

### 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 Roads

### Our vision

Together, towards an even better lifestyle.

### 1. Position details

Directorate:	Infrastructure Services	Level: 9
Reports to:	Superintendent Infrastructure Operations	
Supervision of:	Leading Hand – Plant Operator General Hand – Plant Operators	
Significant Working Relationships:	Manager Infrastructure Services Contractors, Consultants, MRWA and Utility Providers	

### 2. Position summary

The Supervisor Roads is responsible for planning, coordinating, and delivering the Shire's Forward Capital Works Plan (FCWP) Roads Program, including road construction, reconstruction, resheeting, drainage improvements, and road maintenance.

The role provides leadership to road crews, ensures safe and compliant work practices, and manages resources, plant, and contractors to deliver high-quality road outcomes that meet Shire standards and community expectations.

### 3. Community strategic objectives



## 4. Our values

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## 5. Key duties and responsibilities

Key functions	Specific duties
Construction and Maintenance	<ul style="list-style-type: none"><li>• Deliver the annual Forward Capital Works Plan (FCWP) roads program, including resealing, resheeting, pavement repairs, and stabilisation works, and drainage upgrades.</li><li>• Develop and coordinate road maintenance schedules, based on inspections and asset condition data.</li><li>• Scope, cost, and prepare procurement documentation for road works in consultation with Superintendent Infrastructure Operations.</li><li>• Coordinate labour, plant, materials, and contractors to deliver projects efficiently.</li><li>• Monitor performance, progress, quantities, risks, and variations across all road projects.</li><li>• Ensure compliance with MRWA standards, engineering drawings, specifications, and relevant legislation.</li><li>• Conduct pre-starts, site inspections, and completion audits.</li></ul>
General Duties	<ul style="list-style-type: none"><li>• Coordinate maintenance, servicing, and repairs of road construction plant and equipment.</li><li>• Assist the Superintendent Infrastructure Operations in developing and reviewing the Shire's Plant Replacement Program.</li><li>• Assist the Superintendent Infrastructure Operations in developing annual budgets for the roads program.</li><li>• Maintain accurate records, including material usage, production rates, and project documentation.</li><li>• Contribute to continuous improvement of processes, procedures, and service delivery.</li></ul>
Leadership and Management	<ul style="list-style-type: none"><li>• Provide leadership to the team and encourage innovative practices.</li><li>• Maintain effective communications and relationships within the team including holding regular toolbox meetings.</li></ul>

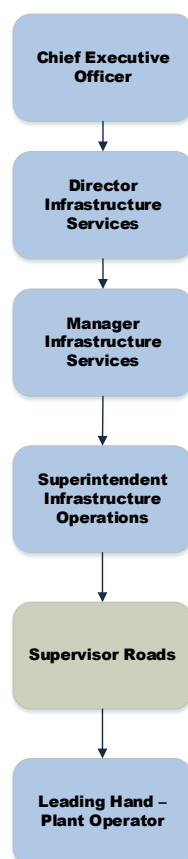
	<ul style="list-style-type: none"> <li>• Ensure an attitude of inclusion and respect is at the forefront of all team activities.</li> </ul>
Governance	<ul style="list-style-type: none"> <li>• Provide input on policies, plans, manuals and management guidelines.</li> <li>• Ensure programs and activities are implemented in a timely manner and in line with policies and current procedures.</li> <li>• Implement risk management requirements across programs and activities.</li> <li>• Implement all decisions and directives affecting the team.</li> </ul>
Customer Service	<ul style="list-style-type: none"> <li>• Foster, advocate and implement the Shire's Customer Service Charter.</li> <li>• Deal with enquiries from customers and provide or arrange for the provision of the appropriate information, service, or redirect the customer to the appropriate service provider.</li> </ul>
Human Resource Management	<ul style="list-style-type: none"> <li>• Work in accordance with the Shire's defined Equal Employment Opportunity and Anti-discrimination legislation, procedures and principles.</li> <li>• Ensure all employees receive appropriate induction and training on all relevant safe working procedures</li> <li>• Review others and participate in the annual performance appraisal process.</li> <li>• Identify training requirements for the continued growth of the Team.</li> </ul>
Work Health and Safety	<ul style="list-style-type: none"> <li>• Ensure road work activities are undertaken safely and in accordance with the <i>Work Health and Safety Act 2020</i> and associated regulations.</li> <li>• Lead hazard identification and risk assessments for road construction and maintenance tasks.</li> <li>• Participate in incident investigations and ensure corrective actions are implemented.</li> <li>• Ensure correct use of PPE, plant, and equipment and safe systems of work.</li> <li>• Promote a proactive safety culture across road construction and maintenance teams.</li> </ul>
Compliance	<ul style="list-style-type: none"> <li>• National Police Clearance.</li> <li>• Current 'C' Class Driver's Licence.</li> </ul>

Organisational	<ul style="list-style-type: none"> <li>• Create and capture records of work activities in line with policies and procedures.</li> <li>• Contribute to ensuring a cohesive team approach where knowledge is shared and there is a demonstrated commitment to continuous improvement and self-development and participate in annual performance appraisal.</li> <li>• Adhere to the Shire's Code of Conduct, policies and management practices as amended from time to time.</li> <li>• Contribute to the attainment and development of strategic plan outcomes, strategies and actions.</li> </ul>
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## 6. Extent of authority

- The position operates under the broad direction of the Superintendent Infrastructure Operations 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. Certificate IV in Civil Construction or equivalent experience.
2. Minimum 3–5 years supervisory experience in road construction/maintenance.
3. Excellent communication and collaboration skills with the ability to work across multiple teams.
4. Strong organisational skills with the capacity to work unsupervised, manage priorities and meet deadlines.
5. Component working knowledge of computers and relevant applications.
6. MRWA basic or advanced Worksite Traffic Management.
7. Sound knowledge of Work Health and Safety requirements.
8. Construction Safety Awareness Certificate (White Card).

### Desirable

1. Certificates of competencies for various plant and equipment.
2. Final trim grader operator experience.
3. First Aid Certificate.