

## Supervisor Operations

### Position Description

<b>Directorate</b>	Projects and Asset Services	<b>Department</b>	Asset Maintenance
<b>Reports To</b>	Asset Maintenance Team Leader	<b>Direct Reports</b>	Yes
<b>Queensland Local Government Industry Award - State 2017 - Stream</b>	Stream A - Division 2, Section 1 - Administrative, clerical, technical, professional, community service, supervisory and managerial services	<b>Moreton Bay Regional Council Certified Agreement 2022 EBA5 Wage Level</b>	Schedule 1, Level 4

### Position Purpose

To plan, coordinate and supervise the activities of assigned teams within council's Projects and Asset Services and Maintenance Operations department, to deliver effective, consistent and cost-efficient services to achieve required outcomes for the Moreton Bay Region.

### Key Responsibilities and Outcomes

- Supervise the day to day operations of assigned teams, to ensure all works are carried out safely and efficiently in a customer services orientated manner.
- Develop the skills of assigned teams to ensure all team members undertake and deliver operational maintenance functions effectively.
- Develop scheduled and unscheduled work programs, including the end to end management of all resources to ensure works are completed in a cost effective and timely manner to councils agreed quality standards.
- Review and assess customer requests relating to maintenance functions within the region and manage accordingly.
- Support management in developing the annual budget, annual plant and equipment request submissions, policies, procedures and guidelines.
- Develop and maintain a level of technical expertise sufficient to develop a range of solutions relating to maintenance issues.
- Manage the performance of engaged subcontractors in the delivery of maintenance projects.

### Our Values

Our values shape the way we behave, how we interact with each other and our customers. They underpin our decision making and are our guiding principles for how we work every day. As a team member you will take individual accountability for demonstrating the values expectations and behaviours in this role.

**SERVICE**
**TEAMWORK**
**INTEGRITY**
**RESPECT**
**SUSTAINABILITY**

<b>Decision Making</b>	
<i>Budget</i>	NIL
<i>Delegations</i>	Delegations under the Local Government Act 2009 and as directed and published in Council's Delegation Register

<b>Knowledge &amp; Experience</b>
<ul style="list-style-type: none"> <li>• Strong experience in leading teams to drive effective service delivery operational maintenance outcomes.</li> <li>• Sound ability to understand risk and governance issues as they apply to the responsibilities in this position.</li> <li>• Solid level of experience in delivering a range of maintenance and construction activities.</li> <li>• Well-developed numeracy, written and verbal communication skills in order to undertake a range of duties relevant to this position.</li> <li>• Well developed people and day to day management skills with demonstrated ability to work within broader teams and drive a positive and well-connected team environment.</li> <li>• Sound experience in undertaking manual tasks in a safe conscious manner.</li> </ul>

<b>Qualifications</b>
<ul style="list-style-type: none"> <li>• Current 'MR' Class Driver's Licence.</li> <li>• Certificate III in Civil Construction, Civil Construction Plant Operations (Civil based) highly desirable.</li> <li>• Diploma of Arboriculture, Horticulture, Landscape Construction or other relevant field (Parks or Parks Technical Services) highly desirable.</li> <li>• Certificate IV in Construction Supervision (Civil) or Cert IV in Conservation and Land Management (Parks) highly desirable.</li> <li>• Construction Induction Card competency that has been used or obtained within the past 2 years.</li> <li>• Traffic Management Implementation or ability to obtain within 3 months of appointment.</li> </ul>

*Note: This position description reflects a summary of the key accountabilities of the position, it is not intended to be an all-inclusive list of duties, steps and tasks. Leaders may direct team members to perform other duties at their discretion.*