



EAST GIPPSLAND CATCHMENT MANAGEMENT AUTHORITY POSITION DESCRIPTION

POSITION: Works Supervisor

REPORTS TO: Operations Manager

POSITION OBJECTIVES

The position plays an integral role in ensuring that the works program undertaken by the Authority is delivered on time, within budget, in a safe manner and in consultation with local stakeholders.

The position coordinates and supervises the activities of contractors and ensures projects meet quality objectives. It also ensures the Authority, and its contractors, conform to all OH&S obligations. The position engages with landholders and other stakeholders in regards to works activities and local river health issues.

KEY RESPONSIBILITIES

- Provide supervision of contractors to ensure works are undertaken within quality specifications, within agreed timelines and budgets, and within the OH&S policy and procedures of the Authority.
- Ensure projects are delivered in line with the documented project management procedures of the Authority.
- Consult, negotiate with, and provide feedback and information to community members and landholders impacted by the Authority's program of works. Ensure data is captured in ACE database.
- Assist Planners in managing the status of projects by maintaining accurate financial commitments within the project financial system.
- Capture the physical location and type of completed works, in a timely manner, for recording in the GIS of the Authority.
- Maintain in good order the vehicles, depot and other plant located in the Far East Basin.
- Continually participate in the planning cycle by identifying and recording potential river health issues and contributing to the project development activity undertaken by Planners.



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SPECIALIST KNOWLEDGE AND SKILLS

- Experience in contractor management and coordination.
- Experience in project management with a strong procedural and information based focus.
- Familiarity with types and application of heavy equipment.
- Sound understanding and demonstrated experience in the application of the OH&S laws.
- Knowledge of the catchment areas of East Gippsland and associated natural resource issues.
- Understanding of the principles of stakeholder and community engagement.
- Ability to utilise information management tools to plan, manage and report on projects.
- 4WD experience.

JUDGEMENT AND DECISION MAKING

- Objectives are clearly defined though there is a regular requirement for adaption to policies and processes which needs the ability to improvise with the use of available resources
- The incumbent will be encouraged to make appropriate decisions and interpret information as required. However, guidance and advice is always available if a difficult or unusual problem is encountered.

ORGANISATIONAL RELATIONSHIPS

INTERNAL LIAISON

- All East Gippsland Catchment Management managers and staff

EXTERNAL LIAISON

- Contractors
- Crown Lands Management
- Government Agencies
- East Gippsland Shire
- Farmers and Other Landholders
- Landcare Groups



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- Community Organisations
- Members of the Public

ACCOUNTABILITY AND EXTENT OF AUTHORITY

AREAS OF ACCOUNTABILITY

Staffing

- Number of staff reporting directly: Nil

SCALE OF OPERATIONS

Budget

- Nil

EXTENT OF AUTHORITY

Financial Delegation

- An operation expenditure of \$5,000.00 is approved by Board

KEY SELECTION CRITERIA

- Current Victorian Drivers Licence
- Demonstrated experience in the selection, management and coordination of contractors for the delivery of a works program.
- Ability to prove an understanding and demonstrate application of the OH&S laws.
- Experience in the use of heavy and light machinery in a variety of circumstances.
- Skills in negotiating and engaging with stakeholders in regards to the delivery of projects.
- Computer skills within an MS environment.
- An understanding of sound project management procedures and experience of working within such a system.
- Evidence of a commitment to maintaining up to date project data and information.
- GPS/Maps/1st Aid/Remote Communications



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Responsibilities Statement

The Responsibilities Statement is to ensure that all personnel are aware of their responsibilities to Occupational Health and Safety and the environment whilst at East Gippsland Catchment Management Authority.

Responsibilities of Management:

The Board of the East Gippsland Catchment Management Authority is responsible for providing an environment in which the level of risk of injury or disease is as low as possible. The Chief Executive Officer and management team will set policies and give direction for the effective management of Occupational Health and Safety within East Gippsland Catchment Management Authority and the broader community. It will allocate resources to reduce risk and provide a framework to enable all personnel to actively participate in controlling hazards. The Chief Executive Officer has overall responsibility for OH&S management.

Managers:

Managers, aside from their own personal responsibilities to OH&S at East Gippsland Catchment Management Authority will play a significant role in the approval and review of OH&S at an organisation wide level.

This will include:

1. Reviewing East Gippsland Catchment Management Authority's overall OH&S performance.
2. Reviewing serious accidents/incidents at East Gippsland Catchment Management Authority.
3. Ensuring East Gippsland Catchment Management Authority's compliance to the relevant OH&S legislation.
4. Facilitating the return to work of injured personnel in their area.
5. Being an active member of the OH&S Committee when required/requested.
6. The Chief Executive Officer will notify Worksafe were applicable of hearing tests or direct the audiometric company to do so.

This will be achieved by preparing reports and allocating the appropriate resources.



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Supervisors:

Supervisor responsibilities relate to the development, implementation and monitoring of OH&S and rehabilitation programs, and to the provision of training all levels of personnel in the principals of OH&S. Supervisors will provide their personnel with the direct leadership and supervision they require.

This will include:

1. Ensuring that appropriate action is taken at East Gippsland Catchment Management Authority to implement the OH&S policy, procedures and legislative requirements.
2. Monitoring the OH&S performance within their area of responsibility.
3. Showing commitment to OH&S at East Gippsland Catchment Management Authority through participation in formal and informal discussions, OH&S training, return to work programs, hazard inspections, etc.
4. Reviewing/investigating all accidents/incidents in their area and if necessary preparing reports.
5. Reviewing any relevant OH&S related report.
6. Being an active member of the OH&S Committee where required.
7. Ensuring that personnel are consulted notified and supplied with all relevant OH&S information and changes.
8. Initiating actions to improve OH&S at East Gippsland Catchment Management Authority's.
9. Reviewing the OH&S performance of personnel.
10. Actively monitoring their area to identify hazards and then taking appropriate action to eliminate/control the hazards.
11. Ensuring all East Gippsland Catchment Management Authority personnel are inducted and receive appropriate training and equipment as needed to perform their jobs safely.
12. Supporting rehabilitation of injured workers.
13. Ensure personnel under their control follow established work instructions and work procedures.
14. Ensure contractors and site visitors in their area of responsibility observe the Company safety procedures and use the appropriate personal protective equipment.
15. Oversee the provision of First Aid facilities and ensure qualified First Aid personnel are available when required.

This will be achieved by preparing reports, consultation with management and personnel, inspecting work areas, sighting personnel at work and listing alternative duties.



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East Gippsland Catchment Management Authority Personnel:

East Gippsland Catchment Management Authority personnel's responsibilities involve co-operation with management to ensure that all OH&S policies, procedures and legislation's are followed and that any injured workers returning to work are welcomed and supported.

Specific responsibilities of employees will include:

1. Following safe work procedures at all times to prevent injury to themselves or others.
2. Reporting any accidents/incidents/hazards to their supervisor immediately.
3. Supporting East Gippsland Catchment Management Authority OH&S Management system.
4. Actively participate in any return to work programs.
5. Actively participate in any training required to improve skills and knowledge.
6. Working with due care and consideration to safeguard their own health and safety and the health and safety of others.
7. Comply with all safe work practices and procedures set in place by Management.
8. Use equipment that is issued for personal protection and ensure that it is maintained in proper order.
9. Co-operate with any rehabilitation program that is arranged to assist recovery from injury for themselves or fellow workers.

This will be achieved by participating in the training provided safety meetings and by reading the Safety Notices and Safety Committee Minutes.

Contractors:

East Gippsland Catchment Management Authority will ensure all contractors receive written copies of all relevant OH&S information before commencing work. Contractors are expected to take on the same responsibilities as East Gippsland Catchment Management Authority personnel when working on East Gippsland Catchment Management Authority property/operations.