

CIVIL SERVICES SUPERVISOR



Position:	Civil Services Supervisor
Classification Level:	Level 6
Location:	Palumpa
Reports to:	Regional Services Manager

Organisation

The West Daly Regional Council commenced operations on 1 July 2014 as part of local government reforms in the Northern Territory. The Regional Council includes the communities of Peppimenarti, Palumpa and Wadeye and surrounding homelands and has a population of over 3,000 residents.

Council delivers core local government services such as municipal, civil and waste management and agency contracted services such as aged care, community night patrol and sport and recreation.

Attributes

Service – work performed is of the highest quality, innovative and solutions focused.

Ethical – applies the highest standards of integrity and ethical conduct.

Attitude – demonstrates a positive approach, appropriate behaviors and teamwork.

Discretion – makes appropriate decisions, sound judgements and communicates effectively.

Safe – work practices performed apply and promote Work Health Safety standards.

Position

The Civil Services Supervisor position is primarily responsible for ensuring the delivery of core Council services within the Wadeye community and surrounding areas and the management and maintenance of Council's facilities and assets to ensure they are in a functioning and effective condition. The position also provides direction, leadership, motivation and development to the Civil Services team.

Stakeholders

Internal	External
Chief Executive Officer	Community and Homelands Residents
Management Team	Government Departments
Other Council Staff	Community Organisations
	Contractors/ Consultants

Duties

1. Develop, implement and maintain systems for recording the community's civil assets, condition and the serviceability for all plant, equipment.
2. Develop, implement and maintain processes and carry out general construction and maintenance of civil works services, which include parks and gardens, waste and patching repairs to local roads.
3. Ensure materials, equipment and supplies are available, maintained and stored securely.
4. Perform civil service requirements as directed by the Regional Services Manager.
5. Travel extensively to remote locations and surrounding areas when required, to perform civil service requirements and tasks as directed.
6. Ability to work a shift roster when and as required to meet service demands.
7. Advise the Regional Services Manager when plant and equipment is not serviceable.
8. Maintain a safe working environment and ensure that relevant Workplace Health and Safety regulations are adhered to.
9. This position at times may be directed by the Regional Services Manager to carry out other duties that are not associated with the position.

Selection Criteria

Essential

1. Previous experience in local government service delivery position or related position.
2. Sound knowledge of civil maintenance, parks and gardens and waste management services.
3. Ability and willingness to travel to remote areas to perform civil services delivery.
4. Ability to lead, manage and develop a team effectively.
5. Strong problem resolution skills.
6. Good interpersonal skills, personal integrity and a strong work ethic.
7. Sound knowledge of the principles of Workplace Health Safety.
8. Knowledge and experience of road maintenance techniques and practices.
9. Relevant qualifications and licences such as work zone traffic management (WZ2 & WZ3), construction industry (White Card), plant and equipment tickets, and NT driver's licence.

Desirable

1. Experience working in controlled work areas such as airstrip slashing and fencing repairs.
2. Hold and maintain a current truck (heavy rigid) driver's licence.

CHANGES TO JOB DESCRIPTION:

It may be necessary to consider changes in this job description from time to time in response to the changing nature of Council's work environment, organisational and/or statutory changes.

Approval/ Agreement

This appointment is a full time position and the appointed applicant will be required to undergo a criminal history check. The position holder must be willing to adhere to Council's Code of Conduct, Conditions of Employment, Policies and Procedures.

Shaun Hardy
Chief Executive Officer

I _____ have read, understood and agree to the above position description and accept the employment appointment.

(Signature)

(Date)

Created	7 November 2017
Version	1
Reviewed	