
Diamantina Shire Council

POSITION DESCRIPTION



SUSTAINABLY DEVELOPING THE OUTBACK

- 1.0 TITLE:** Town Supervisor
- 2.0 AWARD:** Queensland Local Government (Stream B) Industry Award – State 2017
- 3.0 SECTION:** Operational Services, Administrative, Technical, Community Service, Supervisory
- 4.0 CLASSIFICATION:** Level 7
- 5.0 DEPARTMENT:** Infrastructure
- 6.0 BRANCH:** Facilities and Town Services
- 7.0 LOCATION:** Bedourie

8.0 POSITION OBJECTIVE

To effectively and efficiently coordinate and supervise the operations and responsibilities of the Town Services team to achieve results within Council's operational objectives.

9.0 REQUIREMENTS OF THE POSITION

a) Skills

- Ability to undertake and supervise a range of town services functions
- Ability to adhere to work practices, exercise initiative and develop or apply operational methods to solve problems, set priorities and monitor the workflow of town services
- Demonstrated skills in landscaping, and garden maintenance
- Demonstrated ability to analyse and diagnose maintenance issues and solve in a timely and efficient manner
- Demonstrated ability to read and interpret survey plans, landscaping plans etc.
- Proven time management and organisational skills to set and monitor work priorities in a high pressure, target driven environment
- Ability to operate and supervise the operation and servicing of plant and equipment utilised in landscaping and garden maintenance such as mowers, brush cutters etc.
- Demonstrated ability to lead, supervise, motivate and provide expert advice to diverse work teams
- Demonstrated ability to monitor processes and gain the cooperation of employees and clients to achieve outcomes in a customer service environment

b) Knowledge

- Comprehensive knowledge of the statutory requirements relevant to animal control and aerodrome operation
- High level knowledge of landscaping and horticulture applicable for an arid region
- High level knowledge of use and maintenance of light plant and equipment
- High level knowledge of budget and cost control
- High level knowledge of Microsoft Office suite of programs
- High level knowledge of irrigation system installation, operation and repair
- Comprehensive knowledge of or the ability to obtain an understanding of applicable local government policies and procedures including the Local Government Act 2009
- Knowledge of Council departmental structure, programs, policies and activities
- Workplace health and safety systems and processes
- Quality Assurance requirements and procedures

c) Experience and/or Qualifications

- Minimum 5 years' previous experience in parks and gardens
- Demonstrated experience in a supervisory role
- Experience in the use and maintenance of plant and machinery
- Work safety in construction industry – (White Card)
- Blue Card (Working with Children)
- Current Queensland C class drivers licence
- Desirable Experience/Qualification or willing to obtain
 - Current Queensland Manual MR class licence
 - Competencies in Skid Steer operations
 - Firearms Licence
 - Formal qualifications in horticulture/landscaping
 - Aviation Security Identification Card
 - Forklift High Risk Licence
 - Airport Reporting Officer

10.0 KEY RESPONSIBILITIES OF THE POSITION

a) Supervisory

- Supervise the Bedourie Town Services section including the prioritising, establishing work programs and monitoring workflows in line with agreed service levels and divisional operational objectives
- Prepare and manage planned maintenance schedules, set priorities and monitor the workflows to ensure the maintenance and cleaning of council facilities are completed in a safe, efficient and effective manner
- Supervise and undertake maintenance and construction work in accordance with industry standards including:
 - Plant and tree maintenance
 - Grounds maintenance
 - Installation and maintenance of watering systems
 - Turf care
 - Weed control
 - Mowing operations
 - Waste and landfill site management
- Supervise the provision of waste services in the town including kerb side collection and tip maintenance
- Carry out Airport Reporting Officer duties in accordance with CASA requirements and ensure maintenance issues are dealt with in a timely and efficient manner
- Supervise the implementation of all animal control policies and procedures in accordance with legislative requirements
- Supervise routine inspections and maintenance of reticulated water and waste infrastructure to ensure continuous operation
- Investigate and diagnose technical problems and issues, research suitable solutions and develop and/or implement appropriate work methods
- Assist in the preparation and monitoring of the town services budget, provide technical advice and reports to management on matters relating to this position
- Ensure administration tasks are completed and records are maintained as required in accordance with Council's policies
- Be available for on-call duties
- Effectively lead the parks and gardens team and be cooperative members of Council's workforce
- Operate and supervise employees in the safe operation of the relevant plant and equipment
- Provide excellent customer service and ensure prompt responses to external and internal customer requests/enquiries are made and documented
- Lead, supervise and motivate the work team to work cooperatively in delivering great customer service
- Effectively supervise staff to achieve council objectives including team motivation, participation in performance reviews and disciplinary processes within Council's policies and procedures
- Comply with all Councils policies including but not limited to the, Code of Conduct, Drug and Alcohol policy, Smoking policy and Workplace Bullying and Harassment Policy and Quality Assurance System
- Perform other Council work within capabilities as directed

b) Workplace Health and Safety

- Undertake the responsibilities relevant to the position as specified in Schedule 1 – WH&S Obligation and Responsibility Statement as amended from time to time

c) Quality Management

- Ensure obligations and responsibilities are met within Council's quality management framework

d) Risk Management

- Comply with Council's Risk Management Policy and Framework
- Positively contributing to Council's risk management culture
- Perform duties in a manner which is within an acceptable level of risk, as determined by Council's Risk Management Framework
- Support the integration of risk management into all aspects of their activities and functions
- Undertake and participate in risk management training as required
- Make risk control and prevention a priority when undertaking tasks
- Ensure that risks are identified, managed and controlled appropriately within role; and
- Monitor and report on risks or risk treatments in accordance with Council's Risk Management Framework

Note: An employee may be directed to carry out such duties as are within the limits of the employee's skill, competence and training. All employees have a legal obligation and are required to observe Council policies and procedures in relation to Code of Conduct, Confidentiality, Anti-Discrimination, Equal Employment Opportunity; Workplace Health & Safety; Employee Welfare; the Environment and Service Delivery Standards. Employees must also fulfil all recordkeeping responsibilities in accordance with relevant Information Standards and associated guidelines.

11.0 PHYSICAL DEMAND CATEGORY

SEDENTARY WORK											
Light Duty	Frequent lifting / carrying of objects weighing up to 5kgs.					<input checked="" type="checkbox"/>					
Work	Frequent lifting / carrying of objects weighing up to 10kgs.					<input checked="" type="checkbox"/>					
Heavy Work	Frequent lifting / carrying of objects not exceeding 25kgs					<input checked="" type="checkbox"/>					
WORK ENVIRONMENT											
ATTRIBUTE			MANOEUVRE	FREQUENT	OCCASIONAL	NONE					
Chemicals	<input checked="" type="checkbox"/> YES	<input type="checkbox"/> NO	Bending	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>					
Cold	<input checked="" type="checkbox"/> YES	<input type="checkbox"/> NO	Squatting	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>					
Dampness	<input checked="" type="checkbox"/> YES	<input type="checkbox"/> NO	Climbing	<input type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>					
Fumes/gases	<input type="checkbox"/> YES	<input checked="" type="checkbox"/> NO	Twisting	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>					
Heat / Humidity	<input checked="" type="checkbox"/> YES	<input type="checkbox"/> NO	Reaching	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>					
Heights	<input checked="" type="checkbox"/> YES	<input type="checkbox"/> NO	PLANT OPERATION								
Noises	<input checked="" type="checkbox"/> YES	<input type="checkbox"/> NO	Maximum seat rating of 120kgs								
SPECIFIC ACTIONS REQUIRED				AUDIO – VISUAL DEMANDS		REPETITIVE MOTIONS					
This job may include:											
Standing/Walking		Sitting		Driving		Hearing		<input type="checkbox"/>	Foot Movement		<input type="checkbox"/>
<input type="checkbox"/>	None	<input type="checkbox"/>	None	<input type="checkbox"/>	None	Depth Perception		<input type="checkbox"/>	Fine Manipulation		<input type="checkbox"/>
<input type="checkbox"/>	Occasional	<input checked="" type="checkbox"/>	Occasional	<input checked="" type="checkbox"/>	Occasional	Colour Discrimination		<input type="checkbox"/>	Pushing/Pulling		<input checked="" type="checkbox"/>
<input type="checkbox"/>	1-4 hrs	<input type="checkbox"/>	1-4 hrs	<input type="checkbox"/>	1-4 hrs	Peripheral Vision		<input type="checkbox"/>	Finger Dexterity		<input type="checkbox"/>
<input type="checkbox"/>	4-6 hrs	<input type="checkbox"/>	4-6 hrs	<input type="checkbox"/>	4-6 hrs				Simple Grasping		<input checked="" type="checkbox"/>
<input checked="" type="checkbox"/>	6-8 hrs	<input type="checkbox"/>	6-8 hrs	<input type="checkbox"/>	6-8 hrs						

12.0 KEY SELECTION CRITERIA

- Formal qualifications or equivalent experience in a similar role
- Demonstrated experience in supervising and monitoring programs, operational procedures and work practices to achieve successful outcomes
- Leadership and supervisory skills, with the ability to stimulate a high level of performance and foster teamwork across a varied and multidisciplinary workforce
- Demonstrated problem solving skills, with the ability to solve both routine and complex problems where established processes are not defined
- Sound oral and written communication skills with the ability to prepare succinct reports

- 6) Proven time management, organisational, conflict resolution and negotiation skills to ensure timely delivery of outcomes
- 7) Substantial experience in customer service (internal and external) focused environment
- 8) High level oral and written communication skills with the ability to prepare succinct reports
- 9) High level of computer skills, including MS Office Suite and MS Project
- 10) Experience in the operation of a regulated airport including Airport Reporting Officer duties
- 11) Demonstrated ability in the use and maintain small plant such as mowers, brush cutters etc. and operation of a Skid Steer
- 12) High level understanding of and commitment to Quality Assurance & WHS principles and practices
- 13) Current Queensland MR class driver's licence
- 14) Current Queensland C class driver's licence

Note: As part of any recruitment for this position, Council may require the applicant to undertake a Criminal Records Check, Working with Children Check, Physical fitness/medical test, drug or alcohol test, relevant skill test, personality profile and/or psychometric testing prior to appointment. It is a condition of employment with DSC that all applicants agree to this requirement before appointment. Some positions require incumbent to undergo mandatory immunisation or provide medical documentary evidence of suitable immunisation as the work environment may involve exposure to areas identified as "at risk" work areas.

13.0 PROFESSIONAL DEVELOPMENT OPPORTUNITIES

Qualification	Pathway	Pathway Professional Development
Relevant tertiary qualification in facilities management	This position has the potential to progress to a manager level	Further tertiary qualifications in facilities management or associated discipline

14.0 ORGANISATIONAL RELATIONSHIPS / ACCOUNTABILITY

Reports to: Facilities and Town Services Manager

Direct Reports: Town Services Officers

Internal Liaisons: All Council Departments

External Liaisons: State and Local Government authorities as appropriate, suppliers and contractors, Councillors, community members/groups, and members of the general public.

15.0 EXTENT OF AUTHORITY

As per Council delegations register.

16.0 APPROVALS

Reviewed and approved by: Director of Corporate Services

Signed: _____

Date: ____/____/____

Print name: _____

I have read and understood this Position Description and accept the objectives and responsibilities of this position.

Signed: _____

Date: ____/____/____

Print name: _____