

POSITION DESCRIPTION

POSITION	POSITION NUMBER
Operations Contracts Supervisor	1744
CLASSIFICATION	ANZSCO CODE
Band 5	511111
DEPARTMENT	DIVISION
Roads	Infrastructure and Environment
AGREEMENT	LOCATION
Ballarat City Council Enterprise Agreement No. 8, 2019	Operations Depot

Position Objectives

- The position of Operations Contracts Supervisor is responsible for the planning and delivery of projects and programs for the Road Maintenance Department in a safe and timely manner within approved budgets.

Key Responsibility Areas

- Inspections of City Infrastructure to develop scope of works for project delivery.
- Develop minor tender/quotation and contract documentation to ensure compliance with City of Ballarat procurement policy and other Local Government Act.
- Review and evaluate tender and quotation submissions in accordance with City of Ballarat policies and procedures
- Undertake field supervision of projects to ensure compliance with Council standards and contract or quotation specification.
- Ensure project and program outcomes are achieved within the budget by monitoring and amending project scopes, specifications and resources.
- Carry out duties within a set timeframe in line with specified works programs, projects, budgets relevant to Road Maintenance activities
- Work as part of a team with a 'can do' attitude to undertake a range of Road Infrastructure Maintenance projects
- Build and maintain relationships with other sections of Council, Contractors and other Government Agencies.
- Participate in Emergency response activities in the case of an emergency.

Administration

- Development of contract documentation
- Provide regular reporting on contract status, progress and performance to the Operations Contracts Coordinator or Operations Project Officer
- Completion of fortnightly timesheets
- Completion of Incident and hazards reports
- Utilise Council Asset Management System (Confirm) using IPADS or similar

Customer Service

- Maintain high quality public relations in all dealings with the general public, ratepayers, developers, contractors, suppliers, government authorities, other team members and City of Ballarat Staff
- Respond to customer in a courteous and efficient manner

Health and Safety

- Report hazards and incidents as soon as possible.
- Ensure contractors under supervision are undertaking works in accordance with relevant OH&S policies and procedures.

POSITION DESCRIPTION

- Completion of regular contractor audits as per Council Audit Schedule
- Constructive participation in investigations and assistance in implementing and completing corrective actions within policy timeframes
- Wear PPE and follow safe work procedures as directed.
- Constructively participate in fortnightly team meetings.

Any other duties assigned with competencies and training of position

REPORTS TO:	DIRECT REPORTS:
Operations Contracts Coordinator	Contractors as required
ORGANISATIONAL RELATIONSHIPS	
Internal: Operations Staff and Other Council staff	External: Public, Suppliers, Contractors and other service authorities

Accountability and Extent of Authority

- Achieve and maintain specified standards of Road Maintenance and productivity relevant to contracted works program.
- Effective, productive and timely implementation of works within approved budget.
- Assist the Operations Contracts Coordinator in monitoring budget expenditure for projects under supervision
- Assist with the development of annual five-year maintenance works programs.
- Prepare purchase orders or use Council purchase card for the purchase of materials and services in accordance with Council policy, and assess accuracy, quality and costs of goods supplied.
- Prepare reports for Council's Insurance & Risk Officer for Road related damage to any private and Council infrastructure that may be subject to an insurance claim.

Judgement and Decision Making

- Determine work methods that are sound, efficient and safe.
- Evaluate quotations and tenders in accordance with Council policy.
- Implement, monitor and report on annual works programs
- Seek available guidance and counsel when required to make an informed choice.

Specialist Skills and Knowledge

- Ability to manage projects and processes in relation to Road Maintenance
- Detailed knowledge of modern Civil construction and Road Maintenance techniques
- Computer operation skills suitable for the maintenance and operation of councils AMS (confirm), customer service program, purchasing program along with several other Microsoft 'Windows' based programs.
- Knowledge of the relevant Policies, Regulations, Standards and Government Acts associated with Local Government operations regarding Occupational Health and Safety
- Provide direction, leadership and structured training or on-the-job training to supervised employees or groups of employees or contractors.
- An understanding of the role and function of the senior employees to which they provide support, an understanding of the long-term goals of the unit in which they work, and an appreciation of the long-term goals of the wider organisation.

Management Skills

- Ability to manage own time, resources and establish priorities in accord with the objectives of the Operations programs

POSITION DESCRIPTION

- Ability and experience to program and monitor contractor's performance to ensure high levels of efficiency, productivity and cost effectiveness.
- Knowledge and experience in contract evaluations, selection practices and problem resolution
- Maintenance of safe and effective work practises and performance in accordance with Council policy, Government Acts, Regulations, and Codes of Practice, regarding Occupational Health and Safety.

Interpersonal Skills

- Well-developed communication skills appropriate to the supervision, of staff and contractors. Experience in conducting contractor meetings and interviews and to liaise with contractors, community groups and residents generally.
- Well-developed problem resolution, leadership, motivation and negotiation skills appropriate to the coordination of a team delivering services to clients.
- Clear and concise writing skills for the maintenance of records, communications, tender evaluations and specialist's reports.

Qualifications and Experience

- Experience in Road Maintenance Project Management or 5 year's minimum experience in a related field
- Demonstrated Experience in the in supervision and administration of projects and contracts particularly relating to Civil construction or maintenance activities.
- Sound knowledge of Civil and Maintenance techniques relating to Road Maintenance
- Demonstrated experience in the development of works programs utilising computer systems.
- Demonstrated experience of working in a team and autonomously to achieve best outcomes.
- Construction Industry Induction/Red/White Card

SELECTION CRITERIA

- Demonstrated experience in the supervision and administration of projects and contracts
- Demonstrated experience in the development of works programs utilising computer systems.
- Demonstrated experience of working in a team and autonomously to achieve best outcomes
- Road Maintenance Project Management experience or 5 years' minimum experience in a related field
- Knowledge and experience in Civil and Maintenance techniques relating to Road Maintenance
- Current Drivers Licence
- Construction Induction Red/White Card

ACKNOWLEDGEMENT

Please sign and date to acknowledge you have read and understood this position description.

Name:

Signature:

Date:

The City of Ballarat is committed to being a child safe organisation and has zero tolerance for child abuse and harm. We are committed to providing an environment and culture that promotes the safety, health and well-being of children and young people and which provides a voice to all children, including those from an Aboriginal and Torres Strait Islander background, with disabilities and from culturally, religiously and linguistically diverse backgrounds. We have policies, procedures and training in place that support our employees, volunteers and contractors to achieve these commitments and to ensure all children are listened to, their views respected, and their contribution recognised to ensure Council environments are safe.