond to community and stakeholder queries arising from the day to day implementation of the Town's maintenance and capital works programs and assist other supervisors as required.

### Objective 1: Supervision and Coordination

- Plan, coordinate and supervise programs including street sweeping, drainage and sump cleaning and maintenance, street light inspections, street cleaning and pavements.
- Coordinate and supervise works programs and projects associated with the Town's civil infrastructure assets inclusive of sumps, roads, paths, and car parks
- Provide supervision and leadership to field staff and contractors to ensure they have clear direction at all times.
- Oversee and direct as necessary the site works of public utility staff / contractors to ensure a good outcome for the Town.
- Undertake the inspection of crossovers and other minor private civil works to ensure compliance and conformity with the Towns Standards and Specifications.
- Authorise the return of infrastructure bonds for minor works.
- Monitor plant and equipment usage / liaise with other Supervisors to ensure usage optimisation.
- Liaise with other Supervisors to ensure smooth operation of all programs.
- Arrange and assist in planning traffic management for construction works to ensure compliance with Australian Standards and Main Roads WA guidelines.

### Objective 2: Administration

- Prepare response letters to incoming correspondence to ensure timely responses to customer enquiries.
- Monitor expenditure to ensure they remain within budget.
- Obtain and assess quotes from contractors / suppliers as necessary to ensure the Town's purchasing policy is being followed.
- Keep records of asset inspections and operational activities as necessary to assist with insurance claims and budgeting.
- Provide regular financial reports to Manager Assets and Maintenance.
- Complete insurer questionnaires associated with Public Liability claims.
- Assist Manager Assets and Maintenance with annual budget preparation and reviews of estimating schedules.
- Undertake compliance inspections for building site and crossover bond refunds.

### Objective 3: Customer Service

- Deal in a professional, friendly and helpful manner at all times with the general public, Council staff, suppliers of goods and services, volunteer groups and other agencies.
- Attend to afterhours call-outs on a roster basis as required.
- Maintain records and contacts of incidents and complaints.

### Outcome 4: Human Resource Management

- Manage staff in a courteous and professional manner at all times.
- Carry out annual Performance Achievement Cycle (PAC) goal setting and performance appraisal for staff under control.
- Ensure compliance with all statutory requirements relating to Equal Employment Opportunity and Occupational Safety and Health.

- Ensure compliance with Council policies, procedures and guidelines including the Disability Access and Inclusion Plan (DAIP).

#### **Objective 5: Occupational Health & Safety (For all Staff)**

- Comply with all workplace procedures for hazard identification, risk assessment and risk control.
- Actively participate in safety activities associated with the management of workplace health and safety.
- Follow policy and procedures as required.
- Take reasonable care to ensure his/her own safety and health at work.
- Avoid adversely affecting the safety of any other person.
- Identification and reporting of health and safety hazards, accidents, incidents, injuries, property damage at the workplace.
- Ensure the correct personal protective equipment is used for the task or activity.

#### **Objective 6: Corporate Responsibility (All Staff)**

- In all actions, be accountable and employ ethical decision making and good governance in line with Town's Code of Conduct, values, policies and procedures.
- Demonstrate an ongoing commitment to the Town's Customer Experience Charter.
- Provide a high level of customer service.
- Promote and maintain harmonious relationships in the workplace.
- Ensure efficient and appropriate use of resources.
- Promote the development of efficient work practices.
- Maintain good relations with the general public and promote Council's operations in a professional manner at all times.
- Adhere and follow the Town's Record Keeping Plan.
- Carry out other duties as requested by management which may be reasonably expected within the scope of the classification level and skill base of the employee.

#### **Objective 7: Continuous Improvement (All Staff)**

- Employ the mind set of continuous improvement to all work tasks.
- Support team members to review and analyse processes to identify possible improvements.
- Contribute to developing a culture of acknowledging and celebrating efforts to improve processes.

### **SELECTION CRITERIA**

#### **Essential**

- Experience in road, drainage, footpath or other civil engineering maintenance and construction works.
- Sound knowledge of construction plant and equipment.
- Ability to interpret construction drawings.
- Ability to coordinate and supervise civil works / maintenance of infrastructure.
- Good verbal and written communication skills.
- Intermediate skills in MS Office suite of applications.
- A strong customer service focus.
- Record keeping and financial tracking skills.
- Current Western Australian 'C' Class Driver's Licence or equivalent.
- Current Police clearance.

#### **Desirable**

- Demonstrated skill and ability to undertake estimating of works.
- Local government experience in a similar position.

- Experience with Geographic Information Systems (GIS).
- Qualification in an engineering or construction-related discipline.
- Current Worksite Traffic Management certificate.
- Current First Aid Certificate.

## REQUIREMENTS

The Town requires all staff prior to commencing employment to:

- Provide an original qualification for sighting or a certified copy of qualification (where listed as Essential in Position Description).
- Provide for sighting 100 points of identification including at least one with a photograph (i.e. Driver's License and Passport or Birth Certificate).
- Complete a pre-employment medical (Town's GP to confirm fitness to work in position) or completion of a medical questionnaire.
- Complete a Police Clearance (at employee cost).
- Provide evidence of the Right to Work in Australia.
- Sign a change of circumstances employee declaration.

Some positions may be required to undertake other checks and verifications such as Working With Children Check and these will be specifically indicated in the Selection Criteria.

## PROBATION

Unless otherwise stated in a Letter of Offer, this position is subject to a 6 month probation period, at which time work performance will be reviewed to determine whether permanent appointment will proceed.

## Signatures

Chief Executive Officer Approval	
Signature	Date
Employee	
Signature	Date