

Position Description

Position Title:	Road Maintenance Supervisor - RMPC
Award:	Queensland Local Government Industry (Stream A) Award - State 2017
Section:	Administration, Clerical, Technical, Professional Community Service, Supervisory and Managerial Services
Classification:	Level 6 to Level 7, dependent on skills, qualifications and experience
Employment Type:	Full time
Department:	Engineering
Reports to:	Civil Works Coordinator
Direct Reports:	RMPC road maintenance crew, plant operators, labourers, leading hands, apprentices, trainees and contractors as assigned

POSITION OBJECTIVE

The Road Maintenance Supervisor - RMPC is responsible for supervising delivery of road maintenance activities associated with Council Road Maintenance Performance Contract with the Department of Transport and Main Roads.

The position coordinates inspections, defect response, routine maintenance, emergency works, contractor activities, crew supervision, traffic management and records required to support Council contractual obligations for State-controlled roads.

The role works closely with the Civil Works Coordinator and Project Management team to ensure RMPC requirements are delivered safely, efficiently and in accordance with TMR standards, response times, reporting requirements and approved work programs.

The position requires sound road maintenance knowledge, field leadership, accurate record keeping, customer service and a strong commitment to WHS and contractual compliance.

KEY POSITION RESPONSIBILITIES

RMPC Contract Delivery

- Coordinate day-to-day delivery of RMPC inspection, maintenance and defect response activities.
- Ensure works comply with TMR requirements, RMPC obligations, intervention levels, response times and relevant technical standards.
- Maintain accurate defect logs, inspection records, work records and supporting documentation.
- Participate in TMR inspections, audits, joint assessments and meetings as required.
- Escalate significant contractual, safety or network risks to the Civil Works Coordinator.

State-Controlled Road Maintenance

- Supervise routine and reactive maintenance on State-controlled roads.
- Coordinate pavement repairs, shoulders, drainage, signage, guideposts, vegetation, roadside furniture and minor concrete repairs associated with RMPC works.
- Respond to emergency call-outs, road hazards, weather impacts and urgent defects.

- Coordinate road closures and traffic management requirements where required.

Crew and Contractor Supervision

- Lead and supervise RMPC field crews and assigned contractors.
- Allocate daily tasks, plant, materials and equipment to meet response requirements.
- Monitor productivity, work quality, conduct and safety compliance.
- Provide on-the-job guidance, coaching and training to crew members, apprentices and trainees.
- Ensure contractors comply with Council and TMR safety, quality and documentation requirements.

Records, Claims and Reporting

- Maintain accurate records of labour, plant, materials, locations, photographs, traffic management, safety documentation and job costing information.
- Ensure timesheets, job costing codes and work records are completed accurately and submitted on time.
- Provide documentation to support RMPC claims, reporting, audits and maintenance histories.
- Assist with preparation of monthly or periodic RMPC performance information as required.

Plant, Equipment and Materials

- Ensure plant and equipment is allocated to competent, licensed and trained operators.
- Ensure daily pre-start checks are completed and plant defects are reported to the Workshop.
- Coordinate materials and equipment required for RMPC response and routine maintenance works.
- Monitor material use, waste and resource requirements.

Customer Service, WHS and Emergency Response

- Respond professionally to road user, landholder and community enquiries relating to State-controlled road maintenance.
- Implement traffic management and site safety controls for RMPC works.
- Report hazards, incidents, near misses and unsafe conditions in accordance with Council procedures.
- Participate in after-hours response and emergency arrangements as required.

SELECTION CRITERIA

Essential

- Demonstrated experience in road maintenance, civil construction, road construction or similar field-based infrastructure works.
- Demonstrated ability to supervise field crews, plant operators, contractors, apprentices or trainees.
- Sound knowledge of road maintenance practices, defect response, traffic management, plant operations, materials and site safety.
- Ability to understand and apply specifications, contract requirements, work instructions, response times and Council procedures.
- Demonstrated ability to maintain accurate records for contract, claims, job costing and audit purposes.
- Strong customer service, communication and stakeholder liaison skills.
- Current unrestricted C Class drivers licence.
- Current Construction Industry White Card.
- Commitment to uphold Council's Code of Conduct, Workplace Health and Safety and Anti-Discrimination policies.

Desirable

- Current unrestricted HR Class drivers licence, or ability to obtain within a reasonable timeframe.

- Experience delivering RMPC or TMR road maintenance contracts.
 - Experience using Reflect or other road maintenance systems.
 - Traffic Management Implementation or Traffic Controller qualifications.
 - Plant operator tickets and verification of competency for relevant civil plant.
 - First Aid and CPR certificate.
 - Experience working in regional or remote environments.
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KEY PERFORMANCE INDICATORS

RMPC Compliance

- RMPC inspections, defect logs and maintenance records completed accurately and on time.
- Defects and maintenance responses actioned within applicable TMR requirements and agreed response timeframes.
- Contract documentation supports audit, claims and reporting requirements.

Maintenance Delivery

- State-controlled road maintenance works completed safely and to required standards.
- Emergency and urgent defects responded to within required timeframes.
- Resource and plant requirements coordinated effectively.

Crew and Contractor Supervision

- Daily work priorities allocated and monitored effectively.
- Contractors and crew members supervised in accordance with safety, quality and contract requirements.
- Crew training, licences and competencies monitored and maintained.

Records and Job Costing

- Labour, plant, materials, quantities, photographs and job costing information recorded accurately.
- RMPC records submitted within required timeframes.
- Completed works information supports maintenance history and reporting.

Workplace Health and Safety

- Zero serious preventable workplace incidents within area of responsibility.
 - Traffic management, SWMS, risk assessments and site controls implemented where required.
 - Hazards, incidents and near misses reported in accordance with Council procedures.
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CORPORATE RESPONSIBILITIES

General

- Consistently complete allocated tasks to a high standard and within agreed timeframes
- Undertake other tasks up to and including your competency and level
- Actively promote the values of the organisation to staff
- Actively participate in identifying, recommending, developing, and implementing measures through which allocated tasks and responsibilities may be carried out more effectively and efficiently

Administration

- Ensure general administration and records management requirements are being met
- Provide courteous and professional customer service to internal and external customers and conduct all transactions in an ethical and efficient manner
- Contribute positively to a supportive team-based work environment and participate in team meetings and training sessions as required
- Ensure that requests are acted on and reported upon in accordance with Council Policy

- Keep your supervisor/manager appropriately and adequately informed on the current state of activities relevant to your role and to highlight in advance any points likely to influence Council operations or relations with ratepayers and/or the public
- Maintain a personal time management system to ensure deadlines are met; to ensure that other staff of the Council are given due notice and time to comply with deadlines so that their own personal planning is not inconvenienced

Organisational Continuous Improvement & Quality Management

- Willingness and ability to adapt to challenge and opportunities:
 - changing workforce capabilities through multiskilling, succession planning, knowledge management
 - changing technologies and operational procedures by expanding your knowledge of future trends and required competencies
- Willingness and ability to set the example and live the values
- Willingness and ability to advocate a positive and constructive organisational culture
- Willingness to accept responsibility for your own actions and decisions, and to be held accountable for such
- Willingness and ability to integrate the competing demands of work, home, community, and self

Corporate Responsibilities

All employees are bound by the Local Government Act 2009 to act with integrity, and in a way that shows proper concern for the public interest. All employees are responsible for acting in accordance with the Flinders Shire Council Code of Conduct and other relevant policies, procedures and protocols as may be applicable to the role.

Work Health & Safety

All workers have a duty to familiarise themselves with and comply with statutory and Flinders Shire Council Work Health and Safety (WH&S) requirements, including the WH&S Management System, and WH&S Policies, Procedures, and work instructions.

In fulfilling this duty, workers are to:

- 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 persons.
- Comply, so far as the worker is reasonably able, with any reasonable instruction that is given by the person in control of the business or undertaking (PCBU) to allow the person to comply with the Work Health and Safety Act 2011 (e.g. wearing of Personal Protective Equipment as instructed).
- Cooperate with any reasonable Policy or Procedure of the PCBU relating to health or safety at the workplace that has been notified to workers (e.g. reporting of incidents).
- Participate in the consultation and communication processes as prescribed in the Consultation, Cooperation and Coordination Code of Practice 2021.

Other Requirements

- This position operates from Council's Works Depot Office in Hughenden. However, there is a requirement to travel within the Local Government Area and work outside of standard business hours to meet the requirements of the role.
- Travel (including outside of normal hours) to attend training may be required
- The incumbent must be:
 - prepared to work flexible hours to meet the requirements of the position.
 - willing to obtain a 'Suitability Card' to enable the incumbent to work with or supervise people less than eighteen (18) years of age if required.
 - medically fit and physically capable to meet requirements of the position.
 - Prepared, if required, to undertake a medical assessment by Council's medical practitioner; and
 - Prepared, if required, for Council to undertake a Criminal History Check

ORGANISATIONAL RELATIONSHIPS AND DELEGATIONS

Internal: Civil Works Coordinator, Operations Manager, Director of Engineering, Road Construction Supervisors, Road Maintenance Supervisor - Shire Roads, Concrete Supervisor, Project Engineer, Civil Engineer, Asset Management Coordinator, Procurement and Contracts Officer, Workshop Operations Coordinator, Engineering Officer and other Council employees as required.

External: Contractors, suppliers, consultants, Department of Transport and Main Roads, utility providers, landholders, road users, community members and members of the public as required.

Delegations: The Road Maintenance Supervisor - RMPC works under general direction and exercises delegated authority in accordance with Council's Delegations Register, Procurement Policy, RMPC requirements and relevant procedures.

POSITION DESCRIPTION AUTHORISATION

Position Descriptions cannot provide a definitive list of duties and responsibilities. This position description is subject to change from time to time as Flinders Shire Council may be developed or restructured. Any such reorganisation of duties shall be the subject of discussion with the position incumbent.

Approved: Misenka Duong, Director of Engineering

Signature: _____ **Date:** _____

ACKNOWLEDGEMENT

I accept the above Position Description and acknowledge that it may require amending or updating periodically due to changes in responsibilities or organisational requirements.

Employee Name: _____

Signature: _____ **Date:** _____