



Croydon Shire Council

Position Description

Position Title	Infrastructure Supervisor
Department	Infrastructure
Award	Queensland Local Government Industry 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 of Infrastructure

Position Objective

To coordinate and oversee the effective management, maintenance and continuous improvement of Council's infrastructure assets, including buildings, facilities, staff housing, plant and fleet. The Infrastructure Supervisor is responsible for leading operational activities, supporting the delivery of capital works and grant-funded projects, managing contractors and resources, maintaining asset and maintenance systems, and ensuring services are delivered safely, efficiently and in accordance with Council's strategic objectives, legislative requirements and community expectations.

Duties and Responsibilities

- Act as the first point of contact for all facilities and fleet queries and requests.
- Coordinate the allocation of the Council's fleet vehicles.
- Schedule and coordinate repairs and maintenance of Council buildings and facilities, housing properties.
- Schedule and coordinate repairs and maintenance of heavy plants machinery and fleet vehicles.
- Schedule and coordinate cleaning of Council's public and internal facilities.
- Create and maintain maintenance registers to ensure accurate records are tracked and properties are at the correct standard.
- Create and maintain asset registers to ensure accurate records are kept and full life costs can be ascertained.
- Provide timely and effective responses to maintenance or work requests.
- Obtain quotes and raise purchase requisitions for required maintenance and repairs.
- Maintain stakeholder relationships with external contractors and vendors.
- Conduct inspections of all Council buildings and Facilities.
- Support the Director in preparation of reporting activities, to both internal and external stakeholders.
- Undertaking general administration duties, as directed by manager.



Capital Works and Project Management

- Assist the Director of Infrastructure in the planning, design and delivery of engineering and capital works projects.
- Support grant project management including milestone tracking and stakeholder reporting.
- Control and coordinate the works program within budgetary constraints.
- Lead teams on moderately complex technical projects, supervising contractors and outside workforce as required.
- Identify and implement opportunities to improve operational efficiency across Council.
- Participate in on-call roster including afterhours and weekends.

Budget, Reporting and Administration

- Participate in annual budget preparation, estimating and works programming
- Prepare reports for Council, funding bodies and other stakeholders
- Complete timesheets, maintenance records and other administrative functions accurately and on time
- Ensure all corporate records are maintained in Council's Records Management System in accordance with approved policies

Stakeholder engagement

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

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, Councils 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.

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 Directors, Managers, Supervisors, Employees and Contractors.
- Maintain a positive team culture based on honesty, trust and integrity.
- Duties shall be carried out 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.
- Provide consistent and excellent customer service to all stakeholders.

Governance

- Ensure best-practice and compliant Records Management system is adhered to for the secure protection of Corporate Records.
- Ensure accurate cost tracking and reporting
- Contribute to policy, procedure, guideline development across Council ensuring each is up to date.

Qualifications / Skills / Experience

- Relevant trade, engineering or technical qualification, or substantial equivalent experience
- Whilst not mandatory, experience in mechanical operations and/or Local Government infrastructure maintenance is desirable
- Proven supervisory and team leadership experience
- Strong project delivery and contractor management skills
- Financial and budgeting capability
- Knowledge of relevant legislation (water, WHS, local government)
- High level communication and stakeholder engagement skills
- Current C Class Driver's Licence

Key Performance Indicators (KPI's)

- Quality of work performed
- Capital and grant projects delivered on time and within budget
- Workforce supervised, mentored, rostered and performing effectively
- Asset registers routinely updated and refined for accurate usable data sets
- Project and department reporting completed within required timeframes
- Customer requests documented and resolved appropriately
- Active participation in WHS and Cybersecurity training
- Compliance with Code of Conduct and Council policies
- Records Management maintained in accordance with Council procedures

Selection Criteria

- Qualifications and experience in a discipline relevant to the position.
- Proven ability to lead and mentor teams in a hands-on environment
- Strong project management, planning and budgeting and problem-solving skills
- Experience in Local Government (preferred, not essential)
- Commitment to WHS, continuous improvement and community outcomes



Certification

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

Employee Name:

Employee Signature _____ Date ____/____/____

Chief Executive Officer: Jacqui Cresswell

Chief Executive Officer Signature _____ Date ____/____/____