



## POSITION DESCRIPTION

### SECTION 1 – POSITION IDENTIFICATION

<b>Title:</b>	Supervisor of Works (Capital Projects)
<b>Department:</b>	Infrastructure Assets
<b>Responsible to:</b>	Director of Assets and Infrastructure
<b>Salary:</b>	Up to \$100,000 (Negotiable depending on experience and qualifications)
<b>Award:</b>	<i>Municipal Employees (Western Australia) Interim Award Level 6</i>

### SECTION 2 - POSITION FUNCTION

#### Purpose

To support the Director of Assets and Infrastructure to deliver the annual capital works program within the Shire, inclusive of planning, budgeting, implementing and reporting components.

### SECTION 3 - RESPONSIBILITIES

1. Under direction of the Director, plan, budget and implement the capital works program within the Shire as per the annual budget.
2. Lead the Town Centre Upgrade as directed by the Town Masterplan.
3. Undertake a supporting role in the planning of the Tanami Road Upgrade Project.
4. Undertake a supporting role in the roll out of the Highway Realignment Project with Main Roads WA.
5. Undertake a supporting role in the Disaster Recovery Works Program.
6. Provide site supervision for construction jobs when undertaken by contractor.
7. Provide contract management to key capital construction projects and contracts.
8. To work closely with the Supervisor Works (Operations) to provide assistance, leave coverage, and relevant expertise.
9. To work closely with the Manager of Sport and Recreation, and the Recreation Centre Manager to support capital projects and upgrades.

## **SECTION 4 - KEY DUTIES**

### **Under direction of the Director, plan, budget and implement the capital works program within the Shire as per the annual budget.**

- Undertake scope development of new projects
- Calculate costings for new projects
- Develop annual project plans for the implementation of projects

### **Lead the Town Centre Upgrade as directed by the Town Masterplan.**

- Work with the Kimberley Development Commission to meet milestone requirements for funding release
- Align projects with the funding milestones and Masterplan
- Work with community groups to gain support for project roll outs
- Develop additional projects to be funded and implemented under this program

### **Undertake a supporting role in the planning of the Tanami Road Upgrade Project.**

- Form relationships with the project team to represent the interests of the Shire on the project
- Secure working opportunities for the Shire within the project
- Form genuine opportunities for undertaking private works to benefit the Shire

### **Undertake a supporting role in the roll out of the Highway Realignment Project with Main Roads WA.**

- Form relationships with the project team to represent the interests of the Shire on the project
- Secure working opportunities for the Shire within the project
- Form genuine opportunities for undertaking private works to benefit the Shire

### **Undertake a supporting role in the Disaster Recovery Works Program.**

- Oversee consultant work
- Oversee contractor work
- Support the consultant and contractor in the progression through the works
- Work with the Project Principal to model cashflow for the program
- Find genuine opportunities for undertaking private works to benefit the Shire

### **Provide site supervision for construction jobs when undertaken by contractor.**

- Oversee consultant work
- Oversee contractor work
- Support the consultant and contractor in the progression through the works
- Work with the Project Principal to model cashflow for the various programs
- Find genuine opportunities for undertaking private works to benefit the Shire

### **Provide contract management to key capital construction projects and contracts.**

- Manage active contracts
- Support the Director in drafting and executing new contracts
- Undertake checks and balances on both contractors and consultants on the jobs.

### **To work closely with the Supervisor Works (Operations) to provide assistance, leave coverage, and relevant expertise.**

**To work closely with the Manager of Sport and Recreation, and the Recreation Centre Manager to support operational programmed and non-programmed maintenance.**

**SECTION 5 - SELECTION CRITERIA**

<b>Essential:</b>	<ul style="list-style-type: none"><li>• Well-developed team building and leadership skills, proven capacity to manage.</li><li>• Well-developed management and administrative skills.</li><li>• Well-developed verbal and written communication skills.</li><li>• Supervisory experience - 5 years - in municipal civil works or similar.</li><li>• Demonstrate knowledge of care, maintenance and safe and effective use of plant, equipment and tools</li><li>• Accreditation and demonstrated competence in operation of relevant civil plant and equipment</li><li>• Broad knowledge of repair and maintenance requirements in the townsite setting.</li><li>• Demonstrated commitment to a safe work environment.</li><li>• Class “C” drivers licence.</li><li>• Experience in remote/aboriginal communities.</li></ul>
<b>Desirable</b>	<ul style="list-style-type: none"><li>• Experience in heavy and small plant management.</li><li>• Qualification in Project Management, Frontline Management or Supervision.</li><li>• Roadworks Traffic Management Accreditation or ability to achieve.</li><li>• Previous local government experience in contract administration.</li><li>• Trade qualifications (may assist) in mechanics/building.</li></ul>

<b>Shire Policy Requirements</b>	<p><b>Police Clearance</b> It is a requirement for all employees of the Shire of Halls Creek to provide a National Police Clearance (at interview or within 3 months of appointment) and maintain a clear record as it pertains to the requirements of the role, duties and obligations of the position.</p> <p><b>Medical</b> It is a requirement for all employees of the Shire of Halls Creek to undertake a medical with necessary testing suitable for the role, duties and obligations of the position, (within 3 months of appointment) which will include a drug test.</p> <p><b>Drivers License</b> Minimum C class driver's license. A copy to be provided upon interview or at commencement.</p>
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## SECTION 6 - APPOINTMENT FACTORS

<b>Location</b>	Shire of Halls Creek, HALLS CREEK, WA 6770.				
<b>Organisational Relationships</b>	<p>Responsible to: Director of Assets and Infrastructure</p> <p>Internal and External Liaison:</p> <table> <tr> <td>Internal</td><td>All Council Staff</td></tr> <tr> <td>External</td><td>General Public, Local Services Contractors and Suppliers on occasions.</td></tr> </table>	Internal	All Council Staff	External	General Public, Local Services Contractors and Suppliers on occasions.
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External	General Public, Local Services Contractors and Suppliers on occasions.				
<b>Extent of Authority</b>	Works in accordance with general direction from the Director Assets and Infrastructure				
<b>Delegation Authority</b>	Procurement \$5,000				
<b>Employment Terms</b>	A Probationary period of 3 months will apply to this position in accordance with Shire policy.				

## SECTION 7 - CERTIFICATION

The details contained in this document are an accurate statement of the purpose, duties and role specifications and other requirements of the position.

\_\_\_\_\_  
CEO

\_\_\_\_\_  
Date

I have read and understood the requirements of the position as detailed in this document.

\_\_\_\_\_  
Employee

\_\_\_\_\_  
Date Appointed

