



## Position Description

<b>Position Title:</b>	<i>Supervisor Engineering Construction</i>	<b>Reports to:</b>	<i>Coordinator Engineering Construction</i>
<b>Directorate:</b>	<i>Infrastructure</i>	<b>Supervises:</b>	<i>8 operational staff and Contractors</i>
<b>Branch:</b>	<i>Engineering Services</i>	<b>Classification Level:</b>	<i>Level 6</i>
<b>Location:</b>	<i>Operations Centre</i>		

### Role summary

Supervise City-wide engineering construction projects and provide support to the Coordinator Engineering Construction.

### What you are responsible for

#### Leadership

- Effectively supervises the performance of engineering day labour staff to achieve the City's objectives.
- Assists the Coordinator and Manager with implementing change when required and actively participates in, and contributes to, the development, management and achievement of corporate improvement projects and initiatives.
- Establishes effective working relationships with internal and external stakeholders to ensure consistent and timely service delivery to the City.
- Provides effective leadership by continuously motivating and supporting staff to deliver desired outcomes.

#### Operational

- Monitors contractor and equipment performance and usage and takes action as appropriate to maximise utilisation and effectiveness.
- Works to ensure all engineering construction projects are completed to the City's expected quality and standards.
- Assists the Coordinator with formulating and monitoring construction programs for the engineering construction staff to ensure efficient implementation.
- Liaises with other City engineering supervisors as required ensuring a coordinated approach to all engineering activities.
- Provides reports to the Coordinator Engineering Construction and Manager Engineering Services as required.
- Contributes to the improvement of systems, policies and practices to ensure the continuous improvement of the Engineering Operations team.

#### Financial Management

- Assists in the preparation of construction estimates and monitors expenditure, identifies opportunities for cost savings and takes action as required on incorrect allocations.
- Obtains quotes, raises, approves and receipts purchase orders for equipment and services approved by Coordinator, ensuring compliance with the City's Policies and Procedures.

#### Team Contribution

- Attends, conducts team meetings and contributes ideas and information.
- Provides on the job training, guidance and performance feedback to fellow employees when required.
- Attends industry, Work Health and Safety, and corporate training as required.

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## Customer Service and Safety

- Receives public and general enquiries, complaints and correspondence, taking appropriate action in line with established policies and procedures.
- Supervises and promotes compliance with Work Health and Safety policies and procedures to maintain safe work practices and a safe working environment.
- Ensures safe working conditions and practices are in place at all times for the safety of employees, contractors and to minimise the risk to the public.
- In conjunction with Human Resources, investigates accidents and/or coordinates the rehabilitation of injured workers when necessary.

## Other

- Embodies the City's values and abides by all applicable legislation, policies, procedures and the Code of Conduct.
- Required to carry out work in a safe and responsible manner in line with Work Health and Safety policies and procedures.
- Participates in the City's after hours - call system.
- Other duties as required.

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### ***Essential experience, capabilities and qualifications required to fulfil the role.***

- **Technical Knowledge:** Provides specialist advice to outside work crews and is responsible for overseeing civil engineering construction works within the City in accordance with Council's corporate objectives and technical and legislative requirements.
- **Leadership:** Demonstrates a proven ability to lead and be accountable in the work environment by empowering, motivating and developing team members to achieve desired outcomes. Actively supports the City's values as a local government, portraying a positive image and acting ethically, honestly and professionally.
- **Teamwork:** The ability to work effectively as a team member, exercising initiative and judgement whilst working with minimal supervision.
- **Time management skills:** Good organisational and administrative skills, with proven ability to effectively prioritise tasks to achieve strict deadlines.

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### ***Desirable role requirements***

- Certificate IV Frontline Management.
- Relevant Civil Engineering or Trade qualification.
- Basic Worksite Traffic Management and Traffic control accreditation.

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### ***Appointment conditions***

- Current driver's licence
- White card
- National Police Clearance

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**Director** Director Infrastructure  
**Effective date** 18 April 2024

**Signature**



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