

Position Description

Supervisor (Building and Facilities Operations)

Name of appointed officer: Vacant

Date of appointment:

Date of last review of position description: January 2019

Salary and conditions

All terms and conditions of employment are consistent with the Local Government (State) Award unless otherwise stated.

Assessed entry level of position within salary system:	Band 2 Level 2
Position limit within salary system: (20 Grade structure)	Grade 10 - Entry to Step 4
Status of position:	Permanent
Hours of work per fortnight:	76

Organisational relationships

Directorate:	Works & Civil
Section/Unit:	Open Spaces & Facilities
Team:	N/A
Work base:	Rushforth Road Works Depot
Position responsible to:	Building and Facilities Coordinator
Level of support and supervision:	High level of independence
Level of personal management	High
Level of teamwork required:	High
Supervision of staff:	5 staff
Internal contacts:	All staff within Council but primarily within the Open Spaces and Facilities Section
External contacts:	General public, government agencies, and private organisations

Vision, mission and values

Our vision:	To make the Clarence Valley a community full of opportunity
Our mission:	To plan and deliver services valued by the community
Our values:	the acronym ' STRIVE ' describes the values and behaviours which are considered to be core requirements when we deal with each other and our community



Our Values and Behaviours

Safe	
We will have a safety focused workplace culture to ensure the wellbeing of our staff and the community.	
Acceptable	Unacceptable
I am aware of hazards	I take shortcuts
I promote a safe culture	I ignore safety
I look out for others	I do not communicate
Teamwork	
We will work together as one council towards shared goals and for the greater good of the community.	
Acceptable	Unacceptable
I share the load	I undermine others
I communicate with others	I act in isolation
I value people's strengths	"What's in it for me?"
Respect	
We will be inclusive, treat people with courtesy and fairness, and ensure each individual is valued and heard.	
Acceptable	Unacceptable
I am inclusive	I am a bully
I value the skills and opinions of others	I am aggressive
I listen actively	I am a gossip
Integrity	
We will behave in a way that is honest, open, and transparent. We will take responsibility for our actions and strive for excellence.	
Acceptable	Unacceptable
I am honest	I lie and conceal
I work ethically and lead by example	I act corruptly
I am responsible for my actions	I undermine others
Value	
We will deliver services efficiently, effectively, and in an environmentally and financially sustainable manner.	
Acceptable	Unacceptable
I always look for improvements	I misuse Council resources
I work efficiently	I'm a bludger
I learn from my mistakes	I don't respect the environment
Engagement	
We will engage with our staff and community to inform our decision making, and create awareness of our activities.	
Acceptable	Unacceptable
I communicate in a clear and timely manner	I deliberately misinform (lie)
I am the face of Council	I don't value consultation
I value all our customers' needs	I ignore communication

Physical requirements of the position

Frequent driving between job sites

Frequent bending

Manual handling

Regular use of computer keyboard

Walking on uneven ground and up and down slopes

Access and egress to plant and equipment

Purpose of the position

To supervise and coordinate operational staff in the delivery of general building and facilities maintenance and construction activities within the Council area

To undertake building, construction and infrastructure activities within the Council area

To undertake investigations for Council works and matters of public complaint and request

Major duties and responsibilities

Supervise and undertake relevant works to ensure cost efficient delivery of services and a safe working environment for employees and the public, including (but not limited to) the following:

- Undertaking general building and facilities maintenance activities within the Council area;
- Undertaking building, construction and infrastructure activities within the Council area

Supervise and coordinate the building and facilities operational team for delivery of the building and facilities operational and capital works programs to ensure that time, cost, quality and productivity outcomes are achieved

Ensure Council operations are undertaken in accordance with all quality, environmental and WHS requirements, including the completion of required documentation

Plan and arrange plant, labour, materials and services required to complete designated works

Forecast, monitor and control expenditure of all works under the control of the position within budgetary constraints

Inspect buildings and facilities (including internal requests and matters of public complaint) and prepare advice, estimates and reports and recommend maintenance, construction and reconstruction options as required

Liaise and coordinate with others to ensure efficient delivery of Council services

Assist in the audit of works to ensure Council's standard of quality, environmental and WH&S standards and documentation are maintained

Monitor, gather and maintain asset condition data for Council's buildings and related structures/facilities and recommend actions to maintain these assets to the highest possible standard

Check and certify time sheets, plant sheets, purchase orders and invoices for activities supervised by the position

Essential selection criteria

The selection criteria must be addressed as part of your application. Applicants must meet the essential criteria in order to be considered for interview.

Education and knowledge

Trade qualifications relevant to the building industry; or equivalent relevant industry experience

Demonstrated working knowledge of the Building Code of Australia and contemporary building issues effecting public buildings

Licences/tickets, clearances, membership

Current Drivers Licence

WHS Construction Induction Training Certificate (NSW); or equivalent recognised in NSW

Experience

Demonstrated high level experience in general building/facilities construction and maintenance

Position related skills

General computer literacy including sound level of proficiency in Microsoft Word and Excel, and email and internet programs

Demonstrated well developed staff supervisory skills including the ability to resolve conflict

Well developed communication skills including the ability to liaise with the public

Demonstrated well developed clerical, administration and organisational skills

Work qualities

Behaviour that positively demonstrates commitment to Council's STRIVE values

Desirable selection criteria

The following criteria are considered important and demonstrated capacity to meet them will be highly regarded

Education and knowledge

Qualifications in Project Management or Contract Management

Licences/tickets, clearances, membership

Building Contractors Licence

Qualified Supervisor Certificate

Safe Work Near Overhead Powerlines Certificate

Confined Space Accreditation

High Risk Work Licence Class 'DG' - Dogging

First Aid Certificate

Other features of this position may include

Call back

Generic performance requirements

Ethics/probity – act in accordance with the Code of Conduct.

Equal employment opportunity - comply with Council's Equal Employment Opportunity (EEO) Protocol.

Health and safety (WHS) - undertake duties and act at all times in accordance with the WHS Management System.

Other duties (outside of specific position requirements) - under the provisions of the Local Government (State) Award, Council may direct any employee to carry out duties that are believed to be within the employee's skills, qualifications, competence and fitness capabilities, whether or not they are a usual function of the position. Where an employee is required to perform duties associated with a higher position, the **Use of skills** Clause in the Local Government (State) Award will apply.

Declaration

In signing this declaration I acknowledge that I,
have been advised of the requirements, terms and conditions of appointment to this position based on this Position Description.

Signed: Date

Employee
