



Position Vacant – Town Supervisor – St George

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 4.1 - \$72,951 per annum.
- Locality Allowance of \$972 per annum without dependents or \$1,945 per annum with dependents (certain criteria needs to be met to receive this)
- Optional 19 day month.
- 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) & 13.5% (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 – 23-24-024

For further enquiries regarding this vacancy and associated selection process, please contact Mr Dylan Sherriff on 07 4620 8855.

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 21 April 2024

Matthew Magin
CHIEF EXECUTIVE OFFICER

Position Description – Town Supervisor – St George



POSITION DETAILS		
DEPARTMENT:	Infrastructure Services	
POSITION:	Town Supervisor – St George	
REPORTS TO:	Senior Town Supervisor	
DIRECT REPORTS:	Up to 10 Operational Employees	
PRINCIPAL LOCATION:	193-199 Grey Street, St George Depot	
POSITION PURPOSE:	<p>The Town Supervisor – St George is responsible to provide leadership of the town crews, within the town work area.</p> <p>The duties and responsibilities for this position involves assigning relevant work to crews for the designated areas of responsibility within the shire.</p> <p>Financial management of costings, budgeting, project estimating are within the duties and responsibility of this position.</p>	
POSITION REQUIREMENTS		
TYPE	ESSENTIAL	DESIRABLE
QUALIFICATIONS	<ol style="list-style-type: none"> 1. Qualifications with substantial years of relevant experience, or a level of expertise and experience to undertake the range of activities required for the position. 2. White Card – General Safety Induction 3. Current MR Class driver’s license 4. Chainsaw Competency 5. ACDC Chemical Licence 	<ol style="list-style-type: none"> 1. Cert IV Civil Construction 2. Cert III Parks & Gardens or Horticulture 3. Cert IV Frontline Management or Leadership & Management 4. Plant Operator Certificates for plant classifications (backhoe, skid steer loader) 5. Traffic Control and Traffic Management tickets 6. Airport Reporting Officer (ARO) qualifications and/or experience
SKILLS	<ol style="list-style-type: none"> 6. Demonstrable skills in time management, setting priorities, planning, and organising their own work and that of subordinate employees, where supervision is a component of the position, to achieve specific objectives. 7. Experience and ability to set outcomes and further develop work methods where general work procedures are not defined. 8. Ability to effectively supervise others including planning, assigning and directing work, appraising performance, rewarding and disciplining employees, addressing complaints and resolving problems 9. Involvement in establishing sectional/departmental programs and procedures. Positions will include a range of work functions and may involve the supervision of a section or, in the case of small Councils, a department. Work may span more than one discipline. 	

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	10. Employee is expected to set project priorities, plan and organise their own work and that of subordinate employees and establish the most appropriate operational methods for the section/department. In addition, interpersonal skills are required to gain the co-operation of clients and employees.	
EXPERIENCE	<p>11. Experience in the management of projects and/or functions, required to establish outcomes that will achieve departmental/Council goals.</p> <p>12. Ability to provide multi-disciplinary advice, with extensive experience with parks and gardens, town water supply, Irrigation systems and funerals.</p>	<p>7. Experience in Local Government Authority</p> <p>8. Minimum four (4) years' relevant experience in similar positions</p>

IMMUNISATION REQUIREMENTS

The ticked boxes indicate the immunisations required for this role in accordance with the **BAL-1044 Immunisation Procedure**.

<input checked="" 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 KEY PERFORMANCE INDICATORS (KPI's)

KPI's	Action	Measurement Criteria
DELIVERY	<ul style="list-style-type: none"> Service Requests Be diligent in the delivery of assigned duties, continually looking for improvement 	<ul style="list-style-type: none"> Completing all tasks within a reasonable timeframe 100% of received service requests actioned
CLIENTS	<ul style="list-style-type: none"> Project and promote the image of Council as being efficient, courteous and customer focused 	<ul style="list-style-type: none"> No customer / internal complaints
ADMIN	<ul style="list-style-type: none"> Timesheet, Logbooks and Pre-starts All relevant documentation Undertake training as directed 	<ul style="list-style-type: none"> Complete daily Completed in a timely manner 100% Completion of all required training
HEALTH + SAFETY	<ul style="list-style-type: none"> Complete relevant safety documentation and report all hazards and incidents. Ensure that risk assessment is completed by staff that fall under your supervision are completed prior to commencement of works 	<ul style="list-style-type: none"> 100% of required H&S documentation are completed and hazards & incidents reported
QUALITY	<ul style="list-style-type: none"> Ensure works are complete to a high standard 	<ul style="list-style-type: none"> No rework is required Improvement of systems/process Contribution to Procedure Reviews

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TEAM	<ul style="list-style-type: none"> • Be a team player and assist proactively within your capability 	<ul style="list-style-type: none"> • Participation in all lawfully requested tasks
AUTHORITY/DELEGATION		
Works independently, as well as in a team, within general guidelines and objectives provided by the Manager Urban Infrastructure. This position has delegated purchasing authority in accordance with Council's Delegation Register .		
RESPONSIBILITIES		
INHERENT RESPONSIBILITIES		
<ul style="list-style-type: none"> • To work in a competent, professional, and ethical manner at all times, respecting clients and fellow workers. • Work in a safe manner at all times 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 personal qualifications and licences to ensure currency • All council employees are bound by the <i>Local Government Act 2009</i> 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:		
Town Maintenance & Construction Works		
<ul style="list-style-type: none"> • Undertake activities and duties within the Parks & Gardens and Town Services area, taking responsibility for the exercising judgement and/or contribute critical knowledge and skills where procedures are not clearly defined within your area. • Co-ordination of labour, plant and resources for the operation, maintenance and construction of public parks, gardens, facilities, including recreational infrastructure, including all selected maintenance within the area of Parks & Gardens and Town Services. • Be responsible for town maintenance, construction and operations for the St George Parks & Gardens and Town Services, utilising a high level of experience, knowledge, and associated skills for this position. • Undertake moderately complex projects within the St George Town area, ensure these are carried in a professional manner, completing all required reports, documentation, and costings, and ensuring all records are maintained. • Assist the Senior Towns Supervisor, with the preparation of the Parks and Gardens/ Town Services budgets, programming and costing of capital works and future Council projects. • Assist with flood mitigation works as and when required, with the need on occasions working with and assisting other Departments within and throughout the area of the Balonne Shire Council. • Organise the preparation of, and compliance with safety, quality, environmental and traffic management plans, ensuring works are undertaken efficiently, effectively within budget, meeting all necessary Legislative and Council Requirements. • Assist with the Organising and preparation of costings, documentation and design plans for projects, tasks and associated works that fall within the area of Town Services and Parks & Gardens, including relevant capital and operational works and maintenance, that fall within the duties and responsibilities of this position. 		

- Willingness to preform and undertake after hours/overtime work if requested, travel throughout the shire, assist and work within other Departments, and be part of an on-call roster and work as and when required.

General Responsibilities

- Contribute to the interpretation and administration of technical matters for which there are no clearly established procedures ensuring clear and concise advice is provided.
- To comply with Council Codes of Practice and Procedures, fulfill all of Council reporting functions as and when required.
- Attend user Group meetings, when required, these meetings may include but not limited to the following, Pool, Infrastructure Services, Rowden Park, Showgrounds and Cricket Association.
- Provide expert advice to other Council employees, that fall under your direct supervision within the Parks & Gardens and Town Services Department, on matters that fall within your duties of this area, using your experience and knowledge.
- Ensure that all service delivery and/or interaction with the customer is quick and that the customer are always informed on progress including other immediate problems, and the proposed actions to be taken to mitigate the risk and potential problems occurring.
- As Supervisor, ensure staff under your direct supervision and management are fully aware of their duties and responsibilities, of Council's policies and procedures, within the area of town services, with all employees responsible to acting in accordance with the Balonne Shire Code of Conduct and all applicable policies, procedures, and protocols of the Council.
- Perform all requested duties within your capabilities as directed by the Senior Town Supervisor.
- Meet the needs of changing technologies and operational procedures by expanding your knowledge and personal skill set for future trends and required competencies that are relevant to the position, of a Balonne Shire Council Supervisor.
- Show a willingness and an ability to promote a positive attitude with staff by connecting, mentoring for a sense of purpose, and ensuring their continual improvement and knowledge, and to accept responsibility for their actions and decisions, and to be held accountable for these actions.

MANAGEMENT SYSTEM 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

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- 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

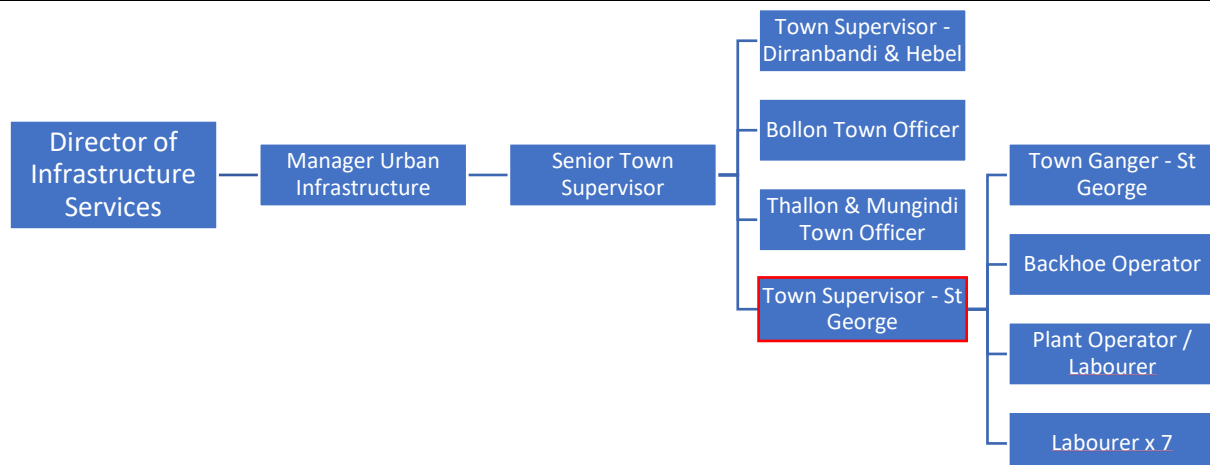
- Effectively communicate with different levels of the organisation and external stakeholders
- Apply both formal and informal communication strategies to suit the needs of the stakeholder
- Service delivery or interaction with the customer is focused on resolving immediate problems and mitigating the 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 Senior Town Supervisor 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 Senior Town Supervisor 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
- 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: Town Supervisor - St George	Reference Number:23-24-024
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.