



SORELL COUNCIL

POSITION DESCRIPTION

Position Title	Works Supervisor - Stormwater
Workgroup	Roads, Stormwater & Land Improvements
Reports to	Manager Roads & Stormwater
Classification	Level 5
Employee Status	Full-Time
Location	Depot

Primary Position Purpose

The **Works Supervisor – Stormwater** is responsible for leading the Stormwater Crew to effectively maintain Council's stormwater network in accordance with Council's strategic and operational direction and budgetary constraints.

A primary focus of the role is to work cooperatively with the Manager Roads & Stormwater and Works Supervisors to ensure effective use of resources and delivery of service.

Skill Based Classification Descriptors

The position is classified as a Level 5, the following skill descriptors apply to this level.

Authority & Accountability	The exercise of discretion within standard practices and processes and may involve the exercise of high precision occupational skills using various specialised techniques, systems, equipment, methods or processes. Positions provide local decisions, direction, leadership and on-the-job training to supervised employees or groups of employees.
Judgment & Problem Solving	Skills to solve problems which require assessment of a range of options having elements of complexity in reaching decisions and making recommendations. For supervisors, the work processes often requires the quantification of the amount of resources needed to meet those objectives. Assistance may be readily available from other staff in the work area in solving problems.
Specialist Skills & Knowledge	Specialist knowledge in a number of advanced skill areas relating to the more complex elements of post-trades or specialist disciplines either through formal training programs or on-the-job training.
Management Skills	May require skills in co-ordinating a team of employees, to motivate and monitor performance against work outcomes. Positions may lead large groups of employees at the 'work face'.
Interpersonal Skills	Persuasive communication skills are required to participate in specialised discussions to resolve issues, including explaining policy to the public and/or others and reconciling different points of view.
Qualifications & Experience	Positions require thorough working knowledge and experience of all work procedures for the application of technical, trades or administrative skills, based upon suitable certificate or post-certificate level qualifications which may include: a) Post-trade certificate and/or other post-secondary qualification below diploma or degree; or b) Extensive knowledge and skill gained through on-the-job training in accordance with the requirements of the work in this level.

Key Responsibilities

- Coordinate the inspection, maintenance and improvement of Council's stormwater infrastructure, accurately recording works in Council's asset management system and reporting complex or high-risk maintenance issues with recommendations to the Manager – Roads & Stormwater.
- Ensure the quality of selected works is maintained and project inspection sheets are completed in a timely manner as directed by the Manager – Roads & Stormwater.
- Supervise Council staff, plant, materials and contract resources to achieve effective and efficient delivery of program objectives as specified by the Manager – Roads & Stormwater.
- Ensure all labour, materials and purchase orders are correctly booked to the relevant work ticket or to a capital job as directed by the Manager – Roads & Stormwater.
- Supervise staff day-to-day activities and tasks, ensuring work is completed within project timeframes and to the expected quality as directed. Identify training needs and performance issues and report to the Manager – Roads & Stormwater as required.
- Supervise the maintenance and improvement of parks, reserves and public spaces, including weed control, landscaping, tree maintenance and park infrastructure.
- Ensure WHS and environmental risk assessments are completed for both internal teams and external contractors and reports provided to the Manager - Roads & Stormwater for review.
- Provide advice on budget requirements for Stormwater on an annual basis to the Manager – Roads & Stormwater.
- Provide regular feedback to all team members and complete annual performance reviews for all Stormwater staff.
- Promote a continuous improvement culture by reviewing and improving the way work is carried out.

This role requires participation in an on-call roster, reasonable after-hours activities and overtime when required by business needs.

Employees may be required to undertake duties within the limits of their skill, competence and training, consistent with their classification level, in any area of Council, as directed.

Position Dimensions

Key relationships and influences

Who	Why
Internal	
Customer Services	Work in partnership with Customer Service to ensure delivery of effective customer service.
Depot	Work closely with depot team to monitor & maintain the Municipalities Stormwater infrastructure
External	
People who live, work, or visit Sorell	This position delivers services that directly benefit our customers via Council's various customer contact channels.
Elected Council Members	This position provides support to Councillors who directly serve the people of Sorell.
Contractors	Work in partnership with contractors to ensure delivery of effective management of the Municipalities Stormwater infrastructure

Resources and Budgets

Direct Reports	6 - 8	Financial Delegation & Reporting	Supervisor Delegation
Indirect Reports	NIL	Statutory Appointments	
Total	6 - 8	Delegations	\$5,000.00

Organisational Accountabilities

Be familiar with and follow the **Council's Code of Conduct**. A copy of this is provided with your appointment letter or can be accessed on Council's Intranet.

Be familiar with and undertake all work in accordance with relevant policy and legislation, including:

- Council's Values
- Workplace Health and Safety (WHS) Legislation
- Anti-Discrimination Legislation
- Sorell Council Enterprise Agreements
- Document Management - The incumbent is required to use the TARDIS system to retain records and documents relating to Council business as part of their employment.
- Customer Service Charter - The incumbent is required to commit Council's Customer Service Charter and to consistently deliver all services with a focus on excellent customer service.
- Customer Relationship Management (CRM) systems
- Comply with all Health and Safety legislation.

Workplace Health & Safety

Ensure Health and Safety information is provided to the broader community as required. While at work, a worker must:

- Take reasonable care for his or her own health and safety.
- Take reasonable care that his or her acts or omissions do not adversely affect the health and safety of other people.
- 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.
- 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.
- Avoid, eliminate or minimize hazards within your control, and immediately report.
- Attend and actively participate in training programs provided in the interests of Health and Safety.
- Ensure accidents and near misses are reported as soon as reasonably practicable; and
- Ensure assessment and control of risk is managed in accordance with Council's Risk Management Framework.
- Complete Council's induction requirements

Record Management

Sorell Council uses a record management system, TARDIS (Total Administrative Record and Document Information System). All Council documents and records are a State legislated record controlled by the Tasmanian Archive & Heritage Office and are therefore required to be retained either on a temporary or permanent basis. All employees of Council are required to use the TARDIS system to retain records and documents relating to Council business as part of their employment.

Key Selection Criteria

Essential:

- Demonstrated ability to actively lead a team and work collaboratively with other workgroups and the Manager - Roads & Stormwater.
- Sound understanding of the functions within the stormwater workgroup and the ability to work independently, utilising initiative to resolve issues and improvements;
- Experience in undertaking and reporting on inspections of stormwater infrastructure maintenance and repair issues;
- Ability to manage the performance of plant and associated crew for the effective and efficient delivery of the stormwater maintenance program;
- Demonstrated experience supervising the maintenance and improvement of parks, reserves and public open spaces;
- Commitment to leading a strong WHS culture and experience in the practical implementation of WHS systems and environmental legislative requirements.

Desirable:

- Experience in a local government environment;
- Experience in a computerised works management system.

Authorisation

I hereby agree that this position description accurately reflects the work requirements.

Manager name

Manager signature

Date

Employee name

Employee signature

Date

GM Name

GM Signature

Date