



# Job Description Form

## 1. Position Details

<b>Position Title</b> Specialist Construction Supervisor			<b>Position Number</b> DBCA3178720
<b>Level/Grade</b> AWU Level 6	<b>Specified Calling</b> N/A	<b>Agreement</b> AWU (WA Public Sector) Award 1992, GA 2024, AWU Fire Services Provisions Agreement 2014	<b>Effective Date</b> 3 June 2026
<b>Division</b> Regional and Fire Management Services		<b>Branch</b> Midwest Region	
<b>Section</b> Midwest Region		<b>Location</b> Geraldton or other location within the Midwest Region, by agreement.	

## 2. Reporting Relationships

<b>Position Title</b> Regional Leader Parks and Visitor Services	<b>Level/Grade</b> Level 6 or 7	Recruitment and Establishment Section Registered JDF <i>C. Brown</i> 3 June 2026	
↑			
<b>Responsible to</b>	<b>Other offices reporting directly to this office</b>		
<b>Position Title</b> Project Officer Building and Maintenance	<b>Level/Grade</b> Level 5	← <b>Position title</b> Nil	<b>Level/Grade</b>
↑			
<b>Responsible to</b>			
<b>This position</b>			
↑			
<b>Officers under direct responsibility</b>			
<b>Position Title</b> Nil	<b>Level/Grade</b>	<b>Approx. no. FTEs supervised</b>	

## 3. Role and Scope

This is a brief outline of the key responsibilities and scope. Scope may include the level of guidance under which the job operates, range of assignments, and influence on results for the work function or program:

Reporting to the Project Officer Building and Maintenance:

- Undertakes a specialist construction supervisor role, planning and organising construction and fabrication projects associated with buildings, offices, operational facilities and visitor facilities across the Midwest region.
- Leads and supervises departmental construction and ranger teams and external contractors, with a focus on mentoring and training joint management ranger teams.
- Prepares construction and fabrication drawings and ensures projects meet relevant design and construction standard specifications.
- Liaises on construction matters at a high level with other industry professionals and clients.
- Organises and delivers construction related on-the-job training to Aboriginal ranger teams, conservation employees and other staff as required.

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Individuals undertake their duties and responsibilities in accordance with the department's [Code of Conduct](#), policies and procedures, and relevant Government legislation.

#### 4. Responsibilities of the Position and Broad Outline of Duties

The proportion of time likely to be spent on each function or duty may, if appropriate, be indicated as a percentage (%).

Reporting to the Project Officer Building and Maintenance:

##### **DESIGN, CONSTRUCTION AND OPERATIONS (90%)**

1. Undertakes a specialist construction supervisor role, planning and organising construction and fabrication projects associated with buildings, offices, operational facilities and visitor facilities across the region. Prepares design/construction drawings for small projects including interpretation sign stands, frames, boardwalks, lookouts and stairways.
2. Liaises with specialist design staff, engineers and local project managers to provide practical input to the design process.
3. Develops design solutions and prepares detailed construction drawings for specific aspects of larger projects where the overall project drawings lack adequate detail to enable construction/fabrication.
4. Liaises and consults with Landscape Architects, Architectural Draftspersons, engineers, and local project managers during construction. Supervises and liaises with construction contractors on specific projects.
5. Interprets construction drawings to quantify materials requirements. Provides accurate cost estimates, sources materials, seeks competitive quotes and monitors contract and materials expenditure.
6. Plans the sequence of construction to ensure resources are available when needed and the project is completed on time.
7. Briefs senior rangers, crew leaders and Aboriginal ranger and conservation employee teams. Provides direction, training and guidance during construction.
8. Develops solutions to construction problems.
9. Provides advice on maintenance of structures. Organises and supervises maintenance works.

##### **Planning, Administration and Quality Control**

10. Sources and obtains quotes for the supply of materials. Provides accurate cost estimates for construction projects.
11. Prepares contract documentation. Monitors contract and materials expenditure for specific projects.
12. Undertakes all administrative functions required for the role including preparing reports, correspondence and information as required.
13. Monitors work standards and ensures quality control.

##### **Client Service**

14. Negotiates acceptable outcomes for program delivery with internal and external clients on a range of moderately difficult issues.

##### **Fire Operations**

15. Undertakes incident management roles. Participates in fire management activities that contribute to bushfire suppression and prescribed burning operations commensurate with capability, capacity, training and level of experience.

In undertaking this role, the following generic duties also apply: **(10%)**

##### **Personnel and Training**

16. Identifies skills and training requirements for projects to be undertaken by Aboriginal ranger teams, conservation employees and other staff. Organises and conducts training in construction related works including interpreting plans, quantity estimation, obtaining quotes, safe use of tools and machinery, and construction techniques.

##### **Ethics and Compliance**

17. Ensures records are maintained and reports are prepared in accordance with departmental and workplace standards.
18. Complies with relevant legislation, regulatory requirements, corporate policy and ethical standards.

##### **Work, Health and Safety**

19. Responsible for personal safety and cooperates in carrying out of employee responsibilities as defined in the *Work, Health and Safety Act 2020*.
20. Provides an overarching role in ensuring safety is adhered to and processes and procedures are reviewed and improved on a regular basis, having regard for *Work, Health and Safety Act 2020*, public liability, departmental risk factors and relevant Acts and regulations.

##### **Other**

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21. Participates in the regional visitor risk management program. Provides specific advice on risk mitigation actions for structural hazards.
22. Participates in emergency incident rosters and responses which may be related to pollution events, bushfires, search and rescue, or wildlife, as appropriate and as directed by the Regional Manager.
23. Performs other duties as required.

## 5. Selection Criteria

In the context of the duties and responsibilities of the position, the following selection criteria apply. All criteria are essential unless specified otherwise.

Applicants should address the following four criteria. These should be addressed in no more than four pages in total.

1. Significant experience in the design, maintenance and construction of small buildings offices and operational and recreational infrastructure including significant knowledge and experience of construction techniques, appropriate standards and building codes of practice.
2. Considerable experience in the preparation of construction drawings. Ability to interpret construction drawings to quantify accurately materials and set out and build the project to required standards.
3. High level of ability and experience in communicating and liaising with specialist design staff, engineers, surveyors, contractors and construction crews.
4. Demonstrated supervisory, mentoring and organisational skills in relation to construction projects, plus experience in identifying training needs and organising/conducting training, with a preference for someone who has experience working with Aboriginal people.

The following essential criteria will be assessed at some stage during the selection process. Desirable criteria will be assessed as required:

5. Excellent interpersonal, oral and written communication skills including proven ability to produce reports and use of computer skills relevant to the requirements of the job.
6. Ability to provide accurate cost estimates, source materials, seek competitive quotes and monitor contract and materials expenditure.
7. Ability to undertake roles in incident and fire management activities and physically fit for “on-the ground” operational fire work and ongoing willingness and ability to participate in fire management activities that contribute to bushfire suppression and prescribed burning operations commensurate with capability, capacity, training and level of experience
8. Understanding of work, health and safety, equity and diversity principles and practices
9. Current ‘C’ Class Driver’s Licence, with a preference for someone with an ‘HR’ Class Driver’s Licence.
10. Trade qualification relevant to construction.
11. Knowledge of the principles and experience in the practices of visitor risk management. (**Desirable**)
12. Current first aid certificate (**Desirable**)

### Values

Our organisational values drive the way we make decisions, interact with each other, and work together to achieve results.

Our five core values — **Integrity, Collaboration, Accountability, Respect** and **Excellence** — represent our commitment to a professional and inclusive workplace culture we can all enjoy. For the purposes of this recruitment process, behaviours that reflect these values are included as **Essential** and/or (as a minimum) **Desirable** selection criteria for this position.

13. Behaviour that reflects **Integrity, Collaboration, Accountability, Respect** and **Excellence**

Information on whether appointment to this position is subject to a satisfactory Working With Children or National Police check is included in Section 6 of this form.

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## 6. Other

<b>Position Status</b> Does the position form part of the permanent structure?	<input checked="" type="checkbox"/> Yes <input type="checkbox"/> No		
<b>Full Time Equivalent (FTE)</b> Full time hours = 1 FTE. Write part time hours as a proportion of 1 e.g. 0.6 FTE if 3 days per week ie 60% of full time hours.	1		
<b>Allowances and Special Conditions</b> Applicable allowances and special conditions are checked with an 'x' in the appropriate box.	<input checked="" type="checkbox"/> District Allowance	<input type="checkbox"/> North West Leave	
	<input type="checkbox"/> Air Conditioning	<input type="checkbox"/> No Fixed Hours (Rangers only)	
	<input type="checkbox"/> Ranger Leave (Rangers only)	<input checked="" type="checkbox"/> Other - Please specify below: Fire Availability	
<b>Specialised Equipment Operated</b> Specify type of equipment e.g. 4WD.	Power & pneumatic tools for building and construction work.		
<b>Working With Children</b> Specify if appointment to this position is subject to a satisfactory Working with Children check – if this position works with children, refer to <a href="http://www.checkwwc.wa.gov.au/checkwwc/WWC+Check/">http://www.checkwwc.wa.gov.au/checkwwc/WWC+Check/</a> .	<input type="checkbox"/> Yes <input checked="" type="checkbox"/> No		
<b>National Police Check</b> Specify if appointment to this position is subject to a satisfactory National Police check. For more information refer to the department's guidelines on <a href="#">National Police checks</a> .	<input checked="" type="checkbox"/> Yes <input type="checkbox"/> No		

<b>PEOPLE SERVICES BRANCH USE ONLY</b> ANZSCO Code	441212
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## 7. Certification

The details contained in this document are an accurate reflection of position.

Branch/Division Head	Director General
<b>Signature:</b>	<b>Signature:</b>
<b>Date:</b>	<b>Date:</b>