

BARKLY REGIONAL COUNCIL



Work Staff Supervisor - Alpururulam - (10228)

1. Position Objectives

The position of Work Staff Supervisor - Alpururulam is responsible for performing a range of tasks relating to the manual and mechanical works of the depot and the community, including activities relating to public spaces, hygiene facilities (rubbish and sewage), roads, river crossings, drainage, and general Council infrastructure.

2. Key Responsibilities

- Ensure the daily maintenance program for tools and machinery is completed.
- Operation of large plant equipment, rubbish compactor, backhoe, mowers, and graders.
- Staff management and clerical duties associated with payroll and general administration duties.
- Complete stock-take duties where required and control the record-keeping system for all relevant assets.
- Handling, maintenance, storage, and ordering of Work Depot stores and supplies consistent with the Barkly Regional Council Purchase Ordering Procedure.
- Ensure staff is trained in the correct usage of all equipment, and licenses are kept updated.
- Report to the Director of Operations and Remote Communities as required in relation to all areas, task allocation, equipment, staff issues, and complaints.
- Be aware of the principles of Diversity, Equity, Inclusion, and Belonging (DEIB).
- Work safely and promote a safe working environment in accordance with Work Health Safety (WHS) legislation and Barkly Regional Council's policies and procedures.
- Any other duties as requested by your Manager.

3. Key Accountabilities

- Carry out duties allocated in a timely and efficient manner, completing all daily tasks, unless otherwise directed, by the end of the day.
- Provide guidance and feedback to the Area Manager - Alpururulam whenever a work-related issue, or personal issues which could affect the job, arises.
- Maintain work sites, tools, and equipment in a clean state to enable their operational readiness.

4. Organisational Relationship

Position Title:	Work Staff Supervisor - Alpururulam - (10228)
Reports to:	Area Manager - Alpururulam - (10224)
Department:	Operations and Remote Communities
Supervises:	Municipal Officers - Alpururulam
Internal Liaison:	Chief Executive Officer Director of Operations - Remote Communities

Area Manager - Alpururulam
Municipal Officers - Alpururulam
Customer Service Officer - Alpururulam
Other Staff

External Liaison: Government and Non-Government Representatives
Rate Payers, Residents, and Visitors

5. Wages and Allowances

Classification: Level 6 Pay Point 1
Barkly Regional Council Enterprise Agreement 2023

Status: Full Time – Permanent (38 hours per week)

Annual Salary: \$74,486.70 per annum (\$1,432.44 per week)

Zone Allowance: Remote Community Zone Allowance \$2.5100 per ordinary hour

6. Knowledge and Skills

Organisational:

- Knowledge and understanding of Aboriginal Culture.
- Excellent time management and organisational skills.
- The ability to work within a team environment whilst also producing results working independently.
- Ability to manage multiple tasks effectively with a degree of flexibility within a changing work environment.

Interpersonal:

- A willingness to work in a remote and sometimes demanding environment.
- High ethical standards and personal integrity.
- Ability to successfully interact with people at all levels.

Change Management:

- Ability to recognise issues and use initiative to identify and discuss proposed solutions.
- Ability to promptly respond to changed circumstances and make sound decisions to ensure the ongoing efficient and effective delivery of key deliverables within the role in the best interests of the Barkly Regional Council.
- Ensure compliance with and adherence to all legislative requirements and best practices at all times.

Commitment, Attitude, and Application to Duties:

- Provide courteous and prompt attention to requests for information.
- Demonstration of a positive and proactive attitude with strong initiative.
- Promote Barkly Regional Council in a positive manner at all times.
- Promote and encourage continuous quality improvement strategies for the delivery of accurate and timely documentation.

- Take responsible care to ensure one's own safety at work and that of other staff within the workplace.

7. Essential Criteria – Qualifications, Skills, and Experience

1. A current MR driver's licence.
2. Knowledge and understanding of Aboriginal Culture and Aboriginal issues.
3. Previous experience in municipal services
4. Previous experience in a supervisor role.
5. Willing to undergo a National Police Criminal History Check.

8. Desirable Criteria

1. Certificate III in Local Government (Operational Works)

9. Certification

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

Ian Bodill

Ian Bodill
Chief Executive Officer

12 / 01 / 2024

Date

10. Acceptance

I, _____, have read and understood the requirements of this position and hereby agree to the responsibilities as outlined above.

Signature

_____/_____/_____
Date