

<b>POSITION DESCRIPTION</b>	
<b>Position Name</b>	Trainee Works Supervisor
<b>Position Number</b>	To be completed
<b>TRIM Reference</b>	
<b>Reports to</b>	Works Coordinator
<b>Classification</b>	<i>Local Government (State) Award 2020</i> Dependant on Applicants skills and qualifications and previous work experience
<b>Term of Employment:</b>	Temporary Full-Time
<b>Approximate number of direct reports:</b>	Nil
<b>Location:</b>	Warialda and Bingara, NSW
<b>Operational Expenditure:</b>	Nil
<b>Capital Expenditure:</b>	Nil
<b>Delegations</b>	In accordance with Council's Delegations Register

## Overview of the Gwydir Shire Council

Located on the Fossickers Way between the New England and North West regions of NSW, the Gwydir Shire encompasses a diverse landscape that is both picturesque and productive. With affordable housing, a strong sense of community and diverse leisure and recreation activities, the Shire offers an idyllic and fulfilling lifestyle. Bingara and Warialda are the main towns in the Shire.

The Gwydir Shire Council prides itself on being an award-winning organisation that supports its community through the provision of high-quality services. Council offers employees a rewarding career that allows staff to make a positive impact in the communities in which they live; and provides exciting opportunities to explore and nurture career avenues within the organisation. Council strongly supports a flexible-family friendly work environment.

Council's vision is to be a recognised leader in Local Government through continuous learning and sustainability. Council embraces this mantra by ensuring all staff have access to training and education, in order to reach their full potential.

## Our Vision

To be the recognised leader in Local Government through continuous learning and sustainability.

## Our Mission

To ensure that the Council's long-term role is viable and sustainable by meeting the needs of our residents in a responsible caring way, attract sustainable development while maintaining the traditional rural values, character and culture of our people.

## Our Values

### ***1. For Our Community and Visitors***

We will provide a safe, clean and healthy environment in which all people have the opportunity to participate, and share in the Council's services and facilities.

### ***2. For Our Community Committees***

We will seek their opinion in relation to the services in which they assist us, offer relevant and timely support, and recognise their valuable contribution.

### ***3. For Our Staff***

We will create an atmosphere of team support, which encourages frank and honest communication, and the use of common sense and innovation in a safe and friendly working environment with the aim of efficiency.

### ***4. For Our Councillors***

We will treat all Councillors equally and ensure that they are provided with accurate and timely advice and expect that they will treat each other and the staff with due respect.

## **Core Responsibilities of Employees**

Council has core responsibilities and it is a requirement that all employees will adhere to Council's current guiding behaviour standards and expectations. In particular, but not exclusive too, the following:

### ***Work Health and Safety***

- Ensure that all employees fulfil their specific responsibilities, duties and due diligence requirements under the NSW Work, Health & Safety legislation and Council's relevant safe work instructions, policies and procedures.
- Ensure that Workplace Health and Safety is always at front of mind and a number one priority, working with care and consideration to safeguard the health and safety of all staff and members of the general public.
- Follow safe practices/procedures to perform duties in a manner so as not to put yourself or others at risk of harm.
- Immediately report any hazards, incidents and accidents to the relevant supervisor and take appropriate action.
- Participate in delivering a positive safety culture, including having a proactive involvement in reviewing safe systems of work compliance and the implementation of continuous improvements in health and safety.

### ***Community and Customer Focused***

- Convey a professional image of Council at all times.
- Provide customer centred services in line with organisational objectives and agreed service standards which is focused on continuous improvement
- Deliver quality customer service and service delivery which exceeds community expectations.

### ***Code of Conduct, Anti Discrimination and Equal Employment Opportunity***

- Comply with all legislative requirements of the role.
- Store and maintain corporate records in Council's electronic document management system in accordance with relevant protocols, procedures and the State Records Act.
- Convey a professional and positive image of Council and the local government sector at all times, including dressing appropriately for the role and wearing designated uniform (Personal Protective Equipment) if required.
- Support and promote a professional working environment free from discrimination, harassment and victimisation. It is the responsibility of all employees to ensure that proper standards of conduct are upheld in the workplace.
- Eliminate and ensure the absence of discrimination in employment on the grounds of race, sex, marital or domestic status and disability in councils, and promote equal employment opportunity for women, members of racial minorities and persons with disabilities.

### ***Work Performance***

- Productively and cooperatively contribute to the outcomes of work teams.
- Attend and positively contribute to team meetings.
- Take responsibility for and manage own work and contribute to a productive team and work environment.
- Work cooperatively and proactively to achieve the objectives of Council's Plans and the priorities identified in the Community Strategic Plan.

- Regularly review and appraise own performance against required levels.
- Proactively engage in a performance planning and review process on a regular basis in line with Council policy.

### ***Innovation***

- To identify new and improved ways to do business.
- Fostering continuous improvement in all areas of operations and service delivery.
- Actively share information and knowledge on issues, training and practices with relevant staff.
- Identify and subsequently remove, mitigate against or minimise exposures to risk when introducing new and improved work practices.

## **Department and Branch Description**

Forming part of the Infrastructure and Planning Services Department, Construction and Maintenance is an integral part of the engineering service of Council as it is responsible for the coordination of construction and maintenance of roads, drainage, and bridges which are assets of Council as well as coordination of all similar works undertaken as part of the State Road Maintenance Council Contracts (RMCC).

## **Primary Purpose of the Position**

This is a training position and is responsible for assisting the Works Supervisor with the organisation and supervision of the construction and maintenance functions relating to Councils road network for works undertaken from the Council Depots.

## **Key Position Accountabilities**

- Assist in the effective, efficient, and safe use of all plant, equipment and staff to achieve Council's works program objectives.
- Assist in the daily deployment of staff, plant and equipment
- Assist with managing any staffing or plant problems, as they occur, to ensure continuity of Council's Works Program and safe and efficient use of plant, equipment and staff.
- Assist with co-ordinating all leave for operations staff, operating from the Council Depots to ensure that Council's Works Program will not be delayed
- Arrange for all plant at the conclusion of each job to be either transferred to the next job site or returned to Council's depot within a reasonable time for security, routine cleaning and maintenance.
- Assist with the organisation of Councils Works Program in accordance with instructions issued by the Works Coordinator
- Liaise with property owners on the following:
  - Access to any Quarries on Property owners' land
  - Private works requests/quotations
  - Complaints regarding Council roads, streets and infrastructure
  - Drainage/flooding problems being experienced
- Ensure that Site Supervisors have the appropriate Traffic Control Plans and signage erected as required by the TfNSW Traffic Control at Worksites Manual

- Assist with the set out of road, kerb and gutter, culvert jobs by surveying/pegging as per the design for each site, together with Council's Surveyor
- Assist with making recommendations to the Works Coordinator on suggested works needed to be investigated and/or included in the future works programs.
- Assist with verification of all timesheets submitted by operations staff, operating from Council Depots to ensure validity and appropriate job numbers for each job together with their weekly record of plant/kilometres at the end of each fortnight
- Assist with the management of the Branch within resource allocation including budget
- Assist with management of staff in accordance with Council policy and best practice human resource initiatives.

## Qualifications

This is a training position and the successful applicant will be required to complete Certificate IV in Construction (Operational Works), through external study.

Employment is conditional on the successful progression through this qualification and on the job performance.

## Other requirements of the Position

- Drivers Licence - possession of a current valid Class C Driver's Licence.
- Computer skills including the ability to write and format documents (Microsoft applications), produce power point presentations, and use spreadsheets.
- Manage projects in accordance with corporate standards.
- Willingness to work flexible hours to meet the requirements of the position.
- Behaviour in accordance with Council's policies and the Code of Conduct.
- Report environment issues that may become evident when carrying out the position duties.
- Willingness to have Council conduct a Criminal History Check.
- Agree to undertake a medical assessment by Council's nominated medical practitioner if required and to be medically fit to undertake the full requirements of the position.

## Selection Criteria

Applicants for the position are required to address all of the Essential and Desirable Selection Criteria.

### Essential

1. Current valid 'C' Class driver's licence.
2. OH&S Construction Induction

3. Excellent communication and interpersonal skills
4. Proven ability to work effectively as part of a team
5. Ability to read and understand simple instructions, complete forms and make diary entries
6. Demonstrated understanding of Occupational Health and Safety principles
7. Demonstrated positive attitude and a desire to learn on the job through training and continuous improvement
8. Ability to lead and motivate a diverse work group, including promoting change and fostering a team environment

## **Desirable**

- A. A knowledge of local government would be highly regarded

## Signature Block

<b>Prepared by</b>	Human Resource Officer
<b>Approved by General Manager (or delegate) – Name:</b>	
<b>Approved by General Manager (or delegate) - Signature:</b>	
<b>Date Approved/Reviewed:</b>	
<b>Version Number and Date:</b>	Version 2 – September 2021
<b>Employee Declaration</b>  I agree with and understand the requirements of my employment with Council, as contained in this Position Description.  I declare that I: <ul style="list-style-type: none"><li>• have had the opportunity to ask questions regarding my terms and conditions of employment and received satisfactory responses.</li><li>• understand that the Position Description describes in general the nature of my employment and that other duties may be required of me from time to time consistent with my position classification level, experience, and qualifications.</li></ul>	
<b>Employee Name (Please Print):</b>	
<b>Employee Signature:</b>	
<b>Date:</b>	