

Job Title & Position Number: Site Supervisor (Ref: 1339)

Level: 7/8

Line Manager: Senior Project Manager

Direct Reports: Nil

Location: Civic Centre / Work Sites

Date Reviewed: September 2022

1. Job Purpose

This position will provide technical support and effective supervision of the delivery of the City's capital works and renewals program through a combination of wet hire and contract services. This position will ensure that contracts are efficiently managed, and all projects are delivered according to design, and within the agreed programs and budget constraints and in compliance with all relevant state and federal regulations, City policies, procedures and relevant Australian standards.

2. Organisational Context

The position of Project Supervisor is part of the Project Delivery & Engineering branch within the Infrastructure Services Department. In total, four (4) branches report to the Infrastructure Services Director. Other branches include Fleet Services, Climate, Environment & Waste and Maintenance Operations.

3. Key Accountabilities

- Carry out the direction of the Senior Project Manager and/or the Manager Project Delivery as required.
- Supervise the delivery of the nominated capital works and renewals projects through provision of effective site and contract management.
- Assist with the development, maintenance and implementation of procedures for the effective supervision of works and management of contracts.
- Undertake direct construction management of projects using sub-contractors, City staff, City plant and equipment and/or wet hire plant and equipment as required ensuring that works are undertaken to the required standard and that procedures are being complied with.
- Attend and participate in weekly site meetings with contractors, review and report on progress of works.

- Provide onsite supervision of specialist consultants and works contractors.
- Ensure that all projects are delivered to specified function, scope, quality, safety, budget and programme in accordance with the terms and conditions of project agreements, and contracts entered into for the construction and delivery of projects.
- Assist with the maintenance of detailed works programs for each project, review regularly and report significant variations.
- Foster and maintain partnerships with contractors and utility providers to facilitate best practice provision of buildings, infrastructure and services.
- Provide guidance in the application of statutory requirements, laws, frameworks and Australian Standards relevant to the provision of civil infrastructure and building projects.
- Identify opportunities for expenditure reduction initiatives where possible.
- Ensure the delivery of risk management assessments and appropriate WHS standards are implemented and maintained across all projects at all times.
- Assist with tender processes of projects, tenders assessment and the engagement of contractors in accordance with the City's Tendering and Contract Management policies and procedures.
- Provide feedback on the performance of contractors at the completion of projects.
- Manage the delivery of the contracts ensuring that variations are minimised, contractors deliver the contracted scope of works and claims are assessed and approved.
- Undertake other relevant duties as directed, consistent with skills, competence and training.

4. Corporate Accountabilities

- **Human Resource Management & Leadership** – Participates in performance management processes; participates in L&D activities including induction, recruitment, and succession planning.
- **WHS** – Ensure duty of care compliance with WHS legislation and follow all health, safety and injury management processes appropriately, including the reporting of injuries, incidents, damage events and near misses.
- **Ethical Behaviour** – Demonstrates a positive commitment and compliance with all relevant legislation, including but not limited to workplace discrimination, harassment, victimisation, bullying, fraud and corruption while ensuring compliance with the City's Code of Conduct and all City policies.

- **Records Management** - Ensures all documents are recorded in accordance with the City's Record Keeping Plan and policies and procedures. Ensures confidentiality is maintained at all times.
- **Budgets** – Manage the operational budget to ensure that expenses are controlled and monitored accurately. Report on budgetary deviations and develop strategies to enable forward planning as required.
- **Strategic Vision** - Articulates a clear picture of the future direction of the team and describes how current decisions will impact the ability to achieve this. Creates realistic schedules and assesses opportunities and problems to assist in achieving the City's strategic objectives as required.
- **Values** - create a positive working environment while upholding the City's STARS:

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| <p>SERVICE</p> <ul style="list-style-type: none"> • <i>We will make customers the focus of everything we do.</i> • <i>Our service will be fair, flexible, innovative and reliable.</i> • <i>We will show genuine concern for customers.</i> |
| <p>TRUST</p> <ul style="list-style-type: none"> • <i>We will trust the foundation of all relationships.</i> • <i>We will rely and depend on each other.</i> • <i>Our communications will be open and genuine.</i> |
| <p>ACCOUNTABILITY</p> <ul style="list-style-type: none"> • <i>We will honour our commitments.</i> • <i>We will take responsibility for our own actions.</i> • <i>We won't blame others.</i> • <i>We will hold each other accountable for our actions and behaviours.</i> |
| <p>RESPECT</p> <ul style="list-style-type: none"> • <i>We will treat others like we would like to be treated.</i> • <i>We will listen before we talk.</i> • <i>We will seek and value the contributions of others.</i> |
| <p>SOLIDARITY</p> <ul style="list-style-type: none"> • <i>We will be united in our decisions.</i> • <i>We will be united in our actions.</i> • <i>Our strengths will come from interdependence.</i> |

5. Selection Criteria

All criteria essential unless otherwise stated.

Qualifications and Experience

- Nationally recognised qualification in Civil Construction or Building and significant relevant experience
- Site Supervisor Course and proven experience in supervising personnel

- Possession of, or willingness to work towards, minimum management qualification of Diploma of Leadership and Management
- C Class Driver's Licence
- Construction white card
- Extensive experience in the supervision of maintenance, civil and/or building construction projects
- Demonstrated experience in supervising multiple worksites at any one time including works supervision, monitoring progress and reading/understanding construction plans and specifications

Knowledge and Skills

- Comprehensive knowledge of statutory requirements, laws, frameworks and Australian Standards relevant to the delivery of infrastructure projects
- Comprehensive knowledge of construction industry materials, procedures and processes for delivering a variety of projects to scope, quality, programme and specification
- Comprehensive knowledge of work health and safety practices in the construction industry
- Comprehensive knowledge of statutory acts, policies and legislations pertaining to delivery of infrastructure projects
- Demonstrated skills in the ability to foster and maintain partnerships and networks to facilitate the best practice provision of infrastructure
- Demonstrated ability to communicate and provide advice, instruction/guidance, both verbally and written via all standard forms of business communication
- Demonstrated skills in conflict resolution, problem solving and negotiation
- Demonstrated values of service, trust, accountability, respect and solidarity and a commitment to quality and continuous improvement principles