



# Applicant Information Pack

Position: Municipal Employee  
Permanent Full-time

Works Supervisor

January 2019

## Contents

Application Form – Works Supervisor.....	2
Pre-Employment Health Disclosure Form .....	3
Position Description .....	5
Recruitment and Selection Information.....	8

# Application Form – Works Supervisor



<b>Surname</b>	<b>Given Names</b>
<b>Address</b>	
<b>Email</b>	<b>Preferred Phone</b>
<b>Working Rights</b>	
Australian Resident Y or N	
<b>Referees</b> <i>I hereby give consent to the below referees being contacted.</i>	
1. Name	Position
Contact Number	Relationship
2. Name	Position
Contact Number	Relationship
<b>Application Checklist</b>	
This Form Completed Y / N	Resume Y / N
Pre-employment Health Disclosure Form Completed Y / N	Application Cover Letter responding to Position Description requirements Y / N
<b>Declaration by Applicant</b> <i>I hereby declare that all information contained in this application is true and accurate and has been prepared directly by me and not another party on my behalf.</i>	
_____ Signature	_____ Print Name
_____ Date	

# Pre-Employment Health Disclosure Form



Works Supervisor

Department - Works  
January 2019

## Purpose

Glamorgan Spring Bay Council is committed to ensuring it provides a safe place of work as required under the *Work Health and Safety Act 2012*. As part of fulfilling this commitment, Glamorgan Spring Bay Council requires that people disclose any real or potential health illness or injury or medication which may impact upon performing the above mentioned role.

In addition, Glamorgan Spring Bay Council also has a range of other safety practices to ensure a safe place of work such as testing for alcohol and drugs, monitoring fatigue and similar.

## Position Risks

The below risks have been identified for the above mentioned role.

- |  |  |
|--|--|
| <input checked="" type="checkbox"/> Use of visual display unit (Computer)      | <input type="checkbox"/> Repetitive use of mouse/keyboard          |
| <input checked="" type="checkbox"/> Working under pressure                     | <input type="checkbox"/> Sitting for extended period (1.5 + hours) |
| <input checked="" type="checkbox"/> Standing for extended period (1.5 + hours) | <input checked="" type="checkbox"/> Driving                        |
| <input checked="" type="checkbox"/> Lifting less than 20kg                     | <input type="checkbox"/> Lifting 20-35kg                           |
| <input type="checkbox"/> Lifting more than 35kg                                | <input type="checkbox"/> Climbing ladders                          |
| <input type="checkbox"/> Working at heights (greater than 2 metres)            | <input checked="" type="checkbox"/> Sun exposure                   |
| <input checked="" type="checkbox"/> Dust exposure                              | <input type="checkbox"/> Noise exposure                            |
| <input checked="" type="checkbox"/> Walking uneven surfaces                    |  |

## Disclosure

<b>Print Name</b>	
<b>Date Completed</b>	

Item	Date	Details <i>(Name injury/illness/medication, impact, treatment)</i>
<b>Illnesses</b> <i>Disclose any past or current illness that may re occur, be triggered or exacerbated by the risks identified.</i>		

<p><b>Injuries</b>  <i>Disclose any past or current injuries that may re occur, be triggered or exacerbated by the risks identified.</i></p>		
<p><b>Current Medications</b>  <i>Disclose any medications that may impact upon the performance of the role as per the risks identified.</i></p>		
<p><b>Past Workers Compensation</b>  <i>Disclose any current or past workers compensation that may impact upon the performance of the role as per the risks identified.</i></p>		
<p><b>Police Check</b>  <i>Due to the nature of the work a Police check may be required by Council prior to commencement.</i></p>		

Note: add additional pages to this if required.

**Declaration and Authorisation**

I declare that the information provided in this Pre-Employment Health Disclosure Information Form is true and accurate at the time of completion and acknowledge that failure to provide true and accurate information could later result in termination of employment in the event I was appointed to the above mentioned position.

I authorise for this information to be passed on to a medical professional as part of any pre-employment medical I may be required to undertake during the recruitment and selection process.

<p><b>Print Name</b></p>	
<p><b>Signature</b></p>	

# Position Description

## Works Supervisor

Works Department  
Permanent Full-time Position  
Municipal Employee  
Remuneration Band 6  
January 2019



### POSITION OBJECTIVES AND RESPONSIBILITIES:

Reporting directly to the *Manager Works* this position's responsibilities include:

#### 1. As a Works Supervisor

- Co-ordinate the operations of Council's Works Department and provide regular updates on progress of construction and maintenance works.
- Capacity to set work group priorities and manage time effectively.
- Manage Council's (northern and southern) supervisory staff, mechanic/storeperson, works crews and appointed contractors.
- Manage the Triabunna, Swansea, Coles Bay and Bicheno Works Depots, including plant and machinery and Waste Management Centres.
- Responsible for the co-ordination of responding to out-of-hour callouts.
- Ensure that all staff of the Works Department understand and fulfil their delegated responsibilities and are appraised for performance at least once each year.
- Assist in the development, replacement and ongoing maintenance of Council's: roads, footpaths, bridges, stormwater drainage, parks / reserves, cemetery, waste management operations and other infrastructure as per Council's Asset Management Plans.
- Having a sense of urgency that drives projects from start to finish with quality outcomes in minimum time and within budget.
- Maintain appropriate levels of training for all staff relevant to their duties.
- To assist with identification and implementation of workplace improvements.
- Ensure prompt, accurate, courteous and helpful customer service is provided to the public and other clients of Council.
- Other duties as directed by the Manager Works or General Manager.

#### 2. As a member of the Council Risk Management Group

- Provide input into the ongoing development of risk management systems including effective policies, systems and practices.
- Review and report on the performance of risk management systems as they relate to the Works Department and where appropriate coordinate continuous improvement programs to meet emerging requirements.
- Ensure appropriate systems for monitoring and reporting of risks are in place and maintained within the Works Department.

### **3. As a member of the Workplace Health and Safety Committee**

- Ensure all work practices comply with Council's WHS Policy and related laws, regulations and guidelines.
- Undertake the role of Management Representative on Council's WHS Committee.
- Ensure accidents resulting from workplace injuries / incidents are reported immediately to the Manager Works.
- Develop a safe working environment by controlling, directing and monitoring work practices and procedures.
- Other duties as directed by the Manager Works or General Manager

## **ORGANISATIONAL RELATIONSHIPS**

**Reports to:** Manager Works

**Supervises:** Works Department Staff and relevant Contractors.

**Internal Liaison:** All employees and Council's Consultants

**External Liaison:** Consultants, Contractors, Training Providers, Ratepayers, Community Groups, other Local Government Authorities, Suppliers of goods and services and the General Public.

## **QUALIFICATIONS AND EXPERTISE:**

- Qualifications in a relevant discipline including; Survey, Civil Project Management and/or Supervision is highly desirable.
- Experience in managing annual civil construction projects and maintenance works eg; road & stormwater construction, Bridges, Town maintenance activities, Stormwater, Waste Transfer operations and Parks and Reserves.
- Experience in work scheduling reflective of approved Council annual budgets.
- Skills in undertaking basic survey setout work.
- A minimum of 5 years supervisory experience with a proven track record

### **Knowledge and Skills**

- Demonstrated organisational and administrative skills.
- Ability to communicate with all sectors of the community.
- Sound understanding of the framework in which Local Government operates.
- Demonstrated ability to write letters and work schedule reports.
- A commitment to continuous improvement and positive customer service.
- Computer literacy to a competent standard.
- Time management and task priority-setting skills.
- Conflict resolution and negotiation skills.

## **PERSONAL ATTRIBUTES:**

- Highly motivated leader with the ability to work in a team environment.
- Ability to co-operate with other staff.
- Mature, pleasant disposition.
- Ability to recognise opportunities for innovation.

## **AUTHORITY:**

- Authorised to sign purchase orders to undertake relevant duties.

## **PERFORMANCE INDICATORS**

- Efficiency of work practices.
- Promptness and effectiveness in carrying out of instructions.
- Success in completion of works within time and budget restraints.
- Success in resolving minor problems raised by the public.
- Achievement of appropriate workplace health and safety standards.
- Success in identifying workplace improvements.
- Achievement of quality in construction and maintenance works.

## **INCUMBENT:**

Name: \_\_\_\_\_

Signature: \_\_\_\_\_ Date: \_\_\_\_\_

**GENERAL MANAGER:** \_\_\_\_\_ Date: \_\_\_\_\_

# Recruitment and Selection Information

January 2019

---

Glamorgan Spring Bay Council is committed to employment via merit selection which is based on ensuring the best person for the job will be hired. Discriminatory attributes such as gender, age, religion, political beliefs and so forth as covered by Tasmanian anti-discrimination legislation will not be considered or influence recruitment and selection decisions.

After applications are received they will normally be shortlisted against the selection criteria as outlined in the last section of the position description. Assessment of these criteria is carried out by reviewing all information provided by the applicant in their application.

An interview process will typically involve a panel of people that may include people outside of Council. Depending on the content to be covered interviews can range from 20 minutes to two hours and conducted face to face, via video links or over the phone. Applicants will be tested against the same criteria and the interviewee may be asked to elaborate further on information provided in their application.

A process may involve more than one interview with the same or different people, aptitude testing, psychometric analysis and referee checking. Preferred applicants may also be required to undertake a medical as per the risks identified for the position, their health disclosure and general compliance with Council's safety requirements.

Successful applicants will be advised verbally in the first instance of Council's offer and subsequently provided with a contract of employment for consideration. Generally people have up to 14 days to consider an offer made.

In some instances relocation assistance may be offered to a successful applicant.

Recruitment processes can take anywhere between two to 12 weeks to carry out depending on the components involve, applicant availability and location. During this time questions on progress should be directed to the person listed in the advertisement for specific position being filled.

Glamorgan Spring Bay Council does not provide for an appeal process with respect of recruitment and selection decisions.