



## **Coomalie Community Government Council Position Description**

<b>Position Title:</b>	<b>Relief Operations Supervisor</b>
<b>Department:</b>	Operations
<b>Reports to:</b>	Operations Manager, Chief Executive Officer
<b>Key Relationships:</b>	
<b>Internal</b>	CEO, Operations Manager, Finance Manager, Administration Staff, Operations staff, Pool Supervisor and other CCGC Staff.
<b>External</b>	Commonwealth and NT Government Departments, Community based organisations, Local Community, Contractors, Suppliers, and the General Public.

### **SUMMARY**

Under the direction of the Operations Manager, the Relief Operations Supervisor will undertake manual duties consistent with Council functions, be responsible for the maintenance and tidiness of all of the grounds and gardens which are not under the direct control of Council contractors, provide mechanical support to the Swimming Pool Supervisor, and supervise the day to day work of the Works Service Officers. Carry out all duties in accordance with the Council's Health and Safety policies.

## ROLES AND RESPONSIBILITIES

- Maintenance of all Council grounds, gardens, reserves, roads, parks and cemeteries. Duties include mowing, whipper snipping, slashing, spraying and watering, along with sprinkler maintenance.
- Oversee regular rubbish runs for all parks and public areas within the Coomalie region by Contractor.
- Ensure recyclable material is picked up, sorted and delivered appropriately.
- Ensure the maintenance of all council irrigation systems, toilets and ablution facilities, and plant in external locations.
- Ensure drain tops are clean and in working order.
- Ensure the maintenance of the dog pound is attended to daily, including feeding and maintenance of dogs whilst in pound. Report conditions to operations Manager and Admin Staff.
- All council vehicles, plant and equipment to be maintained, including preventative maintenance and pre starts and in an emergency ready condition at all times. This includes servicing of plant and equipment.
- Liaise with contractors for any repairs on Council vehicles, plant and equipment that are not undertaken by Council employees.
- Ensure all tools and equipment in the workshop and adequately stored and used correctly, and are accounted for.
- Ensure the depot entrance and yard areas are kept in an orderly manner at all times.
- Ensure that all chemicals are stored correctly in accordance with Work Health and Safety standards and ensure MSD sheets are stored for easy access.
- Ensure that all workshop activities are conducted in a safe manner and the appropriate PPE is available and worn at all times.
- Sweep road intersections, repair kerbing, repair drainage and install guide posts as required.

- Ensure adequate signage on roads under repair or in floods at all times.
- Assist Operations Manager with roadside maintenance as required, including repairs or patching.
- Provide leadership, allocation, instruction and direction to the Work Service Officers, along with providing and arranging training as required.
- Handle staff issues in the field and report any disciplinary matters to the Operations Manager, and ensure the correct records are kept of any incidents.
- Oversee the Safety of all persons who enter the workshop or worksite, including PPE and adequate housekeeping.
- Record all work activities undertaken daily and ensure emails are checked multiple times daily.
- Prepare purchase order requests as need or by request of the Operations Manager.
- If requested, perform the duties of the Acting Operations Manager.

## **PERSONAL ATTRIBUTES AND SELECTION CRITERIA**

### **Personal Attributes**

- Motivated and organized
- High level of integrity and discretion
- Excellent interpersonal communication
- Able to navigate Microsoft windows and good use of Microsoft Office
- Ability to work in hot and humid conditions

### **Preferred Qualifications or Experience**

- Previous experience with irrigation is essential
- Previous road construction work is beneficial
- Mechanical skills are essential
- NT Driver's License – MR Desirable
- Experience in a similar role
- OHS qualifications or experience
- Senior First Aid Certificate or ability to obtain