



Croydon Shire Council

Croydon Shire Council

Position Description

Position Title	Roads and Civil Supervisor
Department	Infrastructure
Award	Queensland Local Government Industry (Stream A) Award – State 2017
Award Classification	Stream A Division 2, Section 1 - Level 6 plus relevant allowances (depending on qualifications, skills and experience)
Position Type	Full Time - 38 hours per week (9 day fortnight) – 3 Year term
Reports To	Director Infrastructure

Position Objective

The Roads and Civil Supervisor is responsible for the leadership, coordination and management of Council's roads and civil operations. The position is accountable for the delivery of road maintenance and construction programs, workforce supervision, contractor management, plant utilisation, operational planning, budget monitoring and project delivery. The role provides operational advice to the Director Infrastructure and is responsible for ensuring works are delivered safely, efficiently and in accordance with Council's strategic and operational objectives.

Duties and Responsibilities

- Provide day-to-day supervision, leadership and direction to Roads and Civil employees.
- Conduct daily pre-start meetings and toolbox talks to communicate work priorities, safety requirements and operational expectations.
- Develop and maintain employee rosters and workforce allocations to support operational requirements and service delivery priorities.
- Coordinate and oversee the delivery of road maintenance, construction and civil works programs across the Shire.
- Allocate employees, plant and equipment to ensure works are delivered efficiently and in accordance with approved work programs.
- Maintain effective communication between work crews, contractors and the Director Infrastructure regarding operational activities, priorities and issues.
- Attend operational and project meetings and maintain action items, records and follow up activities as required.
- Monitor employee attendance, performance and conduct, and provide guidance, support and feedback as required.



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- Provide leadership and advice on Work Health and Safety matters and actively monitor compliance with Council policies, procedures and legislative requirements, including Safe Work Method Statements (SWMS), Standard Operating Procedures (SOPs), Take 5 assessments, incident reporting, workplace inspections, hazard management and corrective actions.
- Develop employees/trainees through training, mentoring and succession planning initiatives to support workforce capability and operational continuity.
- Monitor and manage operational expenditure within approved budgets and provide recommendations regarding resource allocation, procurement and works programming.
- Prepare and maintain accurate operational records including daily diaries, inspection reports, fuel records, plant utilisation records and project documentation.
- Ensure accurate job coding, timesheet records and cost allocation for labour, plant and project activities.
- Lead by example and promote Council values, professional conduct, safe work practices and best-practice operational standards.
- Prepare operational, project and performance reports for the Director Infrastructure and other stakeholders as required.
- Coordinate contractor activities and monitor contractor performance to ensure compliance with Council standards and project requirements.
- Undertake regular inspections of roads, worksites, plant and operational activities to monitor quality, productivity and compliance outcomes.
- Monitor quarry, pit and stockpile activities and ensure relevant operational records and compliance requirements are maintained.
- Promote a customer service focus and maintain positive relationships with internal and external stakeholders to support effective service delivery outcomes.
- Support the planning and delivery of grant-funded projects, TMR works and capital works programs.
- Assist the Director Infrastructure in the development and delivery of annual roads and civil works programs.
- Participate in the on-call roster and assist with operational responses during emergencies, disaster events and recovery activities.
- Contribute to continuous improvement initiatives that enhance operational efficiency, service delivery and workforce capability.

Plant and Equipment

- Ensure accurate keeping of logs, and tracking of usage of Plant and Equipment, both owned and hired
- Comply and support inspections and ensure accurate WHS records including plant Pre-Starts.
- Ensure accurate booking, logs, and follow-ups of maintenance schedules.

Additionally, this position may be required to conduct other duties as lawfully directed by the reporting Supervisor/ Manager.

Stakeholder engagement

- Establish a reputation for reliance and trust across the spectrum of stakeholders, including management, peers, fellow workers and the general public.



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General

- Ensure punctuality and preparedness at the beginning of shifts. All employees should notify their immediate supervisor within 30 minutes of their start time in the event of an unplanned absence. Tasks allocated to this position shall be performed to a high standard, in accordance with procedural guidelines and timeframes, and with efficient and effective utilisation of resources.
- Establish and maintain effective professional relationships with Managers, Supervisors, Employees and Contractors.
- Maintain a positive team culture based on honesty, trust and integrity.
- Duties shall be conducted in accordance with accepted industry standards, compliance with various legislative requirements, standards and Council policies, procedures and local laws.
- The employee shall show a spirit of cooperation with their supervisors, other employees and the achievement of Council's aims and objectives.
- It is a requirement that all Council employees maintain a current manual "C" class driver's licence at all times where driving forms part of regular work activities.
- Foster and maintain strong public relations with Council's ratepayers, customers and other bodies directly or indirectly associated with Council.

Governance

- Ensure best-practice and compliant Records Management system is adhered to for the secure protection of Corporate Records.
- Contribute to policy, procedure, guideline development across Council ensuring each is up to date.
- Actively seek opportunities to implement change that will contribute to improve efficiency and operations of Council.
- Ensure all corporate documents created or received are registered into the corporate record keeping system (Magiq) in accordance with approved policies and procedures.

Code of Conduct

- Adhere to behaviours, responsibilities, and actions identified within Council's Code of Conduct. Staff not adhering to the Code of Conduct may be subject to disciplinary action.

Work Health and Safety

- Comply with all work health and safety legislation, Council's Work Health and Safety Management System, and Council policies/procedures/work instructions and codes of practice.
- Perform all work and associated functions in a safe manner and identify and report any concerns, near misses, incidents/accidents to your Supervisor and WHS Advisor. Use appropriate protective clothing and equipment.
- Ensure risks are identified and controlled for tasks, projects and activities that pose a health and safety risk within your area of responsibility.
- Mandatory attendance at Toolbox talks and training.



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Selection Criteria

- Relevant qualification or demonstrated experience in civil construction, infrastructure maintenance, road works or a related field.
- Experience in local government or a similar operational environment is desirable.
- Sound knowledge of road construction, maintenance and civil works activities, including work planning and delivery.
- Demonstrated ability to supervise and coordinate employees, contractors, plant and resources to achieve operational outcomes.
- Proficient in Microsoft 365 and other business systems, including the ability to prepare reports, maintain records and communicate effectively.
- Strong organisational and time management skills, with the ability to coordinate multiple tasks and meet operational deadlines.
- Well-developed problem-solving and decision-making skills in a practical operational environment.
- Strong attention to detail and commitment to maintaining accurate records, reporting and compliance requirements.
- Effective communication and interpersonal skills, with the ability to build positive relationships with employees, contractors, stakeholders and community members.
- Demonstrated commitment to teamwork, workplace safety and continuous improvement.

Qualifications / Skills / Experience

- Relevant qualification or demonstrated experience in civil construction, infrastructure maintenance, road construction or a related discipline.
- Minimum three years' experience in the supervision, coordination or delivery of road construction, civil works or infrastructure maintenance activities.
- Experience in planning, coordinating and delivering operational works programs and projects.
- Experience supervising employees, contractors and work crews in a field-based environment.
- Experience in the planning and delivery of road and civil works projects.
- Experience working with budgets, resource allocation, plant utilisation and job costing processes.
- Experience consulting and communicating with employees, contractors, government agencies and community stakeholders.
- Sound computer skills and experience using the Microsoft 365 suite of programs.
- Sound knowledge of Work Health and Safety requirements relevant to roads and civil operations.
- Current Queensland C Class Driver Licence (minimum).

Key Performance Indicators (KPIs)

- Delivery of Roads and Civil works programs in accordance with approved schedules, budgets and operational priorities.



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- Accurate and timely completion of site inspection reports, daily diaries, project records and operational reporting requirements.
- Effective supervision, development and performance of Roads and Civil employees.
- Accurate recording and management of timesheets, labour allocation, job costing and project expenditure.
- Efficient utilisation and management of plant, equipment and resources.
- Contractor activities effectively monitored and managed in accordance with Council requirements.
- Compliance with project specifications, operational procedures and quality standards.
- Accurate maintenance of operational records, asset information and corporate records in accordance with Council requirements.
- Timely preparation of operational, financial and project reports for management and funding bodies as required.
- Positive contribution to continuous improvement, operational efficiency and service delivery outcomes.
- Effective communication and stakeholder engagement with employees, contractors, government agencies and the community.
- Participation in emergency management, disaster response and recovery activities as required.
- Compliant Records Management is adhered to for the secure protection of Corporate Records.
- Active participation in Councils Cybersecurity training and awareness.
- Compliance with Croydon Shire Council's Code of Conduct.
- Contribution to the efficient and productive operation of the Local Government Organisation.
- Performance of work and associated functions in a safe manner.
- Compliance with Croydon Shire Council's Work Health and Safety Management System.

Certification

I have read the position description, and I am aware of the position requirements.

Employee Name: _____

Employee Signature _____ Date ____/____/____

Chief Executive Officer: _____

Chief Executive Officer Signature _____ Date ____/____/____