



# Position Vacant – Town Supervisor – Dirranbandi and Hebel

[For full details and requirements of the role – Please refer to the Position Description](#)

## **BENEFITS AND CONDITIONS**

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

- Salary cash component – Stream A Level 4 - \$72,951 per annum plus locality allowance
- Permanent, Full Time
- 9 day fortnight.
- 5 weeks (181.25 hours) 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.
- Prior to appointment, the chosen applicant will need to successfully complete a Pre-Employment Medical Examination and a Criminal History check.

## **HOW TO APPLY**

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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](mailto: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 – 23-24-058**

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 14 April 2024**

Matthew Magin  
**CHIEF EXECUTIVE OFFICER**

# Position Description – Town Supervisor – Dirranbandi & Hebel



POSITION DETAILS		
DEPARTMENT:	Infrastructure Service	
POSITION:	Town Supervisor – Dirranbandi and Hebel	
REPORTS TO:	Senior Town Supervisor	
DIRECT REPORTS:	Town Ganger – Dirranbandi and Hebel, Town Labourer – Dirranbandi and Hebel, Trainee - Horticulture	
PRINCIPAL LOCATION:	66-68 Railway Street, Dirranbandi	
POSITION PURPOSE:	The <b>Town Supervisor - Dirranbandi and Hebel</b> is responsible for supervising the operation, maintenance and construction of Council’s infrastructure in the townships of Dirranbandi and Hebel, primarily by Council’s day labour work force and sub-contractors, under the direction of the Senior Town Supervisor . Assignment to works crews across the Balonne Shire Council operational workforce is at the discretion of the Manager Urban Infrastructure, determined by operational requirements.	
POSITION REQUIREMENTS		
TYPE	ESSENTIAL	DESIRABLE
QUALIFICATIONS	<ol style="list-style-type: none"> <li>Current C Class open drivers licence, higher class would be an advantage</li> <li>White Card - General Safety Induction</li> </ol>	<ol style="list-style-type: none"> <li>Cert IV Civil Construction</li> <li>Cert IV Frontline Management or Leadership &amp; Management</li> <li>Plant Operator Certificates for plant classifications (backhoe, skid steer loader)</li> <li>Traffic Control and Traffic Management tickets</li> <li>Chainsaw competency licence</li> <li>Cert III in water operations</li> </ol>
SKILLS	<ol style="list-style-type: none"> <li>Ability to effectively supervise others including planning, assigning and directing work, appraising performance, rewarding and disciplining employees, addressing complaints and resolving problems</li> <li>Ability to respond to common inquiries or complaints from customers, regulatory agencies, or members of the business community</li> <li>Ability to interpret and apply policies, procedures and legislative requirements</li> <li>Ability to effectively present information to senior management</li> <li>Demonstrable analytical and problem-solving skills, with a proven ability to use initiative, investigate issues, collect and analyse data and to make recommendations on solutions</li> <li>Demonstrable ability to work unsupervised, meet demanding deadlines and deliver high quality outcomes</li> <li>Sound computer skills, including Microsoft Office suite.</li> </ol>	

# Position Description – Town Supervisor – Dirranbandi & Hebel



<b>EXPERIENCE</b>	10. Minimum four (4) years’ relevant experience in similar positions 11. Experience in project planning and management and ability to meet program targets	7. Experience in a local authority
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## 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 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.

## AUTHORITY/DELEGATION

Works independently, as well as in a team, within general guidelines and objectives provided by the Director Infrastructure Services. 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 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 *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:

#### Town Maintenance & Construction Works

- Supervision of labour, plant and resources for construction and maintenance of infrastructure, and assist in works operations in these areas, including (but not limited to):
  - Formed, gravelled or sealed roads
  - town streets
  - town kerb and channel
  - stormwater drainage
  - town footpaths
  - aerodromes

- water supply (including treatment plant) and sewerage systems.
  - swimming pool
  - parks and gardens, sporting facilities
  - works depots, plant fleets
  - cemeteries
  - flood mitigation works
  - Preparation of and compliance with safety, quality, environmental and traffic management plans
  - Ensure jobs are undertaken efficiently, effectively and to budget
  - Advise on projects for the preparation of Council’s road construction program
  - Assist in the preparation of quotation documents for tasks relating to construction and maintenance works
  - Inspections of road and street signage including reflectivity
  - Travel throughout the Shire and undertake weekend and after hours work as required
- Perform other duties within your capabilities as directed.

## 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

### Staff Management

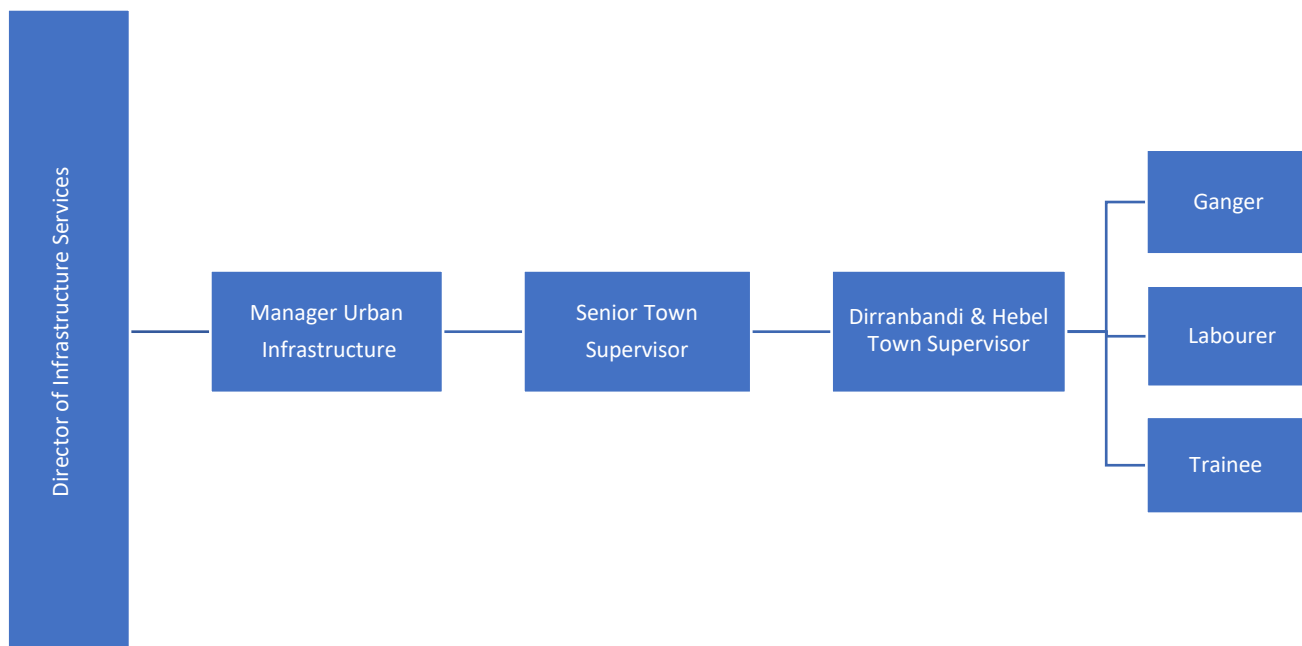
- Provide leadership to direct report operational employees
- Mentor and develop direct report employees to encourage high standards of professionalism, performance, integrity and ethical conduct
- Proactively monitor team performance and implement performance management strategies as required in consultation with the HR department
- 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 and leadership
- Build positive working relationships through the various levels 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 and authorisation of digital time sheets and leave applications on a daily basis

### ORGANISATIONAL CHART



# 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 - Dirranbandi and Hebel	Reference Number: 23-24-058
<b>Applicant Details</b>	
Surname:	First name:
Postal Address:	
Contact Number:	Alternate Number:
Email Address:	
<b>Summary of Work History</b>	
<b>Current Employer:</b>	Commenced:     /     /
Location:	
Main Duties:	
<b>Previous Employer:</b>	Commenced:     /     /
Location:	Concluded:     /     /
Main Duties:	
<b>Previous Employer:</b>	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.*