



Position Vacant – RMPC Supervisor

For full details and requirements of the role – Please refer to the Position Description

BENEFITS AND CONDITIONS

Employment will be in accordance with the Local Government Industry (Stream A) Award State – 2017 and Balonne Shire Council Certified Agreement

- Prior to appointment, the chosen applicant will need to successfully complete a Pre-Employment Medical Examination and a Criminal History check
- Salary cash component – Level 4 - \$72,951 - \$77,220 per annum.
- Permanent full time with a 9 day fortnight
- 5 weeks Annual Leave with 17.5% loading per annum
- 15 days Sick Leave per annum.
- Council offers employees the ability to salary sacrifice some expenses such as rent through a salary packaging arrangement
- Weekend and after hours work may be required at times
- Balonne Shire Council is an equal employment opportunity employer and offers a smoke free working environment
- Superannuation – Guarantee Levy (11%) applicable on commencement of employment. Contributions at the rate of 6% (employee) & 13% (employer) are compulsory after 12 months employment. Personal contributions are able to be salary sacrificed
- Any other terms and conditions may be negotiated with the successful applicant

HOW TO APPLY

All applications must include:

- A completed Application for Employment Form
- Cover letter
- Resume
- Responses to the selection criteria – found under Position Requirements in the Position Description

Applications may be submitted via email, hand delivered or post as follows:

Email: recruitment@balonne.qld.gov.au

Hand delivered: 118 Victoria Street, St George QLD

Post: PO Box 201, St George QLD 4487

Please quote Council reference – 23-24-063

For further enquiries regarding this vacancy and associated selection process, please contact Mr Atem Jok on 07 4620 8898.

Note: All information submitted by an applicant for this role is subject to the Right to Information Act 2009. As a result, information submitted by all applicants may be released under the Act if requested.

APPLICATIONS CLOSE – 5pm, Sunday 14th July 2024

Matthew Magin
CHIEF EXECUTIVE OFFICER

Position Description – RMPC Supervisor



| POSITION DETAILS | |
|---------------------|-------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|
| DEPARTMENT: | Infrastructure Services |
| POSITION: | RMPC Supervisor |
| REPORTS TO: | Manager Roads Construction and Maintenance |
| DIRECT REPORTS: | RMPC Crew |
| PRINCIPAL LOCATION: | 193-199 Grey Street, St George Depot. |
| EMPLOYMENT BASIS: | Permanent – Full Time |
| POSITION PURPOSE: | <p>The RMPC Supervisor is responsible for Councils RMPC section, managing the Road Maintenance Performance Contract (RMPC) between Council and the Department of Transport & Main Roads (DTMR). The position also manages contract and construction works when required.</p> <p>Assignment of work to the RMPC crews is the responsibility of the RMPC Supervisor, in consultation with the Manager Roads Construction and Maintenance as determined by operational requirements.</p> |

| POSITION REQUIREMENTS (section criteria) | | |
|------------------------------------------|----------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|--------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|
| TYPE | ESSENTIAL | DESIRABLE |
| QUALIFICATIONS | <ol style="list-style-type: none"> Cert III Civil Construction White Card - General Safety Induction Current C Class Driver's License | <ol style="list-style-type: none"> Cert IV Civil Construction Traffic Control and Traffic Management Cert IV Frontline Management or Leadership & Management MR Driver's License |
| SKILLS | <ol style="list-style-type: none"> Contract Administration Staff Management Stakeholder engagement Proficiency in using the Microsoft Office suite Ability to interpret and apply policies, procedures and legislative requirements | |
| EXPERIENCE | <ol style="list-style-type: none"> Managing and Administering a RMPC Contract Managing an outdoor workforce engaged in delivering construction and maintenance services. Managing road maintenance projects and programs | <ol style="list-style-type: none"> Experience in a Local Government Authority |

| IMMUNISATION REQUIREMENTS | | | |
|------------------------------------------------------------------------------------------------------------------------------------|-------------------------------------------------|-------------------------------------------------|-----------------------------------------------------|
| The ticked boxes indicate the immunisations required for this role in accordance with the BAL-1044 Immunisation Procedure . | | | |
| <input type="checkbox"/> Influenza | <input checked="" type="checkbox"/> Hepatitis A | <input type="checkbox"/> Varicella (chickenpox) | <input type="checkbox"/> Pertussis (whooping cough) |
| <input checked="" type="checkbox"/> Tetanus | <input checked="" type="checkbox"/> Hepatitis B | <input type="checkbox"/> MMR | <input type="checkbox"/> Rabies |
| <input type="checkbox"/> Q Fever | <input type="checkbox"/> Other: | | |

| POSITION KPI's |
|--------------------------------------------------------------------------------------------------------------------------------------------|
| Key performance indicators for the position are developed in consultation with the employee as part of their annual performance appraisal. |

Position Description – RMPC Supervisor

AUTHORITY/DELEGATION

Works independently and as part of the infrastructure team, exercising a degree of authority (providing advice on complex RMPC matters as Council's RMPC specialist). Works under limited direction and general guidelines and objectives provided by the Manager Roads Construction and Maintenance. This position has delegated purchasing authority in accordance with *Council's Delegation Register*.

RESPONSIBILITIES

INHERENT RESPONSIBILITIES

- To work in a competent, professional, and ethical manner always, respecting clients and fellow workers.
- Work in a safe manner always and report any workplace risks.
- To comply with all Council policies, practices and procedures and fulfill Council reporting functions as required.
- Communicate all health and safety matters to supervisors where applicable.
- To be punctual and reliable
- To report problems or difficulties encountered
- Contribute to the Council with suggestions for improvement
- Monitor personnel qualifications and licences to ensure currency
- All council employees are bound by the *Local Government Act 2009* to act with integrity, and in a way that shows a proper concern for the public interest. All employees are responsible for acting in accordance with the Balonne Shire Code of Conduct and relevant policies, procedures and protocols as may be applicable.
- Communicate reliably and regularly, especially when working alone.
- Be environmentally responsible by minimising wastage without compromising safety or effectiveness

KEY RESPONSIBILITIES

The key responsibilities may be modified from time to time to ensure the expected outcomes are coordinated with Council's operational and corporate plans. The key responsibilities include but are not limited to:

- Manage Council's RMPC section, fulfilling Council's significant Roads Maintenance Performance Contract (RMPC) with DTMR. Set and achieve section objectives and meet program targets on time and within budget.
- Prepare and ensure compliance with Safety, Quality, Environmental, Traffic and Project/Construction plans for the RMPC contract.
- Plan, Manage and Provide leadership, including coordination of operations and performance of the RMPC team
- Provide technical and practical leadership, mentor and coach direct report to ensure high level of excellence, professionalism and leadership with the team
- Prepare proposed contract rates and achieve delivery of the RMPC with a profit for Council
- Ensure the identification of maintenance before defects have reached agreed intervention levels
- Record and report completed maintenance, as routine maintenance, minor works and emergency works
- Compile defect backlog list and JMRA in accordance with the RMPC
- Assist Finance with the preparation of monthly claims to invoice DTMR
- Undertake procurement of contractors and resources for section
- Liaise with DTMR officers and promote a positive working relationship between the DTMR and Council
- Provide planning, costings, supervision of labour, plant and resources for the construction and maintenance works involving Council operations (crews/contractors) when required
- Undertake the planning, costing and submission of significant projects, contracts, and grant submissions
- Ensure works are completed efficiently within budget and to a high quality
- Develop annual budgets and control expenditure against annual budgets for section
- Coordinate road closures and resources to assist with Council's disaster/emergency management response
- Provide specialist support to others regarding road infrastructure
- Perform other duties within your capabilities as directed

Position Description – RMPC Supervisor



MANAGEMENT SYSTEMS RESPONSIBILITIES

Organisational Continuous Improvement & Quality Management

- Willingness and ability to adapt to challenge and opportunities, for example:
 - changing workforce capabilities through multiskilling, succession planning, knowledge management
 - changing technologies and operational procedures by expanding your knowledge of future trends and required competencies
- Willingness and ability to set the example and live by Council's values
- Willingness and ability to advocate a positive and constructive organisational culture
- Willingness to accept responsibility for your own actions and decisions, and to be held accountable for such
- Willingness and ability to integrate the competing demands of work, home, community and self
- Willingness to actively participate in all training provided
- Willingness to occasionally camp out in other towns as work dictates

Work Health & Safety (WHS) and Risk Management

- Be responsible and accountable for adhering to the WHS Obligation & Responsibility Statements applicable to the position. A copy of the current Obligations and Responsibility Statement will be provided as part of induction. All safety documentation is available in Council's safety management system
- Be responsible for applying WHS to daily tasks performed in the workplace including completion of risk assessments
- Undertake a vaccination risk assessment and ensure required vaccinations are completed
- Ensure compliance with COVID Safe Plans as applicable
- Maintain knowledge of safe work procedures in relations to maintenance and construction work
- Report all matters beyond your authority promptly
- Take all practical measures to ensure that your workplace is safe and without risk to health or property

MANAGEMENT RESPONSIBILITIES

Communication & Interpersonal

- Effectively communicate with different levels of the organisation and external stakeholders
- Apply both formal and informal communication strategies to suit the needs of the stakeholder
- Service delivery or interaction with the customer is focused on resolving immediate problems and mitigating the risk of potential problems
- Encourage continuous review of service culture and the implementation of policies and practices valued by customers
- Project and promote the image of Council as being efficient, courteous and customer focused by open, honest and timely communication with stakeholders
- Comply with Council's Code of Conduct
- Model high levels of professionalism
- Build positive relationships through the various level of Council, both politically and operationally

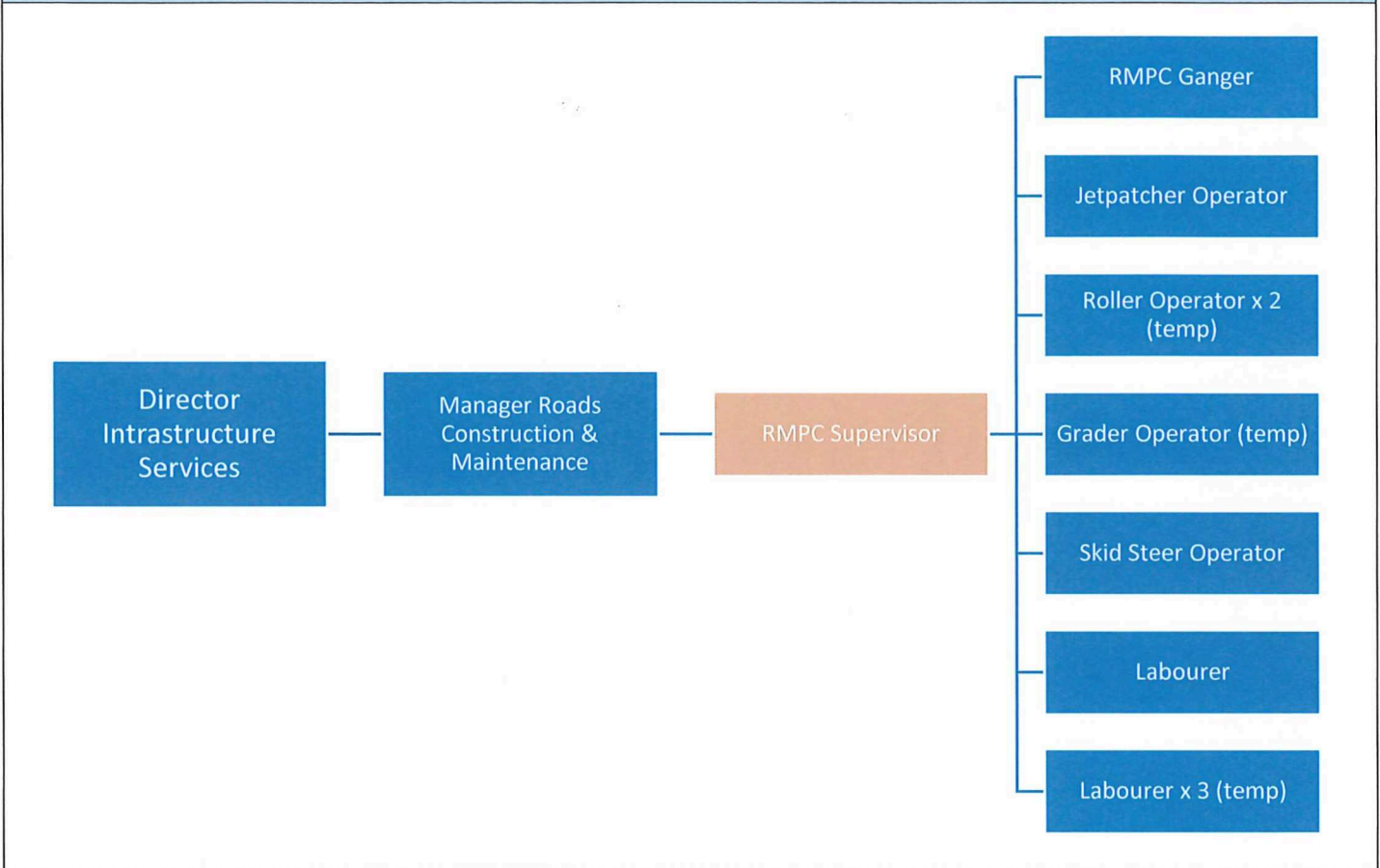
ADMINISTRATION RESPONSIBILITIES

- Assist with the continuing development of cultural change and continuous improvement within the workforce to ensure departmental services are provided in a competitive, cost effective manner
- Provide appropriate information as requested to assist with the preparation of annual estimates of expenditure in the section, and to report to the Manager Roads Construction and Maintenance circumstances which may cause significant variances in actual expenditure from approved estimates as soon as identified
- Ensure that requests are investigated, acted on and reported upon in accordance with Council Policy
- Ensure that Council Policies and manuals are fully understood and adhered to
- Ensure that approved purchasing procedures are adhered to
- Keep the Manager Roads Construction and Maintenance appropriately and adequately informed on the current state of activities in the section and to highlight in advance any points likely to influence Council operations or relations with ratepayers and/or the public
- Maintain a personal time management system to ensure deadlines are met; to ensure that other staff of the Council are given due notice and time to comply with deadlines so that their own personal planning is not inconvenienced

Position Description – RMPC Supervisor

- Completion of digital time sheets on a daily basis

ORGANISATIONAL STRUCTURE



Application for Employment

Please complete this form for **each** position being applied for. You **must** attach a resume and cover letter to your application. You may also wish to attach additional supporting documentation.

| | |
|--------------------------------|-----------------------------|
| Position: RMPC Supervisor | Reference Number: 23-24-063 |
| Applicant Details | |
| Surname: | First name: |
| Postal Address: | |
| Contact Number: | Alternate Number: |
| Email Address: | |
| Summary of Work History | |
| Current Employer: | Commenced: / / |
| Location: | |
| Main Duties: | |
| | |
| | |
| Previous Employer: | Commenced: / / |
| Location: | Concluded: / / |
| Main Duties: | |
| | |
| | |
| Previous Employer: | Commenced: / / |
| Location: | Concluded: / / |
| Main Duties: | |
| | |
| | |

Application for Employment

Licences, Certificates and Qualifications

C – Car Other:

Experience

Have you ever performed in a supervisory role? Yes No

Estimated total length of experience:

- Less than 2 years
- Between 2 years and 5 years
- Between 5 years and 10 years
- More than 10 years

In which industry did you gain the majority of this experience?

- Rural Industry
- Mining Industry
- Road Construction / Maintenance
- Other Construction / Maintenance
- Combination of most of the above
- Other:

Application Questions

Do you require any special arrangements at an interview? Yes No

If yes, please provide details below: _____

Do you hold a current Queensland Driver's Licence? Yes, number: _____ No

What is your current residency status?

- Australian Citizen
- New Zealand Citizen
- Resident of Australia
- Other:

Do you have proof of Right to Work in Australia in accordance with the Department of Immigration and Citizenship guidelines? Yes No Non-citizen with a valid visa that provides work rights

Where did you find this advertisement?

- Seek
- Facebook
- Other social media
- Other:
- Employee referral
- Newspaper
- Council website

Referees

Please list the names of two (2) professional referees who are in a position to provide a reference about your work performance:

Reference No. 1

| | | |
|---------------|--|-----------------------------------------------------------------------------|
| Name: | | Contact Number: |
| Organisation: | | Direct Supervisor? <input type="checkbox"/> Yes <input type="checkbox"/> No |

Reference No. 2

| | | |
|---------------|--|-----------------------------------------------------------------------------|
| Name: | | Contact Number: |
| Organisation: | | Direct Supervisor? <input type="checkbox"/> Yes <input type="checkbox"/> No |

Declaration

I declare that, to the best of my knowledge, the answers to the questions in this application are correct, and I understand that, if any false or deliberately misleading information is given or any material fact suppressed, I will not be accepted for employment by Council. If such information or fact is discovered after I have been employed by Council, my employment may be terminated. I understand that I may be required to undergo a pre-employment functional assessment, criminal history check, drug and alcohol test prior to commencement of employment.

Have you attached a copy of your **resume** and **cover letter**? Yes No

Applicant's Name (Print): _____

Signature: _____

Date: ____/____/____

Thank you for your interest and for considering us as a potential employer. Balonne Shire Council is an Equal Employment Opportunity Employer.