

# JOB ROLE STATEMENT

## ROAD CREWS SUPERVISOR

### LEVEL 5

DIRECTORATE	REGIONAL MANAGEMENT AND OPERATIONS	CATEGORY 1	
BRANCH	GOLDFIELDS-ESPERANCE	POSITION NO	VARIOUS

**KEY RESPONSIBILITIES**

Supervise multiple Road Crews (RCs) to safely and efficiently deliver region’s road construction/maintenance requirements in accordance with the technical specifications, worksite safety aspects and on time. Provide specialist technical input and support to managers in the planning and co-ordination of road construction / maintenance projects. Provide specialist technical input for the preparation and prioritisation of the Ten Year Network Delivery Plan (10YNDP) and the Annual Works Program (AWP), as required.

**KEY DELIVERIES**

**Multiple Crews and Works Delivery**

- Supervise multiple RCs to deliver region’s road construction/maintenance requirements including road construction and rehabilitation, surfacing works, drainage systems and other related infrastructure in accordance with the technical specifications.
- Provide specialist technical support and directions to RCs in the selection and safe operation of construction / maintenance equipment, machinery, and tools to achieve the best outcomes in diverse/varying environmental factors.
- Identify and resolve RCs project related issues, matters and risks and make informed operational decisions to adapt to unexpected challenges during construction / maintenance activities.
- Verify the correctness of MMIS data recorded by RCs (defects and closed out Work Orders).
- Certify the completion of Work Orders and compliance with procurement and contract requirements.

**Crews Capability, Productivity and Efficiency**

- Review and report on work crew capability, productivity, and efficiency in delivering road construction / maintenance project objectives across the Region.
- Investigate, develop, and implement improvements to road construction / maintenance processes and techniques to optimise project outcomes and report on the results, including streamlined workflows and optimising the utilisation of resources, equipment, and materials.

**Project Planning and Co-ordination**

- Collaborate with Line Manager in the planning and co-ordination of road construction / maintenance projects including works scheduling, resource allocation and procurement of materials and equipment.
- Co-ordinate the supply of materials and equipment to work crews to enable safe, effective, and efficient works delivery.
- Co-ordinate the availability of Environmental Approvals and all other relevant plans to RCs for commencement of roadworks.

**Traffic Management at Worksites**

- Ensure the correct implementation of temporary Traffic Management Plans (TMPs) at all worksites to protect the safety of workers and road users.

**Incident Management and Events**

- Co-ordinate available resources to management of incidents and events impacting the road network.

**Safety, Health and Wellbeing (SHW) and Work Health and Safety (WHS)**

- Ensure adequate task supervision to embed and safeguard a strong ‘WHS Culture’ within each RC daily operation in accordance with relevant SHW standards and WHS requirements.
- Ensure each RC team undertakes daily pre-start safety assessments and records outcomes.
- Ensure each RC team undertakes weekly or specific Pre-start/Toolbox meetings.

**Leadership and Supervision**

- Lead the development of in-depth technical knowledge of construction / maintenance practice and regulations within each RC and ensure all relevant worksite compliances.
- Supervise employee behaviour, performance, and development.
- Ensure all RC members are provided with onsite technical training and supervision for competent and safe undertaking of tasks.

**Stakeholder Relationships**

- Build and enhance working relationships with Service Authorities and others (Telstra, Water Corporation, Local Government, subcontractors, developers) to ensure that the required standards are met.

**SAFETY, HEALTH AND WELLBEING (SHW)**

Responsible for active participation and performance to SHW standards as detailed by the Main Roads’ Safety, Health and Wellbeing (SHW) Management System - refer to “SHW Roles and Responsibilities Procedure” on ‘iRoads’ intranet.

**LOCATION**

Main Roads is a regionalised organisation with key delivery centres operating from the Kimberley to the Great Southern Regions, including the metropolitan area. The incumbent position may be required to undertake a role in a region for a period of time.

**DYNAMIC RESOURCING**

The incumbent of the position may be required to perform any other role within the incumbent’s level of skill, competence and responsibility as directed by the Managing Director of Main Roads to meet the organisation’s objectives and the incumbent’s development.

**REPORTING RELATIONSHIPS**

*This position reports to:*

(A) TITLE AND LEVEL	LEVEL VARIOUS	POSITION NO
VARIOUS		VARIOUS

## ROAD CREWS SUPERVISOR LEVEL 5

**POSITIONS UNDER DIRECT SUPERVISION**

List the position numbers, titles and levels of positions directly supervised

TITLE and LEVEL

Various

**ALL POSITIONS UNDER CONTROL**

State number of positions only

POSITION No

CATEGORY

NUMBER

Salaried, Wages

various  
various

TOTAL

various

**SELECTION CRITERIA – SHOULD BE ADDRESSED IN THE CONTEXT OF THE ROLE**

**ESSENTIAL:**

- Considerable skill, knowledge and experience in:
  - road construction and/or maintenance, including materials selection for construction and/or maintenance purposes
  - pavement construction, bituminous surfacing and asphaltting processes and techniques
  - worksite supervision, including the supervision of employee behaviour, performance and development
  - interpreting and ensuring Work Health and Safety (WHS) requirements and standards for worksites
  - traffic management including the implementation of traffic management plans at worksites
  - interpretation of technical documentation and drawings including from electronic devices
  - building and enhancing stakeholder relationships
- Knowledge of:
  - policies and practices on environmental and quality compliance of projects/worksites
  - use of maintenance management information system
  - policies and practices on EEO, diversity and equity
- Possession of a current Western Australian 'C' or 'C-A' Class (car) motor vehicle drivers' licence or an approved equivalent.

**DESIRABLE:**

- Worksite Traffic Management (WTM) Accreditation.
- A relevant Diploma in Civil Construction and/or Maintenance.
- Possession of a current Western Australian 'HR' Class (heavy rigid truck) motor vehicle drivers' licence or an approved equivalent.

**Special Requirements:**

Following appointment to this role and as a part of training, the appointee must be willing and able to (within 6 months of appointment) obtain as required: 'HR' Class (heavy rigid truck), 'HC' Class (heavy combination - truck + single trailer) driver licences, Senior First Aid Certificate, Construction Safety Awareness (White Card), Worksite Traffic Management (WTM), Advanced Worksite Traffic Management (AWTM) and Traffic Control (TC) and various 'Tickets' to operate items of minor plant, and other necessary training.

**CERTIFICATION**

1. The details contained in this Job Role Statement have been reviewed and conform to Main Roads guidelines.

SIGNATURE A. Power DATE 1-8-24  
BRANCH/SECTION HEAD

2. The details contained in this document are an accurate statement of the duties, responsibilities and other requirements of the position.

SIGNATURE Hartley-West DATE 02/08/2024  
GENERAL MANAGER REGIONAL OPERATIONS

3. The details contained in this document have been reviewed and conform to Main Roads guidelines.

SIGNATURE [Signature] DATE 2/8/24  
EXECUTIVE DIRECTOR HUMAN RESOURCES