



POSITION DESCRIPTION

General Maintenance Supervisor

Position Title	General Maintenance Supervisor
Position Number	3006
Directorate	Works and Environmental Services
Reports To	Operations Manager
Award Level	Above Award Queensland Local Government Industry Award (Stream B)

Position Objective

This is a hands-on role that will plan and undertake maintenance, repair and refurbishment of Council's urban services and infrastructure. Ensure Council's urban assets are well maintained through forward planning, repairs, maintenance and refurbishment.

Key Responsibilities

The following outlines the key responsibilities of the position, but is not all encompassing and may be varied to suit the needs of the business:

Operations

- In conjunction with the Operations Manager, develop and maintain a works program that ensures forward planning of activities related to urban services and allocation of people, plant and equipment required to undertake such works;
- Undertake routine maintenance for urban services and infrastructure which includes, but is not limited to:

• Town streets, footpaths, street furniture	• Recreation Grounds
• Parks, memorials and open spaces	• Equestrian Centre
• Drains and culverts	• Cemeteries
• General labour	• Council buildings and public amenities

- General plant operation and labour required to assist other internal clients of Council;
- Ensure all works undertaken by Council and Contractors comply with relevant legislation, policies and local laws;
- Handle enquiries and/or complaints from the general public, building contractors and consultants either in person, writing or by phone) in accordance with Council's complaints management systems;
- Recommend improvements that would facilitate better services to the residents of Cloncurry Shire or would improve the efficiency and reduce costs within the area of responsibility or other areas of Council's operations;
- Provide operational support to other work units across Council as necessary;

Staff and Contractors

- Coach and develop all employees within the managed area through on the job or professional development training;
- Promote, by leading by example, good work ethic; recognition of good work; and control unjustified absences from the workplace;
- Organise, and/or be involved in worksite risk assessments as well as regular safety audits;

- Supervise sub-contractors and ensure that their services are provided in an effective and efficient manner;
- Ensure staff and sub-contractors comply with Council policies and procedures in particular, Workplace Health and Safety practices;
- Promote Council's image whilst meeting and consulting with contractors, sub-contractors and/or other clients;
- Oversee and collate all paperwork associated with time sheets, plant sheets, daily running sheets, contractors' records, claim forms, risk assessment forms etc.;
- Closely monitor all types of leave ensuring that all leave taken complies with the latest Local Government Award, Certified Agreement and Council's Policies relating to the taking of leave;
- Ensure that all incidents are appropriately dealt with and reported promptly, appropriately and accurately;
- Conduct annual staff reviews and performance management for the supervised area in conjunction with Operations Manager;

Other

- Other duties as reasonably requested within the scope of the position and consistent with skills, competency and training.

Key Attributes and Experience

- Possess well developed leadership to ensure full productivity of the supervised team;
- Possess sound interpersonal, written and verbal communication skills to the extent required to communicate with people with varying levels of education and understanding;
- Ability to work effectively both independently and in a team environment;
- Demonstrated ability to assess, plan and execute works undertaken in the urban works space;
- Demonstrated knowledge in the use of a range of hand tools, small plant items and equipment relevant to the supervised area;
- Demonstrated competency in the operation of a range of plant (i.e. loader, skidsteer loader, backhoe, slashers, motor vehicle up to HR capacity);
- Knowledge of chemical application for weed control;
- Possess well-developed literacy and numeracy skills;
- Possess sound computer literacy skills.
- Working knowledge of government operations, structure and services, programs, policies and compliance;
- Well-developed understanding of Workplace Health & Safety practices.

Qualifications

- Manual C Class Drivers Licence is mandatory;
- HR drivers licence is desirable;
- Possess Construction Industry White/Blue Card;
- Police background check;
- Competency in the operation of backhoe, loader, skidsteer loader;
- ACDC Chemical Application certification;
- Chainsaw ticket;
- Working at heights certification;
- Confined spaces certification.

Workplace Health and Safety Obligations for Employees and Officers

All Cloncurry Shire Council employees have an obligation to uphold workplace health and safety when working for the Council. Under Section 28 of the Work Health and Safety Act 2011("Act") an employee shall:

- take reasonable care for his or her own health and safety; and
- take reasonable care that his or her acts or omissions do not adversely affect the health and safety of other persons; and
- comply, so far as the worker is reasonably able, with any reasonable instruction that is given by the person conducting the business or undertaking to allow the person to comply with this Act; and
- cooperate with any reasonable policy or procedure of the person conducting the business or undertaking relating to health or safety at the workplace that has been notified to workers.

All employees of the Cloncurry Shire Council will be required to uphold the obligations mentioned above. Additionally, any specific workplace health and safety issues that pertain to the type of work being performed including due diligence as outlined under section 27 of the Act.



Remuneration Schedule

General Maintenance Supervisor

REMUNERATION SCHEDULE – SALARY AND CONDITIONS

GENERAL MAINTENANCE SUPERVISOR

This schedule commences from _____ and remains in force unless varied in accordance with the provisions of the contract, Certified Agreement, Award or by agreement in writing between the employee and Council.

The remuneration package will be inclusive of the following: -

1. Above Award commencement salary of \$65,000 per annum and inclusive of all allowances unless listed in this schedule. The employee is not entitled to receive Award increases as awarded by the QIRC or Certified Agreement. Increases are at the sole discretion of Council.
2. Remote Area Housing Allowance paid in addition to the salary and in accordance with the Certified Agreement, as varied (currently \$30 per week).
3. Local Government Industry Allowance, paid in addition to the salary and in accordance with the Certified Agreement, as varied (currently \$30 per week).
4. Overtime is payable subject to approval before the hours are worked. Overtime is paid at single time rates.
5. Provision of a motor vehicle for official Council use (including class 4 commuter use) and in accordance with Council policy or as approved by the Chief Executive Officer.
6. Five weeks' annual leave per annum (plus 17.5% leave loading) subject to sufficient accrual of entitlement and generally becomes available after 12 months' service. Annual leave is subject to provisions of the Certified Agreement.
7. Provision for a Rostered Day Off (RDO) per month, subject to sufficient accrual of entitlement. Accrued RDO's at any one time should not exceed five (5) days. RDO's are subject to provisions of the Certified Agreement.
8. Ordinary hours of work are 38 hours per week (40 hours less 2 hours towards a monthly RDO) Monday to Friday, with 20 minutes paid morning tea break and 30 minutes' unpaid lunch break.
9. Council shall make compulsory superannuation contributions on the employee's behalf to the Local Government Superannuation Scheme in accordance with the requirements of the *Local Government Act 2009*. The current rate is 9.5% of ordinary hours' earnings. The employee shall be liable to make minimum superannuation contributions of 6% of ordinary hours' earnings and Council will further increase the employer contribution by 2.5% of ordinary hours' earnings. Employee contributions are voluntary at commencement but become compulsory after 12 months or continuing employment in a relevant Local Government body.
10. Uniforms and protective clothing are to be provided in accordance with the Certified Agreement and relevant Council policies.
11. Other conditions as per Council's Certified Agreement and the Award unless exempted by this contract.