

Operations Overseer

Incumbent Vacant

Department Engineering

Main Purpose of the Role

To manage Council's Plant (Mechanics), Purchasing and Depot, Project, and Bridge and Drainage gangs in the effective and efficient maintenance of Council's Plant (Equipment), depots, bridges, drainage and associated assets.

To ensure that all works being undertaken by staff comply with Council's Work Health and Safety requirements.

To investigate requests or complaints and institute appropriate action.

To promote the image of Council as being caring, courteous and efficient.

Reports to Works Manager

Staff Supervised 5 Direct, 8 Indirect

Hours of Work Full Time – 38 hours per week

Salary	Grade	15	Band	1	Level	3	Step	
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Last Reviewed September 2026

Part 1 – Operational Duties

- To implement Council's annual program for plant replacement and maintenance, bridge and drainage maintenance and other asset maintenance programs such as footpath, kerb and channel, signage and other minor assets and ensure service levels are achieved in terms of cost, quality and time
- To review regularly the budget and identify variances to the Manager Works
- To conduct annual performance reviews of staff under their control
- To co-ordinate available resources to maximise production goals
- To investigate operational enquiries and complaints
- To evaluate condition of assets as directed
- To identify capital and maintenance works for inclusion in future works programs
- To identify staff resource and training needs
- To monitor achievement of quality standards
- To monitor Work Health and Safety compliance
- To prepare works as executed documents
- To undertake light vehicle and heavy plant replacement including the preparation of tender documentation, tendering analysing tenders received and providing a recommendation to Manager Works of preferred plant item
- To supervise mechanical workshop staff
- To supervise purchasing and depot staff
- To supervise bridge and drainage staff
- To develop and undertake a comprehensive maintenance program for Council's bridges in conjunction with bridge and drainage ganger
- To undertake a comprehensive maintenance program of Council's kerb and channel, footpaths and other minor assets in conjunction with project ganger
- To perform other tasks on duties as directed by Manager Works which are within the limits of the employees skill, competence and training.

Authority and Accountability

- Decisions are either guided by practices, procedures and precedent or made in consultation with the immediate supervisor
- Decisions made by the job holder affect the work and activities of others within the Department
- Significant planning is required to co-ordinate with various organisational units or multiple resources.

Judgement and Problem Solving

- Problems are solved by examination and analysis of readily obtained information and the selection of an appropriate solution from a number of options
- The job holder must evaluate a variety of issues in more complicated situations. Considerable investigation and adaptive thinking will be required.

Specialist Knowledge and Skills

- The job holder requires the following level of technical skills.
 - Basic road construction knowledge
 - Good computer skills
 - Good plan reading skills
 - Basic Bridge maintenance
 - Good knowledge of vehicle and plant used by Council
 - Good purchasing and tendering skills.
- In addition, the operational knowledge required by the job holder includes knowledge of the structure, functions and processes of several departments.

Management Skills

- The job holder has direct supervision of a team of employees performing similar tasks
- The person initiates action in the following work areas:
 - Evaluating performance
 - Identifying training needs
 - Authorising timesheets
 - Approving overtime
 - Approving leave
 - Handling employee complaints
 - Disciplinary actions.
- The job holder approves and makes final decisions in the following work areas:
 - Assigning work activities
 - Coaching and advising
- The job holder supervises 5 personnel directly and indirectly a further 6.

Interpersonal Skills

- This job requires written communication skills which enable the job holder to write standard reports following prescribed formats
- Expected to co-operate with co-workers in creating smooth workflow, including assisting with each other's work when necessary
- This job requires verbal communication skills which enable the job holder to perform the following activities:
 - Exchange/explain information
 - Explain situations
 - Advice, recommend or counsel
 - Participate in meetings/group discussions.

Essential Criteria for Appointment

- Supervisory qualifications and/or demonstrated relevant experience in plant purchasing and maintenance, bridge and drainage maintenance, general purchasing and footpath and kerb and channel maintenance
- Well-developed communication skills
- Comprehensive knowledge of civil construction maintenance including the ability to interpret engineering plans and use survey instruments such as levels, tapes, string lines etc. to verify conformance
- Current WorkCover Construction Industry Induction Card coupled with a thorough understanding of Work Health and Safety (WH&S) issues applying to work places
- Good computer skills
- Ability to work unsupervised
- Ability to understand and carry out and convey instructions
- Demonstrated knowledge of erosion and sedimentation control devices
- A commitment to safety, customer service, teamwork and EEO
- Good record keeping skills
- Class C drivers licence.

Step 1 Pre-requisites

Skills, knowledge and other attributes for the position have been developed to a level where the work performance is accepted by the Director Engineering Services as competent.

The assessment of performance being against the following:

- Demonstrated ability to deal with internal and external customers and provide timely and accurate advice/information
- Demonstrated ability to plan, organise and execute works projects and maintenance programs for Council's assets
- Demonstrated ability to supervise and train staff and identify training needs
- Demonstrated ability to evaluate the condition of Council assets.
- Level 1 Bridge inspector's certificate
- Hold RMS Traffic Controller and Implement (TCR/IMP) Traffic Control Plans qualifications

Step 2 Pre-requisites

Quality and quantity of work are consistently performed at a higher than competent level.

The assessment of performance being against the following:

- Pre-requisites from Step 1, plus:
- Demonstrated ability to control expenditure within budget allocations
- Demonstrated ability read and understand project construction plans
- Demonstrated ability to set out construction projects from plans
- Well developed understanding of compaction techniques
- Well developed understanding of bitumen sealing techniques
- Demonstrated ability to monitor and evaluate operational staff performance.
- Hold RMS Prepare Work Zone (PWZ) Traffic Control Plans qualifications
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Step 3 Pre-requisites

Skills and knowledge for the position are at an advanced level and the amount of relevant experience extensive. The role is performed with ease.

The assessment of performance being against the following:

- Pre-requisites from Steps 1 and 2, plus:

- Demonstrated ability to assist in the budget planning process including the estimating of specific project costs
- Demonstrated ability to undertake asset management condition monitoring and reporting
- Demonstrated ability to identify capital and maintenance works for inclusion in future works programs
- Municipal Overseer's Certificate or possess a Certificate III in Civil Construction.
- Advanced computer skills.

Step 4 Pre-requisites

- Pre-requisites from Steps 1, 2 and 3, plus:
- Demonstrated ability to assist in the development of medium to long term plans for Council asset construction and maintenance services.

Part 4 – RWHS Responsibilities Accountabilities and Authorities

If you are responsible, either permanently or in an acting capacity for the supervision of other employees, the following responsibilities, authorities and accountabilities set out hereunder form part of your position description in addition to those of employees.

Risk and WHS (RWHS) Responsibilities

- Set a high standard and provide leadership that progresses Council's Risk and Work Health Safety Management System to achieve its stated objectives by encouraging the involvement of all people in achieving a safe and healthy workplace
- Program training for site specific needs
- Achieve set work health and safety objectives and develop plans to implement programs and procedures to ensure compliance with the relevant health and safety legislation and standards
- Provide the necessary resources, plant and equipment to ensure the highest standard of health and safety where appropriate, and within the budget made available by Council
- Ensure all plant, equipment and/or procedures used in the conduct of work are regularly inspected and tested to verify that they conform to standard, legislative requirements and/or specifications
- Promote and support rehabilitation in the workplace and identify and make available suitable duties for employees who are part of Council's Return to Work Program
- Ensure RWHS is an agenda item at all team meetings
- Keep employees informed of health, safety and rehabilitation matters
- Ensure corrective action is taken to control workplace hazards
- Investigate all incidents in accordance with Council's procedures and take appropriate action
- Ensure all equipment purchased meets Council's RWHS requirements and is maintained and inspected in accordance with Council's policies and procedures
- Assess risk associated with all hazards identified and ensure appropriate controls are implemented to eliminate or reduce the risks.

RWHS Accountabilities

- Implementing, monitoring and maintaining the Council's RWHS program
- Planning, identifying and providing site specific training to employees
- Providing transitional duties/employment for injured workers as an integral part of the return to work process
- Implementing corrective action to control workplace hazards.

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RWHS Authorities

- To fix any problems/hazards within your scope of responsibility and financial delegation
- To immediately report any problem/hazards outside of your scope of responsibility or financial delegation to your Manager, Supervisor or Team Leader for immediate action
- Take such actions as required to ensure Council's RWHS Management Systems are followed and are part of the continuous improvement process.

Part 5 – Critical Physical Factors and Workplace Environment

Critical Physical Factors

The following Critical Physical Factors are an indication of the types of duties expected of an employee fulfilling this role. Employees and candidates should be aware that they may be required to perform tasks up to and including these Critical Physical Factors as an inherent requirement of their employment.

- Ability to lift 25kgs from ground height frequently
- Ability to lift 15kgs overhead
- Ability to squat and kneel on one or both knees for regular periods of up to 10 minutes and to crawl to access confined spaces
- Capacity for sustained overhead work and the ability to reach above shoulder height to manipulate tools whilst working in restricted work spaces for periods of 5 minutes
- Ability to repetitively climb over and under machinery
- Ability to stand for constant periods
- Ability to walk and carry tools and equipment – 15kgs
- Ability to climb ladders and/or steps to access machinery frequently
- Ability to walk on both even and uneven ground
- Ability to push loaded wheelbarrow over uneven ground
- Capacity for sustained sitting/travelling over rough terrain in road construction vehicles such as tractor, roller, grader, truck etc.
- Capacity for frequent and repetitive light tool work involving hand twisting, hammering, hand sawing for periods of 10 minutes
- Adequate hand grip and finger dexterity to maintain various types of grips
- Capacity to move frequently between standing, kneeling, squatting and lying
- Ability to flex, extend and rotate neck and lower back frequently.

Work Environment

- Combination of office and field activities in all weather conditions.

Work Hazards

- Travel - inspections throughout the Shire
- Construction plant - inspections will often be in the vicinity of heavy construction plant.

Delegations

- As per Delegations Register

Special Conditions of Employment

- Provision of a mobile phone for work related calls
- Provision of a Council motor vehicle with commuter use
- Availability for response to out of hours calls for assistance as appropriate
- Position involves an on call roster shared with other overseers
- Position based from Culcairn Works depot.
- Health Monitoring for the purposes of meeting legislative and procedural requirements must be undertaken periodically. These requirements may include, but are not limited to:
 - Pre-Employment (including urine screening for Alcohol & Other Drugs, Spirometry and Serology) and Exit-Employment Medicals;
 - Bi - Annual Audiometric (hearing) Testing;
 - Bi - Annual Skin Checks
- All positions within Council are subject to random saliva testing for Alcohol & Other Drugs (AOD) as per Councils AOD Policy

Additional Duties

- Special projects as directed by Works Manager.