



**REGIONAL
AUSTRALIA**
at its best!

Vacant Position

Supervisor
Gravel Maintenance and Assets

www.grc.qld.gov.au

Develop your career with Goondiwindi Regional Council, an innovative employer that listens, respects and values your contribution. We are proud of our communities and the key role you can play in making our region a great place to live and work. Council's commitment to high quality services means that we need talented, committed people - we need you!

Don't let this fantastic opportunity pass you by! Join our team now and enjoy the following benefits:-

Great work/life balance-

Enjoy quality time with a 19 day month (RDO)

Salary packaging available -

Restructure our salary to work for you to pay for everyday living expenses such as Motor Vehicles, Remote Area Housing (Rent), Superannuation.

Job security in a local government position

Feel secure working for an organisation who believes in strong foundations of respect, balance, communication, teamwork, accountability and leadership.

Access to free Employee Assistance Program & confidential counselling.

Reach out to someone confidentially if you are experiencing any concerns or problems.

Your application must consist of the following information:

CHECKLIST

✓ **Covering Letter** addressing:-

- ▶ Qualifications
- ▶ Knowledge, Skills and Expertise

✓ Copy of current **Resume**

It is preferred applications are submitted online at:

<https://careers.grc.qld.gov.au>

If you are unable to submit application online, alternate options are:-

<p>Email to: Attention: Human Resources mail@grc.qld.gov.au</p>	<p>Personally deliver to: Attention: Human Resources Customer Service Centres in Goondiwindi, Inglewood or Texas.</p>	<p>Post to: Attention: Debbie Elliott Mr Carl Manton Chief Executive Officer Goondiwindi Regional Council Locked Mail Bag 7 Inglewood Qld 4387</p>
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I look forward to receiving your application.

Debbie Elliott
Human Resources Officer

GENERAL CONDITIONS OF EMPLOYMENT

APPLICATIONS:	It is preferred that applications be submitted online at: https://careers.grc.qld.gov.au
POSITION:	Supervisor, Gravel Maintenance and Assets
POSITION STATUS:	Full Time Permanent
LOCATION:	Inglewood
AWARD:	Queensland Local Government Industry Award - State 2017
CLASSIFICATION:	Level 3 Step 1 to Level 3 Step 4
SALARY:	Between \$68,457.77 p.a. (\$34.64 p/hr) to \$72,647.84 p.a. (\$36.76 p/hr) Level on appointment will be dependent on knowledge, skills and qualifications. (Under 21 years - Junior rates apply).
LEAVE:	Four (4) weeks annual leave, 15 days personal leave, monthly Rostered Days Off (RDO). Annual Leave Loading applies.
WORK PATTERN:	Your ordinary hours of work will be 38 hours per week, worked Monday to Friday. A 19 day month, rostered day off system applies. Participation in an after-hours and weekend rotational on-call roster is also a requirement of this position.
CONDITIONS OF EMPLOYMENT:	Commitment to Council's policies, procedures, Enterprise Bargaining Agreement and other legislative requirements in relation to Council's Code of Conduct and Anti-Discrimination and Workplace Health and Safety.
SUPERANNUATION:	Contributions to superannuation are available on appointment at the appointee's election, or compulsory on completion of twelve (12) months service. Contributions: Employee at 6% of salary, Superannuation Guarantee at 10.5% and Council additional contribution at 1.5%. If you choose not to contribute towards superannuation within the first twelve (12) months of service; Superannuation Guarantee will be at 10.5% of your salary.
PROBATION PERIOD:	A six (6) month probationary period will apply to the successful candidate.
UNIFORMS:	All external employees are required to wear the protective clothing as provided by Council from the date of commencement of employment.
CLOSING DATE:	Tuesday, 3 January, 2023.

POSITION DESCRIPTION

POSITION REQUIREMENTS:

EXPERIENCE / QUALIFICATIONS
<ul style="list-style-type: none"> • Qualifications in Engineering, Asset Management and/or such other qualifications or experience that would be advantageous in carrying out the duties of Supervisor, Gravel Maintenance and Assets.
<ul style="list-style-type: none"> • A current and valid Queensland Class "C" Driver's license essential;
<ul style="list-style-type: none"> • Current White/Blue Construction Safety Induction Card - essential
<ul style="list-style-type: none"> • Current Traffic Control Ticket desirable;
<ul style="list-style-type: none"> • Competent Grader Operator desirable;
<ul style="list-style-type: none"> • Tickets for various plant and equipment desirable;
<ul style="list-style-type: none"> • First Aid Certificate desirable.

KNOWLEDGE, SKILLS AND ABILITIES
<ul style="list-style-type: none"> • Knowledge and experience in Engineering or Road Construction/Maintenance desirable;
<ul style="list-style-type: none"> • Proven broad knowledge and experience in the use and application of computerised techniques for project and asset information management desirable;
<ul style="list-style-type: none"> • Demonstrated personnel management skills to fulfil objectives.
<ul style="list-style-type: none"> • Demonstrated knowledge of Roadworks signage and responsibilities.
<ul style="list-style-type: none"> • The ability to be able to conduct asset management inspections.
<ul style="list-style-type: none"> • The skill to be able to carry out asset condition monitoring and rating as required.
<ul style="list-style-type: none"> • The ability to work with minimal supervision.
<ul style="list-style-type: none"> • Demonstrated ability to complete all necessary paperwork associated with Council's construction and maintenance activities.
<ul style="list-style-type: none"> • Demonstrated ability to manage projects to ensure that cost constraints are being met, while still maintaining quality expectations.
<ul style="list-style-type: none"> • Experience in the control and reporting on finances, ensuring that the financial resources allocated are used in the most cost effective manner and are within budget allocation.
<ul style="list-style-type: none"> • Well developed communication skills with the ability to collaborate with members of the public and Council officers of all levels through liaison, negotiation and consultation.
<ul style="list-style-type: none"> • Demonstrated ability to proactively and professionally represent the interests of Council.
<ul style="list-style-type: none"> • Sound knowledge of plant operations, maintenance and capabilities.
<ul style="list-style-type: none"> • Up to date knowledge of road construction and maintenance materials, techniques and approaches to lead and direct a team in the various work programs.
<ul style="list-style-type: none"> • Sound knowledge of materials used on maintenance and construction works.
<ul style="list-style-type: none"> • Sound knowledge of Quality Assurance procedures and practices.
<ul style="list-style-type: none"> • Knowledge and awareness of environmental issues associated with road maintenance activities.
<ul style="list-style-type: none"> • Knowledge and awareness of Council's policies and procedures.

KNOWLEDGE, SKILLS AND ABILITIES

- Sufficient skills to ensure that all vehicles, plant and equipment are regularly maintained and kept in good condition.
- Sufficient computer skills to fulfil the position responsibilities.
- Sufficient numeracy and literacy skills to interpret construction plans, undertake levelling and calculations required to complete the works expectations.

KEY RESULT AREAS	KEY ACCOUNTABILITIES
	<p>The key responsibilities may be modified from time to time to ensure that outcomes are coordinated within Council's Operational and Corporate Plans. Duties of the position are flexible and subject to review. Without limiting the above, the key responsibilities of the position holder shall include:</p>
	To carry out gravel road and other infrastructure maintenance activities as required and as directed.
	To manage employees effectively to achieve the objectives of the position; and
	To promote and ensure safe and efficient operation of all plant and equipment on road construction and maintenance works.
	To be responsible for ensuring road maintenance activities in areas of responsibility are carried out in an effective and efficient manner;
	To be responsible for the day to day control and management of Council's maintenance grader crews as required;
	To be responsible for programming gravel roads and other infrastructure maintenance activities in accordance with relevant contractual requirements;
	To be responsible for monitoring, coordination and actioning of all unsealed road storm and flood damage issues across the Inglewood/Texas district;
	To be responsible for undertaking road inspections and logging of defects on roads in areas of responsibility;
	To assist the District Engineer, Inglewood in addressing and actioning routine customer requests etc;
	To be responsible for carrying out the annual gravel roads resheeting program on roads in areas of responsibility;
	Monitor and control budgets and specific work activity costs in areas of responsibility;
	Responsible for the management and operation of gravel pits in areas of responsibility;

	Responsible for the construction of minor works on gravel roads and other infrastructure as required by the District Engineer, Inglewood.
	To ensure the availability of all vehicles, plant and equipment, all materials and to manage the team to ensure a productive working environment.
	To ensure timesheets are being completed daily and a detailed record of work carried out is recorded daily on work sheets.
	Keep daily diary of work activities and issues, and liaise and communicate with staff regarding work activities, daily programs etc
	Ensure that correct signage is used in accordance with current regulations.
	Ensure that required quantity of work is achieved on a daily basis and that the quality of work is satisfactory.
	Complete works orders as required.
	Obtain quotations and generate orders in accordance with Council's Purchasing Policy.
	Verify the receipt of ordered materials, goods and services, to indicate any variances and assist in ensuring that only received goods and services are paid for.
	Ensure that materials, plant and equipment on finished jobs are recorded and returned to the stores and depot.
	Ensure that fuel deliveries and issues, fuel orders and the completion of all records and registers in this regard are being done as prescribed.
	Monitor expenditure in areas of responsibility to ensure compliance with budget, and to advise District Engineer, Inglewood of variances.
	Prepare and provide estimates of cost for private works, as required.
	Provide written status reports of all works as required.
	Attend regular Supervisor meetings.
	Any other duties as directed by the District Engineer, Inglewood, Manager Works or the Director of Engineering.
	To recognise and value the importance of our customers and to deliver excellence in services provided to both our external and internal customers
	To contribute to a work environment that values the contributions made by staff, that is healthy and safe, free of discrimination and which seeks to attract and retain quality staff

Records Management	Manage all corporate documents (both created and received) in accordance with relevant Records Management policies, procedures and legislation
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WORKPLACE HEALTH & SAFETY OBLIGATIONS	
All employees have a legal obligation to comply with statutory and council's WH&S Management System – SAFE PLAN, WH&S policies, procedures and work instructions. These are introduced to ensure the health and safety of employees, contractors, visitors, volunteers, the public and the environment. Responsibilities include:	
	<ul style="list-style-type: none"> • Being aware of the council's WH&S Management System – SAFE PLAN the WH&S Management Plan and MAPs.
	<ul style="list-style-type: none"> • Performing all work and associated functions in a safe manner.
	<ul style="list-style-type: none"> • Complying with all documented WH&S policies, procedures, work instruction and verbal instructions issued by the organisation or its officers.
	<ul style="list-style-type: none"> • Correctly using and maintaining all personal protective clothing and equipment supplied by the organisation.
	<ul style="list-style-type: none"> • Identifying hazards, conducting risk assessments, and taking corrective action to eliminate hazards where possible in the workplace, and / or to report hazards and risks in accordance with WH&S procedures.
	<ul style="list-style-type: none"> • Establishing and maintaining a high standard of housekeeping and cleanliness within individual work areas and on council property generally.
	<ul style="list-style-type: none"> • Reporting and assisting with the investigation of all incidents in the workplace, including minor injuries, near misses and property damage.
	<ul style="list-style-type: none"> • Attending any toolbox, team talks or specific training supplied by council.
	<ul style="list-style-type: none"> • Being familiar with the location of first aid treatment centres, fire protection facilities and evacuation procedures.
	<ul style="list-style-type: none"> • Working in a manner that will not endanger themselves, other employees or the public.
	<ul style="list-style-type: none"> • Report any concerns for WH&S to your Supervisor.

RECRUITMENT AND SELECTION PROCESS

This guide has been designed to help you understand Goondiwindi Regional Council's selection process.

Council is an equal opportunity employer and selections are based on merit and equity. Council's objective is to appoint the most suitable person to the position, taking into account the nature of the duties, the abilities, qualifications, experience, standard of work performance and personal qualities of the applicants having regard to the Local Government Act, and other relevant legislation.

Selection is based on the assessment of each applicant in relation to their qualifications, skills, experience and the selection criteria (where applicable) provided for the advertised vacancy.

STEP 1

1. Vacancy Advertised
2. Obtain an Application Kit
3. Applications received

STEP 2

4. Selection Panel Formed
5. Applicants short-listed
6. Candidates notified & interviewed
7. Interview assessment
8. Reference checks
9. Pre employment medical maybe required
10. Recommendation of appointment.

STEP 3

11. Unsuccessful applicants notified
12. Position offered to successful candidate
13. Induction Process

APPLICATIONS

Your application needs to be addressed to the Chief Executive Officer and should contain the following: -

- A brief covering letter – identifying your interest in the position.
- Provide brief details of how your skills, abilities, knowledge, experience and qualifications fulfil the requirements of the position.
- Your resume – this document should include your personal contact details along with a summary of your education, work experience detailing where you have worked, positions held, period of employment and brief details of duties performed.
- Referees – provide names, position titles and telephone numbers of at least two business referees. One of these referees should be your current employer or most recent supervisor.

Applications must be received by the closing date specified above. Late applications will only be considered if prior arrangements have been made with Council.

At interviews, you will be asked a set of either behavioural or situational questions by the panel. Behavioural questions ask how you have handled certain situations in the past and situational questions focus on how you would handle a particular aspect of the position.

These questions will have been developed by the selection panel to assess how well you match the position.

REFERENCE CHECKS

The selection panel will conduct reference checks on applicants with the strongest overall performances at the interviews.

NOTIFICATION OF APPOINTMENT

The interview panel will confirm their decision as soon as practicable. Once the decision has been authorised a verbal offer will be made to the successful applicant. Upon acceptance of the verbal offer, a formal offer of employment will be forwarded to the successful applicant stating the terms and conditions of the position. Acknowledgement of these terms and conditions will be required by signing the letter of offer and returning same to Council along with commencement documentation.

All other applicants will then be notified of the decision.