

POSITION DESCRIPTION

Job title	Works Supervisor	Band	Negotiated Contract
Team	Infrastructure	Manager	Manager – Strategic Infrastructure
Direct reports	Supervision and job development/deployment of Trade-Qualified staff (2 x Plumbers, 1 x Electrician, 1 x Horticulturist and 1 x Mechanic) Plant Operators (x5) Town Centre Caretakers (x2) Customer Service Officer (when deployed at Depot) NCL engaged Contractors		

The Nhulunbuy Corporation is a not-for-profit entity that receives its authority from an agreement with Rio Tinto Alcan Gove to manage the township of Nhulunbuy, the nearby Industrial Estate and the Gove Airport.

The Nhulunbuy Corporation's primary responsibility is to provide services to Nhulunbuy residents, businesses and ratepayers.

Position objective

- Supervise, co-ordinate and be responsible for all activities performed by the Infrastructure team in relation to municipal functions for the town of Nhulunbuy
- Ensure the effective deployment of available labour, plant, equipment and material resources
- Establish, implement and monitor effective maintenance planning and scheduling mechanisms to maximise available resources
- Receive and respond to infrastructure failures with a customer-service focussed approach
- Order and procure materials and equipment and to ensure appropriate stock control
- Ensure occupational health and safety standards pertaining to all associated personnel and works are upheld

Relationships

Internal

- Manager – Strategic Infrastructure
- All Infrastructure team members reporting to the role (12 staff)
- Development and Compliance Officer
- Manager – Aviation and Compliance
- Community Engagement Facilitator
- Finance Business Partner
- Chief Executive Officer

External

- NCL engaged contractors
- Rio Tinto - Gove Operations
- Equipment and material suppliers
- NT Government agencies
- Local Aboriginal Corporations located in the East Arnhem region
- Residents and stakeholders within the Nhulunbuy townsite and Industrial Estate

Scope

Co-ordinates and supervises maintenance and construction in the following areas:

- Infrastructure (Depot) operations
- Roads and footpaths
- Storm water drainage
- Reticulated water network
- Sewerage reticulation and treatment
- Parks, gardens and recreation areas
- Garbage collection and disposal
- Cemetery maintenance

Responsibilities

- Employee task allocation, works monitoring and compliance with standards and performance
- Assist the Manager – Strategic Infrastructure through participation in regular morning toolbox/safety meetings including delegating daily task assignments;
- Maintain and supervise employee records, time sheets, leave applications, incident and accident reports
- Prepare effective maintenance schedules, works programs and budgets and ensure compliance to timelines
- Participate in the development and review of a RACI framework and ensure team members actively engage and respond under same
- Supervision of contract maintenance, capital works and special projects (ie. Annual Aquatic Centre shutdown)
- Continuous interaction with External (contract) providers delivering municipal services (Waste Management, Grounds Maintenance, Sanitation and other)
- Organisation and co-ordination of plant and equipment use and maintenance requirements in accordance with a structured Plant Utilisation framework
- Provide guidance and direction to Executive Leadership Team (ELT) in annual review of the Plant Replacement Programme and Plant Utilisation matrix
- Ensure continuous availability and suitability of material for works implementation
- Ensure effective collaboration with the Executive Leadership Team and other Corporation employees as required
- Establish and continually upgrade maintenance standards, procedures and material specifications
- Ensure health and safety standards and procedures are observed and updated as necessary
- Foster and maintain the Nhulunbuy Corporation's focus on exceptional customer service
- Participate (remunerated) in NCL's on-call/after-hours emergency rotation, delivering 24/7/365 response to emergencies (rotation; approximately one week in every six)

Minimum requirements

Experience and qualifications

- Trade qualification(s) in a relevant discipline
- A minimum of five years' experience in a relevant field with at least four years in a supervisory/leadership role.

Essential skills and knowledge

- Strong leadership
- Appreciation of customer service principles and practices
- Proficiency with the Microsoft suite of programmes (Word, Excel, Project, Visio)
- Understanding of intermediate administrative procedures
- Ability to act on own initiative and operate with minimum supervision
- Maintain confidentiality
- Good negotiation/communication skills (both oral and written)

- Flexibility and willingness to facilitate work outside of hours when responding to emergencies or where a task cannot be completed during normal business hours