

JOB ROLE STATEMENT

ROAD CREW SUPERVISOR LEVEL 6 (AWU)

DIRECTORATE	REGIONAL MANAGEMENT AND OPERATIONS	CATEGORY 1	
BRANCH	SOUTH WEST	POSITION NO	VARIOUS

KEY RESPONSIBILITIES

Supervise onsite operation of a Road Crew (RC) to deliver region’s road construction / maintenance requirements in accordance with the technical specifications, worksite safety aspects and on time. Undertake a role of RC ‘Leader’ in resolving onsite technical and Crew issues, matters, risks and opportunities.

KEY DELIVERIES

Onsite Works Delivery

- Supervise the operation of RC (including road surfacing and rehabilitation, drainage systems) and other related infrastructure 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/or maintenance processes and techniques to optimise project objectives and targets and report on the outcomes.
- Monitor performance and review construction and/or maintenance process and activities.

Incident Management and Events

Provide onsite assistance in the management of incidents and emergency response in accordance with the Regional Incident Management Plans including the management of events, as required.

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

- Supervise daily operations of RC in accordance with relevant SHW standards and WHS requirements.
- Identify and remove potential safety hazards, implement safety measures and report incidents to ensure a safe working environment.
- Promote culture of safety and health on the project.
- Undertake daily pre-start safety assessments and record outcomes.
- Schedule and conduct weekly or specific Pre-start/Toolbox meetings.

Traffic Management at Worksite

- Supervise the correct implementation of temporary Traffic Management Plans (TMPs) onsite by RC to ensure the safety of workers and road users, including:
- set up/pull down of traffic management control schemes to direct plant and vehicle traffic in accordance with approved TMP
 - monitoring of traffic safety, reporting incidents, providing onsite assistance in accordance with the Emergency Management Plan (EMP)

Supervision

- Supervise employee behaviour, performance and development.
- Investigate and resolve RC onsite issues, matters, risks and opportunities including technical problems.
- Provide task supervision and training to RC members 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.

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		POSITION NO
ROAD CREWS SUPERVISOR	LEVEL 5 CSA	VARIOUS

ROAD CREW SUPERVISOR LEVEL 6 (AWU)

POSITIONS UNDER DIRECT SUPERVISION

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

TITLE and LEVEL	POSITION No
Senior Road Worker	LEVEL 5 AWU
Road Worker	LEVEL 3/4 AWU

ALL POSITIONS UNDER CONTROL

State number of positions only

CATEGORY	NUMBER
Salaried, Wages	various
	various
TOTAL	various

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

ESSENTIAL:

- Sound 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
 - interpreting and applying Work Health and Safety (WHS) requirements and standards for worksites
 - worksite supervision, including the supervision of employee behaviour, performance and development
 - 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
 - policies and practices on EEO, diversity and equity
- Possession of a current Western Australian as follows: ‘C’ or ‘C-A’ Class (car) drivers’ licence for a period of 2 years, or ‘MR’ Class (medium rigid truck) for a period of 1 year, or an or approved equivalent.

DESIRABLE:

- A relevant Diploma in Civil Construction and/or Maintenance.
- Possession of a current Western Australian drivers’ licence as follows: ‘HC’ Class (heavy combination – truck + single trailer), or ‘C’ or ‘C-A’ Class (car) for a period of 3 years, or ‘MR’ Class (medium rigid truck) or ‘HR’ Class (heavy rigid truck) for a period of 1 year, 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: ‘HC’ Class (heavy combination – truck + single trailer) drivers’ licence, Senior First Aid Certificate, Construction Safety Awareness (White Card), Basic Worksite Traffic Management (BWTM) and Traffic Control (TC), and various ‘Tickets’ to operate various items of minor plant, and other necessary training as required.

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

GENERAL MANAGER REGIONAL OPERATIONS

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

SIGNATURE DATE

EXECUTIVE DIRECTOR HUMAN RESOURCES