

POSITION DESCRIPTION

Works Supervisor

1. POSITION IDENTIFICATION

Title: Works Supervisor

Classification: Negotiated Contract

Section: Works and Infrastructure

Status: Permanent, Full-Time

2. POSITION OBJECTIVES

- Plan, coordinate and manage the implementation of the Shire's roads and infrastructure programs in a timely, cost effective and efficient manner to acceptable standards;
- Provide accurate and timely advice to the CEO on all areas in the Works Department;
- Maintain a work environment that facilitates the development of people and encourages them to perform at a high level;
- Develop and implement change management strategies to enhance customer service delivery amongst the Works Department employees;

3. POSITION REQUIREMENTS – SELECTION CRITERIA

Qualifications	Essential	Desirable
Hold or substantially advanced studies toward a relevant qualification or have relevant Local Government experience in a similar role.	☐	☒
Current "C" Class Drivers Licence	☒	☐
Current "HR" or higher Drivers License	☐	☒
Various Plant Operator Tickets	☐	☒

Experience & Knowledge	Essential	Desirable
Sound knowledge of road and drainage design	☒	☐
Sound knowledge of survey techniques and practices	☐	☒
Sound knowledge of Local Government administrative procedures	☐	☒

Sound knowledge of traffic management practices	☒	☐
Sound knowledge of construction and maintenance standards, methods and practices for roads and other local government works with the ability to project manage a broad range of works.	☒	☐
Sound knowledge of Work Health and Safety Act 2020	☒	☐
Knowledge of maintenance techniques and plant performance.	☐	☒
Working knowledge of tender processes and contracts.	☐	☒
Experience in managing works staff	☒	☐
Experience in management, programming, design, cost estimation, surveying and construction of road and drainage works.	☐	☒
Knowledge of regional Road Groups, Roads to Recovery, Black Spot and other road funding programs	☒	☐

Skills	Essential	Desirable
Highly developed time management and organizational skills	☒	☐
High developed team management and leadership skills	☒	☐
Well developed public relations and interpersonal skills	☒	☐
Highly developed verbal and written communication skills	☒	☐
Developed problem solving and conflict resolution skills	☒	☐
Developed decision making skills	☒	☐
Developed computer skills	☒	☐

4. KEY DUTIES & RESPONSIBILITIES

- Oversee the management and funding requirements of the Shire's Road construction and maintenance program in a timely, cost effective and efficient manner, maintain a high standard of scheduling and be proficient in reading technical plans.
- Manage the Shire's operations in the areas of parks and gardens, roads, and building maintenance.
- Ensure that Council decisions relating to the Works Department are carried out promptly and efficiently in accordance with priorities, budget and established policies.
- Ensure that plant and equipment are deployed to operate with efficiency and safety. Regularly review and provide recommendations in relation to the 10-year plant replacement program.
- Set works programs and prioritise jobs: weekly, monthly and annually.

- Oversee the Shire's road asset inventory system ensuring that new and improvement works are inputted into the inventory after each works program year.
 - Ensure new employees are appropriately inducted into their work environment.
 - Supervise Works Department staff and ensure annual performance reviews are undertaken. Coordinate delegation of duties and staff training as may be required.
 - Attend Council and Committee meetings as required by the Chief Executive Officer and prepare reports for these meetings.
 - Provide relevant Works Department data as required as part of the compilation of the new budget and budget reviews. Monitor the works department financial operations ensuring as far as practicable that all operations are run in accordance with the Shire's budget, with any budget variances reported to the CEO as soon as identified.
 - Undertake the role of project coordinator for various initiatives under instruction from the CEO.
 - All other duties from time to time as requested by the CEO.
- **Other**
 - Undertake all duties in accordance with Shire policies, Code of Conduct, and any legislated requirements.

5. GENERAL ACCOUNTABILITIES OF THE POSITION

Workplace Health & Safety (WHS)

- You must take reasonable care of your health and safety.
- You must take reasonable care that your acts or failure to act does not negatively affect the health and safety of others.
- You must comply, so far as you can, with any reasonable instruction by the CEO to allow them to comply with the WHS Act.
- You must cooperate with any reasonable policy or procedure of the Shire relating to health and safety at the workplace that you have been advised of.
- You must comply with personal protective equipment (PPE) requirements, including the proper wear, fit, use and care of all PPE as required and advised by the CEO through your manager or supervisor.
- You must identify and report all hazards within the workplace and comply with any requests for further information and reasonable requests to assist in controlling hazards where safe to do so.
- You must report all incidents, including near misses, and comply with requests for further information.
- You must not disturb an incident scene unless instructed by an authorised person.
- You must assist with any incident investigation where a reasonable request is made and help control hazards where safe.



- You must be aware of and follow the Shire's Code of Conduct and not cause or intend to cause mental or physical harm to any person, being mindful that social interactions can impact a person's mental and physical well-being (psychosocial).

6. ORGANISATIONAL RELATIONSHIPS

Responsible to: Chief Executive Officer

Internal liaison: Chief Executive Officer
Executive Team
All Staff

External liaison: Residents / Ratepayers
Community Groups
Members of the Public
Contractors
Main Roads
Suppliers



7. EXTENT OF AUTHORITY

Operates under the supervision of the Chief Executive Officer within limits of statutory requirements, Council policies and delegated authority.

8. AGREEMENT

The details contained in this document are an accurate statement of duties, responsibilities, and other requirements of the position.

As the Employee, I have reviewed and accept the statement of duties in this Position Description.

Employee Name	Signature	Date

As the Manager, I have reviewed and confirm this is a current, correct and relevant document.

Manager Name	Signature	Date

UPDATED : October 2025
APPROVED BY : Chief Executive Officer