



SHIRE OF
HARVEY

Team work
We are a united team who works together towards a common goal.

Integrity
We are empowered and accountable when making decisions.

Excellence
We are committed to an exceptional customer experience.

Leadership
We are adaptable and responsive in our leadership.

Respect
We are respectful of our history and work together to build our future.

Supervisor Engineering Services

Our Vision

Together, towards an even better lifestyle.

1. Position details

Directorate:	Infrastructure Services	Level: 9
Reports to:	Manager Engineering Services	
Supervision of:	Supervisor Maintenance Leading Hand – Plant Operator Administration Officer – Depot Workshop Supervisor	
Significant Working Relationships:	Director Infrastructure Services Engineering Services Team Contractors	

2. Position summary

Provide effective and proactive leadership, and supervision of employees and contractors, in the construction and maintenance of the Shire’s capital works and maintenance programs within the Shire to an exceptionally high standard and in a safe and efficient manner.

3. Community strategic objectives



Diversified
Economy



Connected
Communities



Protected Natural
Environment



Sustainable Built
Environment



Effective Civic
Leadership

4. Our values

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5. Key duties and responsibilities

Key functions	Specific duties
Works	<ul style="list-style-type: none">• Supervise construction, resheeting and resealing of roads, beach protection works programs within the Shire, directly and through Manager Engineering Services.• Organise plant, equipment including replacement, materials and subcontractors.• Develop, maintain and rehabilitate gravel resources.• Responsible for work site safety in area of control.• Provide as constructed data to Manager Engineering Services of completed projects for inclusion into the Shire's Asset Management System.• Has specific responsibility to implement Shire's policies within the workgroup under their control. Show commitment to safety and actively monitors the workplace to identify and reduce hazards. Work with employee safety and health representatives to investigate accidents and initiate actions to improve safety. Ensure all employees receive appropriate induction and training on all relevant safe working procedures.• Develop and initiate sound, cost effective work procedures.• Authorise daily timecards and invoice allocations
Leadership and management	<ul style="list-style-type: none">• Provide leadership to the team and encourage innovative practices.• Monitor and deliver projects in the annual team Plan.• Maintain effective communications and relationships within the team including holding regular toolbox meetings.• Ensure an attitude of inclusion and respect is at the forefront of all team activities.
Financial	<ul style="list-style-type: none">• Provide input, implement and monitor the teams annual Operational Plan and budget.

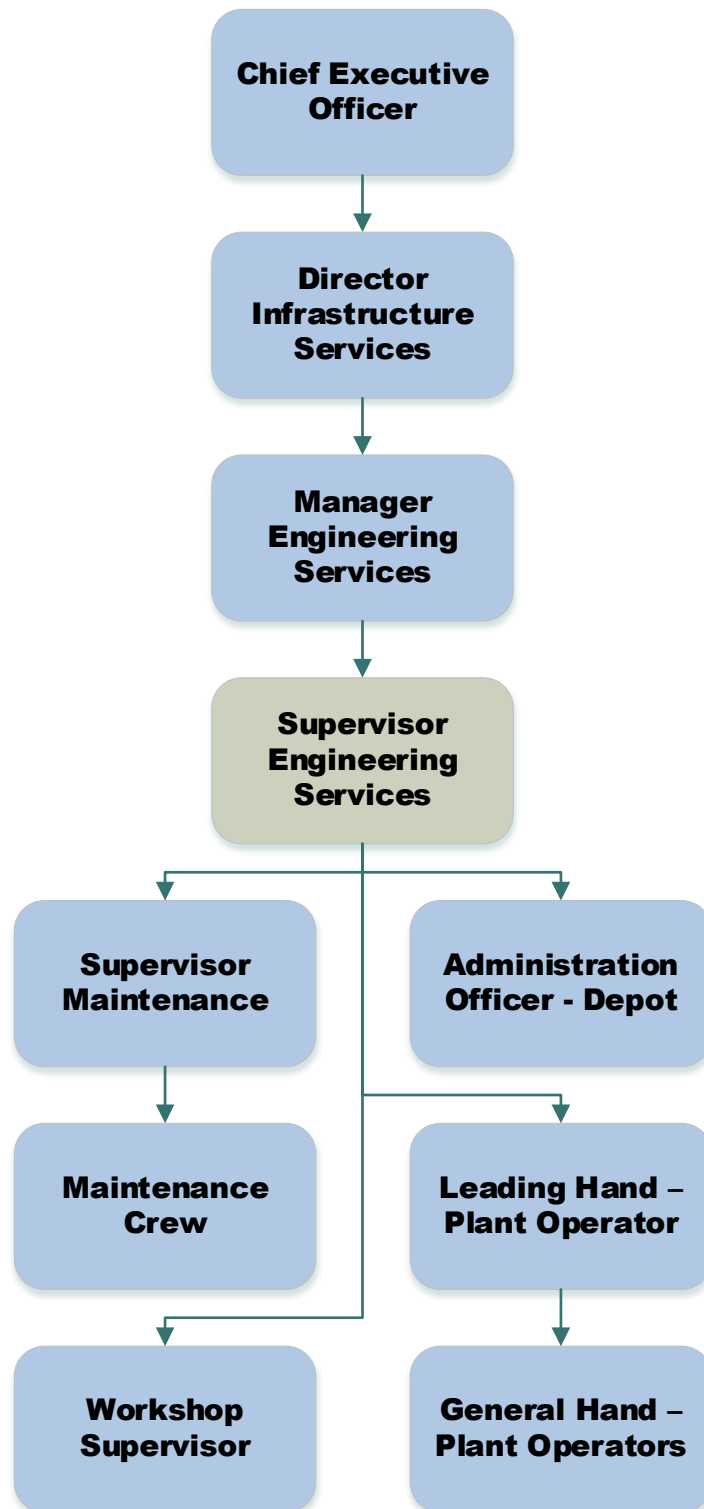
	<ul style="list-style-type: none"> • Ensure expenditure is within team budgetary constraints and all grant monies are acquitted within timeframes. • Advise the Manager Engineering Services of financial risks against the budget as they are identified.
Representations	<ul style="list-style-type: none"> • Develop and maintain effective channels and networks with relevant industry representative bodies. • Liaise with all relevant stakeholders on issues affecting the team. • Develop networks with officers of neighbouring local governments and external stakeholders on matters relevant to the team.
Policies and procedures	<ul style="list-style-type: none"> • Provide input to policies, plans, manuals and management guidelines. • Ensure programs and activities are implemented in a timely manner and in line with policies and current procedures. • Implement risk management requirements across programs and activities. • Implement all decisions and directives affecting the team.
Human resource management	<ul style="list-style-type: none"> • Work in accordance with the Shire's defined Equal Employment Opportunity and Anti-discrimination legislation, procedures and principles. • Review others and participate in the annual performance appraisal process. • Identify training requirements for the continued growth of the team.
Safety	<ul style="list-style-type: none"> • Ensure all staff are inducted and perform their work in a safe and healthy manner and abide by Shire and legislative safe work procedures, instructions and safety management practices and Equal Employment Opportunity principles.
Other	<ul style="list-style-type: none"> • National Crime Check. • Current "C" Class Drivers Licence.

6. Extent of authority

- The position operates under the general direction of the Manager Engineering Services and the Director Infrastructure Services within established guidelines, procedures and policies of Council, as well as those rights and responsibilities bestowed on the position by the *Local Government Act 1995*.
- Use of delegated authority as approved by Council.

- This position may authorise purchases and certify invoices in line with procedures and the Purchase Order Threshold Schedule.

7. Your team



8. Position selection criteria

Essential

1. Qualifications in a relevant area or demonstrated minimum five years' experience in a similar role combined with ongoing professional development.
2. Demonstrated verbal and written skills and experience with negotiation, problem solving and conflict resolution.
3. Understanding to promote and support a culture of quality customer service that identifies and responds quickly and provides appropriate solutions.
4. Previous experience leading and developing a team, managing budgets, grants and assets.
5. Sound knowledge of Work Health and Safety and Equal Employment Opportunity Regulations.
6. Knowledge of road construction and maintenance standards methods and practises.
7. Construction Safety Awareness Certificate (White Card).

Desirable

1. Ability to assess and interpret information to formulate recommendations and provide specialist advice to enable the organisation to achieve quality outcomes.
2. First Aid Certificate.