

# JOB ROLE STATEMENT

## WORKS SUPERVISOR LEVEL 4

**DIRECTORATE** REGIONAL SERVICES  
**BRANCH** PILBARA **POSITION NO** P0062124 / P0062125 / P0062625

### KEY RESPONSIBILITIES

Supervise the Delivery of Works (Roads and Bridges) by Direct Management (DM) and Minor Capital Works (MCW) in accordance with the technical specifications. Assist in the preparation and prioritisation of the Ten Year Network Delivery Plan (TYNDP) and the Annual Works Program (AWP).

### KEY DELIVERIES

#### Delivery

- Supervise the Delivery of Works by DM, MCW (including road surfacing and rehabilitation) in accordance with the technical specifications.
- Verify that the works are undertaken in accordance with drawings, specifications, quality plans, safety plans environmental plans and traffic management plans.
- Supervise the preparation of road building materials in a safe and efficient manner.
- Undertake the surveillance of Contract Works, where required.
- Identify and assist in implementing improvements to road construction and maintenance processes and techniques to optimise project objectives and targets and report on the outcomes.
- Monitor performance and review maintenance process and activities across the Network.

#### Asset Management

- Undertake Network inspections and provide advice to assist in the preparation and prioritisation of the TYNDP (10 year view).
- Undertake inspections of structural assets to assist in the preparation and prioritisation of the Bridge Preventive Maintenance Program (BPMP) within the TYNDP.

#### Incident Management and Events

- Provide assistance in the management of incidents and emergency response in accordance with the Regional Incident Management Plans.
- Provide support for the management of events.

#### Occupational Safety and Health

- Supervise daily operations in accordance with relevant Occupational Safety and Health (OSH) requirements and environmental plans.
- Promote culture of safety and health on the project.
- Conduct daily pre-start safety assessments and record outcomes.
- Schedule and conduct weekly or specific Pre-start/Toolbox meetings.

#### Supervision

- Supervise employee behaviour, performance and development, where required.
- Provide training to personnel including development employees.

#### 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.

### **OCCUPATIONAL SAFETY, HEALTH AND WELLBEING (OSH&W)**

Responsible for active participation and performance to OSH&W standards as detailed by the Main Roads' Safety, Health and Wellbeing (SH&W) Management System - refer to "SH&W Responsibility and Accountability 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) <b>TITLE AND LEVEL</b>	<b>POSITION NO</b>
ASSET MANAGER	LEVEL 6 P0053491
DELIVERY MANAGER	LEVEL 7 P0061966

## WORKS SUPERVISOR LEVEL 4

**POSITIONS UNDER DIRECT SUPERVISION**

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

TITLE and LEVEL

POSITION No

**ALL POSITIONS UNDER CONTROL**

State number of positions only

CATEGORY

NUMBER

Salaries, wages

TOTAL

**SELECTION CRITERIA**

- Sound skill, knowledge and experience in:
  - road and/or bridge construction and maintenance, including materials selection for construction and maintenance purposes
  - pavement construction, bituminous surfacing and asphaltting processes and techniques
  - supervision, including the supervision of employee behaviour, performance and development
  - traffic management including the implementation of traffic management plans
  - interpretation of technical documentation and drawings
  - building and enhancing stakeholder relationships
  - written communication, including preparation of technical recommendations
  - use of personal computers, including Microsoft Office applications such as Outlook, Excel and Word
- Knowledge of:
  - policies and practices on environmental and quality compliance of projects/work sites
  - policies and practices on Occupational Safety and Health, and on EEO, diversity and equity
- Possession of a current Western Australian 'C' Class (car) motor vehicle drivers licence or an approved equivalent.

**CERTIFICATION**

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

SIGNATURE ..... DATE .....  
 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 ..... DATE .....  
 EXECUTIVE DIRECTOR

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

SIGNATURE ..... DATE .....  
 MANAGER HR BUSINES