



SHIRE OF THREE SPRINGS

Works Supervisor

INFORMATION FOR CANDIDATES

March 2018

Shire of Three Springs – Works Supervisor

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Shire of Three Springs – Works Supervisor

1. ADVERTISEMENT

SHIRE OF THREE SPRINGS

WORKS SUPERVISOR

An opportunity exists for an experienced enthusiastic and self-motivated person to join the works team at the Shire of Three Springs as Works Supervisor.

Reporting directly to the Chief Executive Officer the Works Supervisor will be responsible for managing and directing road construction and maintenance as well as managing town works.

In addition the successful applicant will be required to assist with the maintenance of computerised asset management program, preparation of road grant submissions and project management. Training and mentoring will be available to assist if required.

The position will be offered for a 2 to 3 year performance based contract with a negotiated remuneration package including salary, superannuation, housing and private vehicle use of between \$118,475 and \$129,725 with a cash component between \$75,000 and \$85,000.

The information package can be obtained from the Chief Executive Officer Sylvia Yandle on 99541001 or by downloading the information package from Council's website www.threesprings.wa.gov.au. Applications must address the selection criteria and provide relevant referees

The Shire of Three Springs is an equal opportunity employer. Closing date for applications is 4.00pm Wednesday 4th April 2018.

Sylvia Yandle
Chief Executive Officer
PO Box 117 Three Springs 6519
Ph: 9954 1001 Fax: 9954 1183

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2. INFORMATION FOR CANDIDATES

Selection on the Basis of Merit

The Shire of Three Springs is an equal opportunity employer. All applications for a position will be assessed against the same criteria included in the position description.

No application will be considered until after the advertised closing date at which time it will be assessed by a Selection Panel. Selection will be based on which applicant demonstrates the highest merit for the position, their past experience, qualifications and ability to perform the advertised position.

What to include in your application

Your application should include the following information:

- A statement addressing each of the selection criteria
- A copy of your current Resume
- Contact details of two employment referees.

Applications should not be submitted in plastic sleeves, binders or files.

Please do not submit originals of important documents such as qualifications and references. Submit photocopies only.

Statement Addressing Selection Criteria

The selection criteria are the most important part of your application. They are the essential skills, knowledge, experience, qualifications and training stated in the position description.

Your application should contain a statement specifically addressing each of the **SELECTION CRITERIA** with examples, which demonstrate how you meet the requirements of each objective.

Resume

You should also attach a copy of your current resume, listing academic achievement, professional training, memberships and relevant employment experience.

Referees

You should include the names and contact details of two referees we can contact to provide information on your past work performance.

One copy only

You should provide us with only one copy of your complete application.

Late Applications

Ensure your application is received prior to the closing date and time, as late applications will not be considered.

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Post Application Process

Short listed applicants will be contacted by telephone to arrange an interview. Unsuccessful applicants will be advised in writing.

Pre-employment Medical

The successful applicant will be required to undertake a pre-employment medical examination prior to commencement at the Council's expense.

Address for Applications

Applications should be marked CONFIDENTIAL, and addressed to:

Chief Executive Officer

Shire of Three Springs

PO Box 117

THREE SPRINGS WA 6519

Further Information

Should you require further information about the position, please contact the Chief Executive Officer Sylvia Yandle on 99541001 or ceo@threesprings.wa.gov.au

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3. ABOUT THE SHIRE OF THREE SPRINGS

Three Springs is a small country town in the mid west of Western Australia, with a unique mix of grain and grazing, mining and government industries within the Shire. The town is situated 313km north-east of Perth, and encompasses an area of 2629 sq/km.

The Three Springs community offers all the benefits of country living, and the town provides for a variety of sporting and recreational interests. The local sporting club offers lawn bowls, tennis and squash. There is an Olympic sized swimming pool, football, netball, hockey and badminton courts available at the Shire Hall

The town has a resident Doctor operating from the shires fully equipped Medical Centre plus a state of the art Dental Surgery and local Dentist. There is a small hospital and the main street includes a Pharmacy, Hotel, Supermarket, Butcher, Service Stations and Rural Suppliers plus other local industries.

With the abundance of gorgeous wildflowers in season, close proximity to the beautiful central coastline, and its idyllic bush setting, Three Springs is enjoyed by both residents and visitors alike. Our Shire is also renowned for a variety of rare flora and one of these species is the Eucalyptus Rhodantha (Rose Mallee). It is also the town and shire emblem.

Pre and Primary Schooling is available at Three Springs with secondary Schooling to year 10 (and year 11 and 12 non TEE) at Carnamah and Morawa. The Three Springs Child Care Centre operates from Monday to Friday.

Offering all the services and amenities that people have come to expect in recent years with high standard medical, educational and recreational facilities the Three Springs community continues to thrive.

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4. REMUNERATION

1. SALARY PACKAGE AND CONDITIONS

(i) Terms of Employment

In accordance with the Local Government Act 1995, the successful applicant will be offered a three year contract. The contract will be based on the Model Contract of Employment for Senior Employees, and provisions of the Contract including criteria for performance assessment, will be negotiated by the parties and agreed to prior to appointment.

(ii) Summary of Salary Package

Cash Salary		75,000	85,000
Superannuation	9.5%	7,125	8,075
Superannuation	3%	2,250	2,550
House Rent (\$200 per week)		10,400	10,400
Utilities (as per Council policy)		2,100	2,100
Motor Vehicle including FBT		17,000	17,000
Mobile Phone/Home Phone		1,000	1,000
Professional Development		3,000	3,000
Uniform Allowance		600	600
TOTALS		\$ 118,475	129,725

Cash Component

Council will negotiate an annual cash component of between \$75,000 and \$85,000 with the successful applicant, depending on experience and qualifications. The annual cash component is inclusive of all award provisions including location allowance and leave loading.

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Superannuation

Council contributes up to 3% (on a matching basis) of the employee salary towards the Local Government Superannuation Scheme, plus Occupational Superannuation as set by Legislation (currently 9.5%).

Council has also endorsed the principles of salary sacrificing superannuation.

Vehicle

The Council will provide a fully maintained vehicle. The vehicle is available for private use within Western Australia with conditions for use of the vehicle outside of the Southwest Land Division.

Rent Subsidy

An executive home is available to the Works Supervisor rent free.

Housing Utilities Subsidies

Council will meet all water, gas and electricity costs up to the amount as specified within this document.

2. SHIRE HOUSING

The house located at 89 Williamson Street in Three Springs is made available to the Works Supervisor. The occupants will be expected to maintain the residence and gardens to at least the same standard during the occupancy, as at the commencement.

3. RELOCATION EXPENSES

Relocation expenses will be paid based on the lowest of three quotes, up to a maximum of \$4,000, and on the condition that the applicant will repay 50% of that cost if the employment is terminated for any reason within the first 12 months.

4. OTHER CONDITIONS

It will be a condition, prior to employment that the applicant will be required to undergo and pass a pre-employment medical, and provide a satisfactory current Federal Police Clearance.

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5. POSITION DESCRIPTION

POSITION IDENTIFICATION

Title:	Works Supervisor
Classification:	Negotiated
Section	Works and Services

2. POSITION OBJECTIVES

Manage and direct road construction and maintenance as well as managing town works. Assist with the maintenance of computerised asset management program, preparation of road grant submissions and project management.

3. KEY RESPONSIBILITY AREAS

1. To supervise and control the Shire's works construction and maintenance programs in liaison with the Chief Executive Officer.
2. To direct and control staff, and monitor use of materials and resources.
3. Liaise with the Chief Executive Officer, public, public authorities and contractors on matters required for the implementation of the Shire of Three Springs works program

4. ORGANISATIONAL RELATIONSHIPS

Reports to:	Chief Executive Officer
Supervision to:	Plant Operators (Construction/Maintenance) Gardeners Mechanic
Internal Liaisons:	Chief Executive Officer Senior Finance & Admin Officer Other Staff
External Liaisons:	Public Utilities and Authorities Consulting Engineers Suppliers Rate Payers General Public Government Departments

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Extent of Authority:

1. Operates under the direction of the Chief Executive Officer within established guidelines, procedures and policies of Council as well as statutory provision of the Local Government Act and other legislation.
2. Works within established budget provisions.

5. PERFORMANCE CRITERIA

1. Undertake the general supervision of Council's outside workforce
2. Ensure that safe work practices are adhered to
3. Ensure accepted work standards are maintained
4. Arrange materials and plant as required for the Works Program
5. Monitor the preparation of employee timesheets and verify attendance and time allocations
6. Liaise with public utilities and authorities for the co-ordination of works and the protection of services
7. Monitor the progress of works and expenditure against budget allocations and report anticipated discrepancies to the Chief Executive Officer
8. Co-ordinate and supervise contractors and works contracts as required
9. Prepare monthly reports to Council on progress of works, conditions of plant and other matters considered pertinent
10. Ensure that all accidents, workers compensation issues and other incidents are reported and documented
11. Supervise the mechanic to ensure that maintenance of Council's plant and equipment is in good working order
12. Provide appropriate input into the preparation of budgets/annual works programs, plant replacement programs and grant applications
13. Liaise with Council's administration regarding employee entitlements, hours of work etc
14. Completion of Annual Staff performance evaluations and other evaluations as required
15. Implementations and supervision of Plant maintenance and cleaning program
16. Regular audit and inspection of road safety infrastructure (signs, white posts etc)

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17. Regular audit, inspection and reporting on road system (school bus routes to be individually recognised)
18. Ensure Councils obligations toward maintenance and upkeep of Emergency Services (RFDS airstrip and Fire Brigade trucks and equipment)
19. Attend OS&H and Toolbox meetings as required

6. SELECTION CRITERIA

Essential

1. Developed team development and leadership skills
2. Developed time management skills
3. Developed verbal and basic written communication skills
4. Developed public relations and interpersonal skills
5. Basic computer skills
6. Demonstrated experience in the operation of heavy plant and equipment
7. Demonstrated experience in the construction and maintenance of roads, drainage systems and footpaths
8. Basic skills in the use of levels
9. Working knowledge of Occupational Health, Safety and Welfare regulations, Equal Opportunity legislation and policies
10. Working knowledge of award conditions and dispute procedures
11. Hold a current “C” and “HR” class drivers licence

Desirable

1. Developing knowledge of Council’s organisational structure and function
2. Sound knowledge of the Shire District
3. Working knowledge of Local Government law in respect of works in streets
4. Sound knowledge of plan and design interpretation
5. Senior First Aid certificate
6. At least 3 years supervisory experience in the construction and maintenance of road works in local and public authorities or private contractors
7. Hold a Supervisors Certificate (or similar)

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7. Knowledge, Skills and Experience

Skills:

1. Developed team development and leadership skills
2. Developed time management skills
3. Developed verbal and basic written communication skills
4. Developed Public Relations and Interpersonal Skills
5. Developed understanding of the use of levels.

Knowledge:

1. Working knowledge of Occupational Health, Safety and Welfare regulations, Equal Opportunity legislation and policies.
2. Working experience of award conditions and dispute resolution procedures
3. Working knowledge of law in respect of working in streets
4. Developed knowledge of Council's organisational structure and function
5. Sound knowledge of the Shire District
6. Sound knowledge of the operation of heavy plant
7. Sound knowledge of plan and design interpretation

Experience

1. At least 3 years supervisory experience in the construction and maintenance of road works for local or public authorities or private contractor

Qualifications and/or Training

1. Hold a Supervisor Certificate (or Similar)
2. Hold a current "C" and "HR" class drivers licence
3. Desirable to have a current Senior First Aid qualification

Prepared By	<u>CEO</u>	Date Issue	<u>14th March 2018</u>
Supervisor	<u>N/A</u>	No. of Sheets	<u>12</u>
Approved By	<u>Sylvia Yandle</u>	Date	<u>8th September 2016</u>