



CITY OF ALBANY POSITION DESCRIPTION CIVIL SUPERVISOR – CORRECTIVE MAINTENANCE

1. CITY OF ALBANY VALUES

All Councillors, Staff and Volunteers at the City of Albany will be...

- **Focused:** on community outcomes - This means we will listen and pay attention to our community. We will consult widely and set clear direction for action. We will do what we say we will do to ensure that if it's good for Albany, we get it done.
- **United:** by working and learning together - This means we will work as a team, sharing knowledge and skills. We will build strong relationships internally and externally through effective communication. We will support people to help them reach their full potential by encouraging loyalty, trust, innovation and high performance.
- **Accountable:** for our actions - This means we will act professionally using resources responsibly; (people, skills and physical assets as well as money). We will be fair and consistent when allocating these resources and look for opportunities to work jointly with other directorates and with our partners. We will commit to a culture of continuous improvement.
- **Proud:** of our people and our community - This means we will earn respect and build trust between ourselves, and the residents of Albany through the honesty of what we say and do and in what we achieve together. We will be transparent in our decision making and committed to serving the diverse needs of the community while recognising we cannot be all things to all people.

2. POSITION IDENTIFICATION

TITLE: Civil Supervisor – Corrective Maintenance	<pre>graph TD; A[Manager Operations] --> B[Civil Maintenance Coordinator]; B --> C[Civil Supervisor – Corrective Maintenance];</pre>
LEVEL: Level 6, City of Albany Industrial Agreement 2023	
DIRECTORATE: Infrastructure and Environment	
REPORTS TO: Civil Maintenance Coordinator RESPONSIBLE FOR: Civil Workers	

3. POSITION OBJECTIVE

The role supervises the delivery of corrective maintenance across City infrastructure assets, including footpaths, kerbing, stormwater systems, and road pavements. It ensures quality, safety, and timely responses to service requests and asset failures, aligned with operational priorities and City standards.

4. KEY RESPONSIBILITIES

Team Supervision and Development

- Lead and supervise a team of maintenance workers, providing clear instructions, guidance, and support to ensure tasks are completed effectively.
- Conduct regular team meetings to discuss work plans, address any issues, and reinforce safety and quality expectations.
- Provide on-the-job training to team members, focusing on developing their skills and ensuring a multi-skilled workforce capable of performing a variety of maintenance tasks.
- Conduct performance reviews and provide feedback to team members, encouraging continuous improvement and professional development.
- Address any performance or behavioural concerns in a timely manner in line with the City's policies and procedures, seeking guidance from People and Culture as required.

Maintenance Oversight

- Supervise and deliver programmed and reactive maintenance for urban assets, including road pavement repairs, reinstating pit lids, kerbing, and path repairs.
- Conduct inspections to assess the condition and quality of completed works.
- Ensure maintenance aligns with asset standards, minimises risk, and extends asset life.
- Supervise civil maintenance teams, providing guidance and support to ensure effective execution of maintenance tasks.
- Assist in developing and implementing corrective maintenance plans tailored to civil infrastructure needs, including roads, paths and drainage.
- Monitor the performance and condition of city infrastructure, identifying areas requiring maintenance or repair.
- Conduct site inspections to assess maintenance work, ensuring quality and compliance with standards.
- Address quality issues promptly, coordinating with teams to implement corrective actions and prevent recurrence.
- Maintain detailed records of maintenance activities, including inspections, repairs, and quality assessments.

General/Administrative

- Coordinate the allocation of resources, including labour, equipment, and materials, to support civil maintenance activities.
- Ensure timely procurement and delivery of materials required for maintenance tasks, coordinating with suppliers and contractors.
- Track and report on resource usage and costs, identifying opportunities for efficiency and cost savings.
- Optimise the deployment of maintenance resources to address priority areas and minimise downtime.
- Ensure proper maintenance and calibration of equipment used in maintenance activities.
- Provide reports to management and/or recommendations on project activities, technical suitability of procedures, processes and results.
- Undertake pre-planning and integrate whole-of-organisation programming, including short, medium and long-term work scheduling

Interpersonal Skills/Customer Service

- Liaise with internal teams (e.g., Construction, Rural and Routine Maintenance, Engineering, Customer Service) to coordinate corrective maintenance.
- Communicate with customers on service request outcomes.
- Effectively engage with community representatives to gather feedback and incorporate it into maintenance planning and execution.
- Promote positive relationships with stakeholders, fostering a collaborative approach to infrastructure maintenance.

- Liaise with public utilities and authorities for the coordination of works and the protection of services.
- Develop, promote, and maintain a high standard of team-based customer service to internal and external clients, members of the public, suppliers, and other teams.

Civil Maintenance Work Health and Safety

- Ensure that all maintenance activities comply with WHS policies and that all team members adhere to safety protocols and regulations on site.
- Deliver daily safety briefings and prestart meetings to the crew, ensuring all workers are aware of safety standards and potential risks.
- Monitor on-site safety practices through regular inspections, identifying hazards and ensuring immediate corrective actions are taken.
- Report and investigate any incidents, near misses, or injuries and oversee the implementation of corrective actions
- Work closely with management to report safety performance, escalate issues, and contribute to continuous WHS improvements on-site.

Work Health and Safety

- Take reasonable care for own / individual health and safety and for the health and safety of others, including the implementation of risk control measures that are within own / individual control to prevent injuries or illnesses.
- Comply with any reasonable instruction from the City of Albany and monitor and rectify work practices to ensure compliance with WHS Regulations.
- Abide by the City of Albany policies and procedures.
- Report any workplace hazards. Everyone in the workplace shares this responsibility equally.
- Report any workplace injury, illness or near misses. It is important to report all injuries, no matter how insignificant they may seem.
- Provide appropriate instruction, information, training and supervision to staff and others to enable work to be carried out safely.
- Facilitate and encourage feedback from the team regarding WHS issues.

5. REQUIREMENTS OF THE JOB

Skills

- Strong leadership and team management skills, with the ability to motivate and guide maintenance personnel.
- Proficiency in civil maintenance tools, including asphalt and concrete equipment.
- Effective communication skills, with the ability to engage with stakeholders and address concerns.
- Leads by example by communicating a vision that generates enthusiasm and commitment; and guides teams to optimise outcomes.
- Thinks strategically and acts with a long-term perspective, ensuring that plans and outcomes contribute to City of Albany strategic priorities.
- Builds productive relationships with internal and external stakeholders.
- Relates well to others, listens, understands and adapts to different audiences.
- Uses time effectively and meets agreed deadlines.
- Identifies, analyses, and addresses issues and problems before they significantly impact outcomes.
- Positively influence others through effective written and verbal communication.
- Competency in the use of email, internet, word processing, spread-sheeting, asset management and project management software.
- Ability to ensure the required level of quality and to take any project or task through to completion including analysing and adopting lessons learnt for future work.

Knowledge

- Knowledge of urban corrective maintenance practices, including pavement repairs, kerbing, asphalt patching, and pit and lid replacement.
- Working knowledge of environmental compliance requirements, including regulations and best practices, to minimise environmental impact and ensure responsible management of site operations in accordance with relevant City policies, guidelines and sustainability standards.
- Maintenance management knowledge gained through experience, training or education.
- Working Understanding of civil construction operations, standards, levels of service, budget and financial requirements, relevant legislation and policies, preferably within a local government context.
- Working knowledge of GIS software operations.
- Sound knowledge of the role of the City's structure and service.
- Comprehensive understanding of WHS issues relevant to the position and the skills to lead a culture of safety.
- Basic understanding of EEO and HR principles to ensure fair, inclusive practices, address discrimination, and support a respectful, equitable workplace.

Experience and Qualifications

- Demonstrated experience in effectively managing corrective civil infrastructure maintenance, including pavements, kerbing, footpaths, and stormwater systems.
- Previous machine operating experience.
- Proven track record of successful corrective maintenance work over at least 5 years
- Technical qualifications relevant to civil maintenance, such as a Diploma in Civil Engineering or a related field. with relevant experience (or less formal qualifications with specialised skills and expertise) sufficient to perform at this level.
- Certificate IV in Leadership and Management, Civil Supervision or equivalent.
- Basic Traffic Management certification, advanced preferred.
- Certificate III in Civil Construction (desirable).
- 'C' Class Driver's Licence.
- National Police Clearance.

6. CERTIFICATION

As the occupant of this position, I have noted and agreed to the Values, statement of duties, responsibilities and other requirements as detailed in this document.

NAME: _____ SIGNATURE: _____
(Please print)

DATE: _____

WITNESS NAME: _____ SIGNATURE: _____
(Manager or above) (Please print)

DATE: _____