



SHIRE OF CUNDERDIN

WORKS SUPERVISOR APPLICATION PACKAGE

Dear Applicant

Thank you for your interest regarding the position of Works Supervisor with the Shire of Cunderdin.

The following information is provided to assist in the preparation of your application:

- A copy of the advertisement
- Guidelines for Applying for the advertised position
- A position description for this position
- Information on employment terms and conditions
- Application Checklist



Shire of Cunderdin WORKS SUPERVISOR

Applications are invited for the position of Works Supervisor at the Shire of Cunderdin

This position reports directly to the Manager of Works and Services. The Works Supervisor has a major responsibility in delivering on the performance and outcomes of the Works Division of the Shire of Cunderdin.

This is a hands-on position and you will be required to supervise staff, operate machinery and carry out maintenance for the Shire.

The Position Description provides detail of the requirements of the person for the position, however the core responsibilities include:

- Organising and controlling the Shire's works construction and maintenance programmes.
- Supervising the outside workforce.
- Providing support to the Manager of Works and Services.
- Oversight of plant and equipment maintenance.
- Completing administrative tasks as required (time sheets, general depot administration and customer enquiries).
- General maintenance as required (minor repairs to buildings and infrastructure).
- Road inspections and reporting.

Further information is available on the Shire's website www.cunderdin.wa.gov.au or by contacting the Manager of Works and Services, Greg Stephens on 0437 371 101 or email works@cunderdin.wa.gov.au.

Applications will be received up to **4.00pm on Wednesday 31st January 2018**.

Completed applications must address the selection criteria and are to be marked "Private and Confidential" and emailed or posted to the undersigned.

Stephen Tindale
Acting CEO
PO Box 100, CUNDERDIN WA 6407 Ph: (08) 9637 0300
Mob: 0458 351 008
Email: ceo@cunderdin.wa.gov.au

WORKS SUPERVISOR

PREPARING YOUR APPLICATION

Applicants, who demonstrate that they meet the requirements for the position and who appear to be competitive, from their written applications, will be considered for interview. The decision to interview will be based on the information that you provide in your application.

Your application should be typed. If this is not possible, ensure that your writing is clear and easy to read.

To enable a valid assessment of your application, it must include the following information.

1. Covering Letter which:

- Demonstrates that you understand the requirements of the position and that you have the necessary knowledge, experience and qualifications to successfully carry out the duties;
- Provides an outline of your career and highlights the skills and experience you can bring to this position.

2. Resume (Curriculum Vitae) which is comprised of:

- Personal Details - Name, geographic address and telephone number.
- Your education and training achievements.
- Your work history including employment dates and brief details of each position's responsibilities.
- Any activities you have undertaken outside of work, which you consider are relevant to the position.

3. Other Documents

It is recommended that only copies of supporting documents be enclosed with your application so as to avoid potential loss or damage to originals.

The Shire may require originals (or the provision of other supporting evidence) of all claimed qualifications as a condition of employment.

The successful applicant will be required to obtain and provide to the Shire a *National Police Certificate* before commencing employment.

4. Referees

Applicants should provide the names and contact details of two referees in their application. The most valuable referees will be those that can comment on work experience that is relevant to this position.

5. Contact Details

Please provide a convenient telephone number and/or an email address so that you can be readily contacted for an interview, or answer any queries regarding your application.

APPLICATIONS

The closing date for applications is 4:00pm, Wednesday 31st January, 2018.

Applications should be sent to: ceo@cunderdin.wa.gov.au or mailed to the CEO, marked "Private & Confidential – CEO Shire of Cunderdin"

In fairness to all applicants, late applications cannot be received unless permission has been sought prior to the closing date. A faxed or emailed copy of an application sent before the closing advertised date would also ensure its acceptance.

INTERVIEWS

The location for interviews will be in Cunderdin. The final decision to appoint to this position will be taken by the CEO.

The Shire of Cunderdin is an equal opportunity employer and provides a smoke free work environment.

POSITION DESCRIPTION

1. POSITION OBJECTIVES

- To provide supervision and leadership to the Cunderdin Depot Staff
- Maintenance and management of parks, reserves, roads, drainage and other related works within the Cunderdin town site and surrounding areas
- To ensure that safe, efficient and effective use is made of Council's staff, plant and materials while providing a high level of customer service

2. KEY RESPONSIBILITIES

Under the general direction of the Manager of Works and Services:

- In liaison with senior staff implement the Shire's works program and ensure works are undertaken in a professional manner, to predetermined standards and within budget.
- Supervise and participate in the operations of the Shire of Cunderdin and the allocation/distribution of work to achieve the road construction, road maintenance, parks & gardens and drainage programs.
- Plan, coordinate and supervise the work of outside employees and the allocation of resources.
- Ensure effective and efficient deployment of allocated plant, labour and material resources.
- Obtain competitive quotations and secure hire plant and material resources as required.
- Plan, coordinate and supervise minor improvement works and projects using contractors and/or Shire employees.
- Monitor works performance against programs and report variances.
- Ensure employee timesheets, rostered days off, leave and other records are correctly completed and submitted
- Respond to ratepayer and public enquiries and requests for maintenance and operating matters in a timely and appropriate manner.
- Participate in Council's Occupational Safety and Health programs.
- Report on employee training and development requirements and performance reviews and assist in on-the-job training
- Provide assistance to the Manager of Works and Services in developing and performing Shire's overall works program
- To observe all safe working practices as directed by the Manager of

- Works and Services and use of personal protective equipment as provided.
- All works are to be completed ensuring any foreseeable hazards have been rectified or addressed in an approved or appropriate manner.
 - On-call availability as the Shires emergency point of contact, also coordinating in response to incidents
 - Any other duties consistent with the level of the position as directed.

3. ORGANISATIONAL RELATIONSHIP

Reports to:	Manager of Works and Services
Title:	Works Supervisor - Cunderdin
Classification:	Local Government Industry Award (2010)
Department:	Works and Services
Supervises:	Cunderdin Works Staff
Internal Liaison:	Chief Executive Officer
	Senior Staff
	Other Staff Members
External Liaison:	Public Utilities and Authorities Contractors, Suppliers
	Ratepayers, electors and general public
	Government Departments

Authority and Accountability:

Operates under the direction of the Manager Works and Services, within the scope of the Shire's policies and statutory provisions. Initiates Works Program and has a fair degree of autonomy. Makes judgments and implements a working methodology.

Carry out all tasks to the required standards, in accordance with the best practice principles and in manner ensuring safety of both the public and Shire employees.

Liaise directly with Manager of Works and Services in all work related matters.

Authority to expend within allocated budget resources.

4. ORGANISATIONAL CONTEXT

To provide services to ensure duties and services remain at a high standard to the

5. KNOWLEDGE AND SKILLS

community and to develop and promote the skills and knowledge of depot services.

- Proven supervisory / leadership skills
- Basic computer skills
- Team orientation, experienced as a team member, team builder and leader
- Strong work ethic and commitment to achievement
- Well-developed communication and consultation skills
- Ability to plan, estimate time, material and equipment required for small projects and maintenance jobs
- Ability to report on jobs and project progress
- Ability to read plans and set out minor road and drainage improvement and repair works
- Knowledge of road construction and maintenance techniques and standards.
- Knowledge of the operation of heavy plant and efficient use of allocated plant.
- Knowledge of parks and gardens and landscape irrigation systems maintenance
- Working knowledge of relevant legislation and regulations including Occupational Health and Safety, Traffic Code and Local Government Act
- Basic understanding of industrial awards and award conditions
- Basic surveying techniques

6. SELECTION CRITERIA – QUALIFICATIONS, SKILLS AND EXPERIENCE

Essential

- At least 5 years senior experience in engineering construction and maintenance operations.
- Extensive knowledge and proven experience in road construction and maintenance together with parks, gardens and playing field maintenance.
- Sound knowledge of plant, both operational and maintenance.
- Experience in the training, coordination, support and supervision of day-labour employees.
- Ability to plan, estimate time, material and equipment required and report on job and project progress.
- Experience in the planning and supervision of road and drainage construction and maintenance works.
- Experience in reporting on jobs and project progress.
- Skills and knowledge obtained through experience or study sufficient to competently undertake the duties and responsibilities.
- Team orientation and experienced as a team member, team builder and leader.
- Strong work ethic and commitment to achievement.
- Well-developed communication and consultation skills.
- Hold a current 'HR' class (manual) motor driver's license.

Desirable

- Knowledge of parks and gardens and landscape irrigation systems maintenance
- Working knowledge of relevant legislation and regulations including Occupational Health and Safety
- Hold a Basic Worksite Traffic Management certificate
- Nationally accredited plant operator’s tickets.
- Airport Reporting Duties
- Basic understanding of industrial awards and award conditions
- Demonstrated previous experience working under supervision within a Local Authority

7. OTHER REQUIREMENTS

The successful applicant will be required to submit the following documentation. The Shire of Cunderdin will reimburse costs:

- National Police Certificate
- Copies of Certified Qualifications
- Driver’s License; and
- Medical Certificate

The successful applicant will be required to complete and sign:

1. a declaration in relation to the Shire’s Code of Conduct,
2. a detailed Employment Application,
3. the following statement in relation to the above Position Description.

I agree that this position description accurately reflects the duties and responsibilities of the position indicative at the time of signing.

I also understand that this position description may be further reviewed at a future date and consultation with each undersigned party.

Signature of Incumbent

Date

Signature of Manager/Supervisor

Date

Signature of Director/CEO

Date

Works Supervisor- Remuneration Package

- Salary:** Cash component of up to \$85,000 per annum depending on qualifications and/or experience.
- The salary takes into account attendance at out-of-hours meetings as required.
- Hours of Work:** Working Hours: 7:00am – 4:00pm
- The Shire's outside staff currently work a 9 day fortnight (having every second Monday as a Roster Day Off).
- When a Public Holiday falls on a rostered Monday off, the staff work on the Tuesday and have the following Monday off in lieu of the Tuesday.
- Half hour lunch break. Seven minutes morning and afternoon tea break.
- Works Supervisors are required to work outside of normal hours to complete tasks or attend to emergencies.
- Superannuation:** As per legislation, currently 9.5% plus up to an additional 4% (as per current Council policy) on a matching basis if the employee contributes to superannuation (can be salary sacrificed).
- Shire Vehicle:** Commuter and negotiated limited private use of 4x4 utility vehicle within the Shire except on periods of annual and long service leave.
- Shire Housing:** The Shire will assist in finding suitable accommodation within the area under a negotiated subsidised rental agreement
- Housing Subsidies:** The Shire will meet 50% of costs incurred at the Works Supervisors residence for water usage and rates.
- Telephone:** A mobile phone is made available and includes work and all reasonable personal calls.
- Uniform:** The Shire provides a \$500.00 uniform/clothing allowance per year as per Council Policy.
- Leave Provisions:** Four weeks annual leave is provided. Leave loading has been annualised and included in the annual salary. Sick

leave and personal leave is in accordance with the policy provisions. Long service leave is in accordance with the *Local Government (Long Service Leave) Regulations*.

Professional Development: The Shire supports ongoing development of staff including attendance at training courses and workshops.

Removal Expenses: The Shire will negotiate payment of the successful applicant's removal expenses to Cunderdin.

APPLYING FOR A VACANCY WITH THE SHIRE OF CUNDERDIN

CHECKLIST

- **Covering letter**
- **Statement addressing selection criteria**
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- **Curriculum vitae**
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- **Copies (not originals) of supporting documentation**
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- **Full application has been proof read prior to submission**
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- **Application copied for personal reference**