

Position description

Title:	Supervisor Roads & Drainage	Position Number	4097
Classification:	Level 5		
Hub:	Community	Program Area:	Civil Infrastructure
Reports to:	Senior Coordinator Civil Infrastructure		
Direct Reports:	Leading Hand Roads and Drainage, Senior Civil Labourers (Roads & Drainage), Civil Labourers (Roads & Drainage), Assistant Civil Labourers (Roads & Drainage)		

Our vision and mission

Darwin 2030 – City for People. City of Colour.

We will work with the community and partners, provide leadership and deliver services that create opportunities to enhance the economic, cultural and environmental sustainability of Darwin.

Our strategic directions

- A capital city with best practice and sustainable infrastructure
- A safe, livable and healthy city
- A cool, clean and green city
- A smart and prosperous city
- A vibrant and creative city

Organisation operating model

City of Darwin's organisational operating model is an agile high -performance operating model based on supporting collaboration, improving speed of delivery of strategic outcomes, and growing innovation. The model consists of four operating hubs, the Office of the Lord Mayor and CEO, Community, Corporate and Innovation, and incorporates:

- an agile organisational structure,
- high-performance culture,
- enterprise leadership,
- psychological safe working environment, and
- high collaboration and communication.



Position objective

This position is required to effectively supervise and deliver the civil construction and general maintenance roads and drainage works in accordance with proactive asset management plans, recurrent work programs, municipal planning and other ad hoc needs as they arise given the nature of the region. As a member of the operational leadership team this position is expected to lead, guide and manage the roads and drainage team in accordance with our Code of Conduct and other legislative obligations.

Key result areas

Corporate identity



- Promote and embody City of Darwin's Vision and Mission.
- Promote and embody City of Darwin's staff values, CARES (**C**ustomer Service, **A**ccountability, **R**espect, **E**xcellence and **S**olidarity).
- Act in accordance with and abide by the City of Darwin's Code of Conduct.

Service delivery

Operations

- Supervise, program, and coordinate the replacement, upgrading and maintenance of City of Darwin road and drainage infrastructure in accordance with asset management plans and identified needs.
- Provide effective leadership and guidance to the roads and drainage team (and/or support Concrete team in peak times) to ensure works are completed in accordance with schedules and standards required.
- Lead by example and maintain a team culture' in accordance with our values to ensure positive staff engagement, equitable workloads and effective performance.
- Provide clear direction and ongoing workplace coaching and mentoring to leading hands to continue to develop leadership capabilities within the team.
- Oversee and monitor Contractors to ensure works delivered are in accordance with the service agreements, reporting concerns if and when they occur.
- Identify and report on opportunities for improvements to existing operations and/or projects to ensure efficient and effective service delivery is maintained.
- Coordinate periodic assessments / inspection and reporting of Council's roads and drainage assets and infrastructure.
- Maintain sound working relationships and effective communication with all stakeholders including but not limited to:-
 - Internal stakeholders as relevant to the work been performed.
 - Community members in relation to Customer Action Requests Reports (CARRs).
 - Government Agencies, landholders, conservation groups, sporting clubs and users including other organizations implement co-operative works programs.



Administration

- Ensure that leading hands and team members complete and maintain all daily / weekly operational administrative documents as required.
- Complete daily / weekly and monthly administrative duties as required by the section operational protocols.
- Complete and maintain all records associated with staff management such as timesheets, leave, and performance management.
- Monitor and report on budget allocation expenditure and related variances in order to contribute Council's monthly, quarterly, and annual financial reporting.
- Ensure the purchasing of goods and services are completed in accordance with City of Darwin procurement practices.
- Respond to CARR's in a professional and timely manner.
- Maintain records management in accordance with established standards.

Team support (people and capability)

- Work professionally, cooperatively and respectfully with other team members to accomplish joint tasks and build positive working relationships.
- Be flexible and adaptable to working in various work locations throughout the municipality as needed to perform the role effectively.
- Undertake any other duties within the skill and scope of the position or your skill set, as directed.
- Actively participate and contribute to team meetings and other relevant forums, events or organisational meetings as required.
- Proactively engage in performance management processes (ie. probation reviews and annual performance appraisals) as required.

Workplace health and safety

- Ensure your personal health and safety and that of others in the workplace, and report all accidents, incidents and hazards immediately via WHS systems.
- Comply with all CoD Workplace Health and Safety (WHS) policies, procedures, guidance and other-directed requirements.
- Comply with any reasonable directions (such as safe work procedures, wearing personal protective equipment) given by management for health and safety purposes.
- Report all accidents, incidents, near misses and hazards immediately.



Position prerequisites

- Certificate IV in Civil Constructions or equivalent industry relevant experience
- Certificate IV in Leadership and Management and / or equivalent industry relevant supervisory and leadership experience (Minimum 2 years)
- General Construction Industry - White Card
- Class C Drivers Licence
- MR Licence (or ability to obtain within 6 months)

A handwritten signature in blue ink, appearing to be "M S" followed by a long horizontal stroke.

APPROVED BY:

General Manager Community

Date: 19/10/2023

Employee Acknowledgement

I, _____ have read and understood the requirements of the role; responsibilities and accountabilities as outlined within this Position Description. I understand that I am also responsible for complying with Council's policies & procedures as they relate to my position.

Signed: _____ Date _____



For recruitment purposes only

SELECTION CRITERIA:

- SC 1 Meets the position requirements listed for the position
- SC 2 Understanding, monitoring, controlling and overseeing budgets
- SC 3 Demonstrated experience at leading and motivating staff to enhance outcomes
- SC 4 Well-developed customer service skills, including conflict resolution and problem solving skills
- SC 5 Demonstrated ability to identify and build relationships with internal and external stakeholders
- SC 6 Strong communication skills, including the ability to train staff and develop consensus to drive procedural change
- SC 7 Demonstrated experience in asset management, civil construction and maintenance
- SC 8 Proficient in the use of Microsoft Office applications and GIS systems

