

Position Description

POSITION DETAILS	
Date of PD	July 2016
Position Title	Construction Site Supervisor
Position Grade	10
Group Business Unit	City Services & Projects City Assets
Reports to	Manager Asset Delivery
Physical Requirements Category	Category 3 - Combined role with some Physical Requirements

POSITION OVERVIEW

Within the Project Management Parramatta (PMP) Framework this position is primarily responsible for the site management and supervision of a diverse range of civil, building and landscape projects maintaining a high level of quality and integrity throughout the construction process.

KEY RESPONSIBILITIES

Impact – Operational

- Carry out and be responsible for the following in the context of the role:
 - Arrange and supervise the construction of a diverse range of civil, building and landscape projects varying in size and complexity including stakeholder consultation; client liaison; procurement; defects identification and remediation.
 - Apply relevant current construction principles and practices to achieve an end product meeting time, quality and budget requirements.
 - Negotiate, mediate and resolve construction issues, including technical decisions on a daily basis, to achieve positive outcomes and make decisions within delegated authority to ensure optimal safe outcomes are achieved with maximum productivity.
 - Ensure that quality, safety, environmental and risk issues are appropriately addressed.
 - Monitor and present project expenditure against budgets and other management information as required.
 - Plan, organise and engage external contractors and consultant services as necessary to achieve the completion of assigned project works and/or supply of services and make relevant payments.
 - Contract documentation, management, and administration.
 - Reports and other written advice as required.
 - Project and work specifications.

- Apply relevant current project management principles and practices with particular emphasis on Project Management Parramatta (PMP, based on PMBoK Principles) to achieve desired outcome meeting time, quality and budget requirements.

- Participate in the assessment, implementation and monitoring of technical improvements and technological changes.
- Ensure projects are delivered in accordance to the relevant legislation, regulations, Council policies and standards including the WHS Act and Regulations, NSW Local Government Act and the NSW Roads Act.
- Bring to the attention of management any dishonesty or practice contrary to Council's Code of Conduct.
- Generate a positive workplace culture in accordance with Council's Guiding Principles.
- Contribute to corporate initiatives such as Parramatta Councils web page, Plans of Management and Master Plans, Council's Strategic Plans, State of Environment and Annual Reporting, Corporate Strategy and others as may arise.
- Ensure all relevant activities adhere to the appropriate legal and statutory requirements including
 - Council's policies and procedures.
- Act in the role of Project Manager as required. Contribute to business support, archiving and general project administration as required.
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 - Council's policies and procedures.
- Ensure EEO, the principles for a culturally diverse society, and Council policies are complied with at all times.
- Contribute to improved customer service and organizational effectiveness, by acting ethically, honestly and with fairness.
- Ensure to take reasonable care of the health and safety of yourself, staff, visitors, contractors and volunteers whilst at work, and cooperate with PCC to comply with WH&S legislative obligations.
- Exercise a Duty of Care by working in a safe and efficient manner, having regard to personal safety and the safety of other workers, visitors, contractors and volunteers and the general public.
- Report injuries, accidents, incidents, near misses and unsafe work practices within required time frames, and that corrective actions are taken to prevent reoccurrence.
- Use and properly maintain appropriate safety clothing and personal protective equipment.
- Attend and complete all required WH&S training, toolbox talks and briefings as directed.

Communication

- Consult and liaise with relevant stakeholders in relation to project construction matters Contract documentation, management and administration.
- Reports and other written advice as required.
- Project and work specifications.

Innovation

- Participate in the assessment, implementation and monitoring of technical improvements and technological changes.

Knowledge

Essential Qualifications, Experience and Competencies

Qualifications

- Recognised certificate level qualifications in construction works supervision or other related discipline with at least 10 years' experience.

Experience

- Demonstrated relevant extensive experience in construction supervision or a related field.

Skills

- Excellent skills and knowledge of civil, landscape and building construction techniques and ability to understand and interpret engineering and technical designs.
- Excellent communication, negotiation, advocacy and people management skills.
- Good report writing skills.
- Good budget and financial skills.
- Sound problem solving skills.
- Sound knowledge of the NSW Local Govt. Act and Regulations.
- Ability to participate in a changing workplace, both independently and as part of a team.
- Ability to manage personal work priorities and professional development.
- Understanding of protocols governing need for privacy, confidentiality and probity.
- Demonstrated ability to work successfully with public authorities.
- Demonstrated organisational and time management skills.

Desirable Qualifications, Experience and Competencies

Qualifications

- Construction Management, Project Management, Contract Management, Contract Administration, Civil Engineering or Building Construction.

Experience

- Experience in a political environment.

Skills

- Understanding the role and functions of local government.
- Demonstrated ability to work successfully with volunteer groups.

Experience

Demonstrated relevant extensive experience in construction supervision or a related field.

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