

Position Description

Supervisor Grading

Division	Infrastructure and Assets
Business Unit	Roads Delivery
Position Number	461033
Location	Council Works Depot
Award Band	Operational Band 1/Level 4
Salary Grade	Grade 10
Remuneration	Entry \$65,665.60 to \$70,918.64 per annum plus 11.5% Superannuation
Conditions	Permanent Full Time 38 hour week with 9 day fortnight (RDO) Adverse Working Conditions Allowance Applies
Date position description approved	9 December 2021

Council Overview

Yass Valley Council is a local government organisation employing over 150 staff and with an annual budget of \$30 million. Yass Valley Council (YVC) is managed by the Chief Executive Officer and three Directors. This management team ensures the continued delivery of excellent services and optimum infrastructure to residents and visitors. The three Directorates of YVC are Corporate and Community, Planning and Environment, and Infrastructure and Assets.

The Infrastructure & Assets Directorate comprises Waste Services, Roads Delivery, Facilities Maintenance, Workshop, Recreational Services, Water & Wastewater, Engineering Services, Facility & Waste Assets. The role of Supervisor Grading is located within the Roads Delivery team.

Council Vision

“To build and maintain sustainable communities while retaining the region’s natural beauty”.

Council Values



Primary Purpose of the Position

Provide leadership and supervision to a work team carrying out general roads construction and maintenance activities and facilitate the timely provision of plant, equipment, materials and resources in accordance with works programs.

Key Accountabilities

- Supervise/perform all civil infrastructure maintenance tasks and repairs in accordance with works programs and management systems.
- Ensure documented risk assessments are undertaken in consultation with work team/s.
- Supervise the implementation of, and ensure adherence to, Council's policies and procedures in the work team.
- Communicate an appropriate level and flow of information to support the activities of the work team.
- Liaise with the Coordinator to ensure that adequate plant, equipment, materials and labour is available to support the work plans developed for the work team.
- Coordinate the various activities of the work team ensuring work is scheduled and carried out in a professional and timely manner with a focus on ensuring excellence in customer service delivery at all times.
- Monitor the performance of the work team to ensure that performance targets are being achieved and take remedial action where required, including counselling staff where performance does not meet expectations.
- To be available for the Roads Delivery On Call roster, if required.

Organisational Accountabilities

Code of Conduct: Comply with the minimum standards of conduct expected of employees as set out in Council's Code of Conduct.

Customer Service: Present a positive image of Council and provide an effective service to Council customers, the community and internal customers.

Equal Employment Opportunity: Promote a workplace free from discrimination and harassment by treating all colleagues and customers with respect and professionalism without regard to background or irrelevant personal characteristics.

Policies and Procedures: Comply with all Council's policies, procedures and guidelines.

Workplace Health and Safety: Take reasonable care for the health and safety of self and others. Comply with any reasonable instructions, policies and procedures given by Council.

Key Challenges

- Facilitating the appropriate allocation of resources to deliver services in a cost saving environment and within works programs.
- Monitoring and reviewing the performance of team members and ensuring that actions for improving performance are agreed and implemented.

Key Internal Relationships

Who	Why
Coordinator(s) Road Delivery	<ul style="list-style-type: none">• Receive guidance and support, provide advice and exchange information• Escalate complex issues and problems that require a higher delegation
Other Roads Delivery Supervisors	<ul style="list-style-type: none">• Collaborate and share information
Work team members	<ul style="list-style-type: none">• Provide guidance support and exchange information

Key External Relationships

Who	Why
External consultants, contractors and suppliers	<ul style="list-style-type: none">• Develop and maintain effective relationships to facilitate outcomes• Resolve and provide solutions to issues• Provide advice and influence outcomes

Key Dimensions

Decision making

The incumbent has the authority to take any reasonable steps to ensure the achievement of agreed objectives set out in the relevant business plan. The role may have delegations from the General Manager as set out in an instrument of delegation. All decisions must be in accordance with legislation and Council policies and procedures. Decisions should also be consistent with the objectives of Council's strategies and plans.

All staff have the power to stop work in circumstances that are deemed an immediate risk to health and safety until a satisfactory resolution is agreed and implemented.

Reports to

Coordinator Roads Delivery

Direct reports

Work team will generally comprise 1-5 members and may include:

- Truck Driver(s)
- Plant Operator(s)
- Labourer(s)

Indirect reports

Nil

Essential Requirements

- Certificate IV in Civil Construction Supervision or equivalent, or willingness to obtain and a minimum 2 years' experience.

- Comprehensive knowledge of road construction and maintenance and demonstrated experience in the operation of grader and water cart.
- Demonstrated experience in the supervision and management of staff.
- General Construction Induction Card for Work in NSW (White Card).
- Basic level of computer literacy, including demonstrated experience using, word processing, spreadsheets, databases, email and internet.
- Solid knowledge of WHS responsibilities including ability to undertake risk assessments, hazard identification and toolbox talks.
- Current SafeWork NSW Traffic Control Work Training Card or willingness to obtain.
- Willingness to be a Designated First Aider.
- Class HR drivers licence.

Approval History

Stage	Date	Comment	MagiQ Reference
New	9 December 2021	New position	7959
Updated	June 2024	Award Salary Increase 2024/25	7959
Updated	9 April 2025	Additional Key Accountability	810710

Ownership and Approval

Responsibility	Role
Author	Manager Roads Delivery
Endorser	Director Infrastructure & Assets
Approver	Executive Management Team