

# JOB ROLE STATEMENT

## ROAD CREW SUPERVISOR LEVEL 6 (AWU)

<b>DIRECTORATE</b>	REGIONAL MANAGEMENT AND OPERATIONS	<b>CATEGORY 1</b>	
<b>BRANCH</b>	SOUTH WEST REGION	<b>POSITION NO</b>	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. Inspect and confirm the availability of all relevant plans onsite prior to commencement of works. 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, embed and safeguard a strong ‘WHS Culture’ within RC and at worksites.
- Co-ordinate daily pre-start WHS meetings, 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 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 and Administration**

- Supervise employee behaviour, performance and development.
- Investigate and resolve RC onsite issues, matters, risks and opportunities including technical problems.
- Provide and/or allocate appropriate task supervision and training to RC workers including development employees.
- Maintain daily record of works including work hours and digital photos together for daily submission of team’s fortnightly electronic timesheets, job allocations, plant and equipment allocation and material consumption also the use MMIS to search for nearby defects and close defects, as completed.

**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:*

<b>(A) TITLE AND LEVEL</b>		<b>POSITION NO</b>
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
<b>TOTAL</b>	<b>various</b>

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

**ESSENTIAL:**

- Worksite Traffic Management (WTM) Accreditation.
- 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 ensuring 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
  - the use of Maintenance Management Information System (MMIS)
  - 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 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), Advanced Worksite Traffic Management (AWTM) 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

BRANCH/SECTION HEAD

DATE

2/05/24

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

SIGNATURE

GENERAL MANAGER REGIONAL OPERATIONS

DATE

03/05/2024

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

SIGNATURE

EXECUTIVE DIRECTOR HUMAN RESOURCES

DATE

3/5/24