

POSITION DESCRIPTION

Position Title:	Field Supervisor General SP7
Business Group:	Infrastructure
Service Unit:	Civil Works
Salary Point:	SP 7
Position Reports To:	Coordinator / Service Element Manager
Staff Management:	Supervision of employees performing various tasks
Budget Responsibility:	Nil
Date PD Reviewed:	December 2014

Organisation Context of Position	
<p>The City of Newcastle employs over 900 staff and is responsible for a local government area of 187km². Newcastle has a population of 148,000 and is the business and cultural centre of the Hunter region, home to over 620,000 people. In the heart of the Hunter Region, The City of Newcastle has a variety of locations across the City and encompasses three Groups:</p> <ul style="list-style-type: none"> • Planning & Regulatory • Corporate Services • Infrastructure <p>The purpose of the Infrastructure Group is to:</p> <ul style="list-style-type: none"> • Ensure whole of life planning and maintenance of Council's built, physical and natural assets including infrastructure, traffic management, natural resources, waste management, plant and fleet assets. • Managing delivery of civil works and environmental projects across the LGA. • Provide contract management services to Council, including the management of relevant works and services delivered by external providers. • Manage the operations and maintenance of Council's outdoor leisure facilities, including parks, bushland, pools, beaches, ocean baths and community halls. • Provide services that improve presentation of the city, including waste collection and management, graffiti removal, and street cleaning. <p>The Business Units that form part of the Infrastructure Group are:</p> <ul style="list-style-type: none"> • Infrastructure Planning • Civil Works • Projects & Contracts • Facilities & Recreation • Waste Management 	

Work Health & Safety	
WH&S Level	Level 5
<p>For specific WH&S Responsibilities, Authorities & Accountabilities applicable to this position, the position holder shall refer to the WH&S Responsibilities, Authorities & Accountabilities matrix in the WH&S Management System. The person accepting the position will be required to sign off that they have received and understood their WH&S Responsibilities, Authorities & Accountabilities.</p>	

Position Responsibilities

- Ensuring the efficient and effective construction and maintenance of civil infrastructure and other municipal works, (including but not limited to road pavement construction, concrete works, asphalt works, drainage works & vegetation control).
- Applying the necessary planning, organisation and supervision of both Council day labour and external contractors to ensure that the required quality of workmanship and productivity is attained.
- Maintaining the health and safety of self, fellow workers and the general public during the execution of work by ensuring that safe work practices are implemented and adhered to in accordance with Work Health and Safety Guidelines.
- Maintaining accurate and detailed records under Council's WH&S Management System.
- Maintaining accurate and detailed records of all work activities in accordance with Council's Integrated Management System, recording procedures such as labour and plant timesheets, goods received, purchase requisitions, materials used etc.
- Ensuring that the control of works is carried out in accordance with Council's Integrated Management System to satisfy safety, quality and environmental requirements.
- The satisfactory completion of allocated works within budget and within nominated timeframes.
- Planning and organisation to achieve optimum utilisation of resources in conjunction with minimum inconvenience to public amenity during the execution of works.
- Promoting teamwork and build team spirit and harmony within the team whilst optimising work output.
- Keep abreast of both technological advances and regulatory changes in a dynamic work environment.
- Attend requisite training and personal development courses as arranged by the Organisation to enhance skills and knowledge or to maintain accreditations or licences.
- Any other accountabilities or duties as directed by Supervisor / Manager which are within the employee's skill, competence and training.

Position Selection Criteria

Essential

1. Ability to interpret detailed civil engineering plans, standards and related documentation.
2. Skills, knowledge and experience in the following municipal works:
 - The construction and maintenance of road pavements including sub grade, sub base and base preparation.
 - Concrete works including erection of general formwork, reinforcement fixing and concrete finishing of both poured and extruded concrete.
 - Asphaltic concrete works including the preparation for and placement of both hand and machine laid asphalt.
 - The construction and maintenance of storm water drainage systems.
 - Vegetation control works including operation of ride on mowers, push mowers, brush cutters as well as herbicide application and tree trimming.
3. Proven practical knowledge and experience in the selection and application of plant and machinery used in municipal engineering.
4. Ability to provide basic estimates and organise labour, plant and material resources to efficiently and effectively complete tasks in accordance with the Integrated Management System to satisfy safety, quality and environmental requirements.
5. Demonstrated ability to prepare and maintain accurate written records to satisfy the requirements of the Integrated Management System.
6. Ability to work in a dynamic team based environment with an emphasis on continuous improvement.
7. Traffic Controller accreditation
8. LR Class drivers licence (manual).
9. General WH&S Induction Training for Construction Industry.

Highly Desirable

1. Class MR or HR driver's licence.
2. Traffic Control accreditation (Apply TCPs and Select/ Modify TCPs).
3. Previous supervisory experience in the civil construction or building industry.
4. Trade or TAFE certificate in an engineering / construction discipline.