

Position Description

Position Title: Construction Supervisor - DON	Location: DON area and occasionally TI Office Launceston	Water Award Classification: Level 7
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Reports To: Project Manager - DON	Direct Reports: None
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Primary Objective

The primary objective of this role is to supervise and represent TI in the coordination of the onsite activities for the construction of the DON Irrigation Scheme. This role is to be undertaken in accordance with the organisational values, irrigator agreements and legislative compliance.

Key Roles and Responsibilities

- Prior to construction commencing review all project specifications, design documentation and project environmental protection requirements.
- Participate in the review of all contractor documentation including construction management plan, ITPs, environmental management plan etc.
- Maintain an in-depth knowledge of all TI regulations and safety legislation and communicate these to all workers on site.
- Be proactive and work positively with the Construction Contractor and minimise project time, cost and quality impacts.
- Liaise closely with the Construction Contractor to raise safety, quality and environmental issues pro-actively and collaboratively.
- Inform the Contract Superintendent and Project Manager of all significant issues in a timely manner whilst at the same time exercising judgement on how issues are to be managed.
- Supervise operations associated with supply, production control and quality assurance.
- Attend the contractors daily prestart meetings.
- Attend and contribute to scheme progress meetings as required.
- Conduct inspections at various sites during construction.
- Maintain a defect register.
- Complete Daily Project Reports which generally includes data on personnel on site, equipment on site, equipment utilisation, site photos, record of daily progress, identification of issues or potential issues, weather conditions.
- Co-ordinate all Landowner interactions to ensure positive outcomes for both the Landowner and TI, including helping mitigate formal complaints lodged by landowners.
- Build and maintain a sound working relationship with Contractor and PCT personnel

Workplace Health & Safety

- Be responsible for own health and safety (including well-being) and the HSW of others.
- Actively promote proactive workplace health and safety, including, but not limited to, participation in site toolboxes.
- Understand, follow and deliver on workplace health and safety responsibilities by ensuring that the procedures for reporting hazards, incidents and injuries align with company and legislative requirements.
- Ensure all workplace health and safety related policies and procedures are always upheld through compliance with workplace health and safety directives and safe work practices including utilisation of personal protective equipment and clothing.
- Have knowledge of relevant WorkSafe Tasmania Codes of Practice with the ability to electronically conduct and record related WHS inspections.
- Work with contractors to ensure security and guarding of operations.
- Be aware of and promote fire, emergency and dam safety procedures.

Organisational Environment

- Work with all employees to proactively maintain a positive, enduring culture and work environment.
- Act with integrity and fairness in dealings with internal and external stakeholders.
- Work efficiently under pressure with multiple priorities.
- Ensure all work carried out retains its simplicity while being of the highest standard.
- Adhere to TI instructions, policies and procedures to ensure safe and correct working practices whilst still achieving required results.

Skills and Competencies / Selection Criteria

Essential	Desirable
At least two years experience in a site supervisory role or similar.	Experience working on the side of the Principal / Client in a civil construction environment
Relevant trade or engineering qualifications or similar	Construction Supervision qualifications
Current white card	Familiarity with the iAuditor application
Excellent communication and interpersonal skills	
Strong conflict resolution and problem solving skills	
Solid working knowledge of Microsoft Office and other contemporary office technologies	
TI Capability Level 7 <ul style="list-style-type: none"> • Communicates with Influence • Cultivates Productive Working relationships • Shapes Strategic Thinking • Exemplifies Personal Drive and Integrity • Achieves Results 	

Physical Requirements

The majority of this role will involve working on site and so there is a need to be able to manage the physical demands of this. There will be significant driving involved in varied conditions so a valid driving licence and the ability to drive in variable weather conditions will be required. Ability to work in a range of environments including cold wet conditions.

Key Working Relationships

Internally this position works with:

- Project Manager
- Project Engineer
- Contract Superintendent and Superintendent's Representative

Externally key working relationships are with:

- Irrigators
- Council and other Regulatory Authorities
- External contractors and suppliers of products

Performance Criteria

TI Capability Level 7

- Communicates with Influence
- Cultivates Productive Working relationships
- Shapes Strategic Thinking
- Exemplifies Personal Drive and Integrity
- Achieves Results

Verification:

We certify that the content of this position description is accurate:

Position Holder: _____ / /

CEO : _____ / /

TI Capabilities at level 7

Communicates with Influence	Cultivates Productive Working Relationships	Shapes Strategic Thinking	Exemplifies personal drive and integrity	Achieves Results
<ul style="list-style-type: none"> •Communicates clearly, listens •Understands and Adapts to Audience •Negotiates Persuasively 	<ul style="list-style-type: none"> •Nurtures Internal and External Relationships •Facilitates Cooperation and Partnerships •Values Individual Differences and Diversity •Guides, Mentors and Develops People 	<ul style="list-style-type: none"> •Inspires a sense of purpose and direction •Focuses strategically •Harnesses Information and Opportunities •Shows Judgement, Intelligence and Common Sense 	<ul style="list-style-type: none"> •Demonstrates professionalism and probity. •Engages with risk and shows personal courage, commits to action, •Displays resilience and adaptability •Demonstrates self-awareness and commitment to personal development. 	<ul style="list-style-type: none"> •Builds Organisational Capability and responsiveness •Harnesses professional Expertise •Steers and Implements Change and Deals with Uncertainty •Ensure Closure and Delivers on Intended Results.
Behavioural Descriptors	Behavioural Descriptors	Behavioural Descriptors	Behavioural Descriptors	Behavioural Descriptors
<ul style="list-style-type: none"> •Listens actively to ensure views and information are properly exchanged. •Keeps people up to date and fully informed of any changes to the original communication or plan. •Uses and adapts style to the needs of the audience. •Establishes credibility and approaches negotiations persuasively. •Offers convincing rationale which has been thought through in advance and carefully positioned with reference to desired TI outcomes as outlined in contracts or service goals. •Allows for genuine contest of ideas and pulls disparate views into a coherent position, and finds common ground to facilitate agreement and acceptance of mutually beneficial solutions. •Produces user-friendly verbal and written communication. •Creates opportunities to listen to those whose input can add value. 	<ul style="list-style-type: none"> •Nurtures internal and external relationships. •Responds to others in a respectful and appropriate manner. •Supports the development of a work environment where people work together and value collaboration and teamwork. •Supports and respects the individuality of others and recognises the benefits of diversity. •Seeks assistance when necessary and provides the same to others. •Recognises different skill areas and levels of expertise. •Works effectively across and throughout TI, sharing information to others as needed and required. •Models commitment to customer service and delivery. •Demonstrates strong interpersonal skills by encouraging and modelling 'team-player' behaviour, including a willingness to consult, engage and listen. •Builds relationship with key people within the organisation. Understands when it is appropriate to confront issues and takes actions to deal with difficult performance situation. 	<ul style="list-style-type: none"> •Contributes to, shapes the organisation's vision and goals. •Contributes to the team planning. •Thinks about problems from different perspectives. •Keeps abreast of technical changes relating to their functional area. •Critically evaluates information before applying intellect and experience to the final judgement. •Seeks to acquire appropriate expert knowledge, and is open to new information and different perspectives. •Thinks through problems from various viewpoints and analyses them objectively. •Grasps complexity and identifies issues that tend to be overlooked by others. 	<ul style="list-style-type: none"> •Adheres to and promotes Tas Irrigation Values. •Takes responsibility for getting things done. •Shows strong commitment to continued learning and development and looks for opportunities to enhance own skills. •Willing to speak up about issues or recognise good work. •Prepared to ask for help. •Implements policies based on TI decisions. •Is independently minded and willing to challenge ideas and confront issues. •Is prepared to acknowledge when in the wrong. •Readily invests extra effort and initiative into progressing work. •Values continuing learning and development. •Deals resiliently with work pressures and negative criticism by maintaining an optimistic outlook and developing and applying effective well being strategies. 	<ul style="list-style-type: none"> •Works across the organisation to achieve agreed outcomes and results. •Takes advantage of information technology, share ideas and intentions. •Helps to establish systems and processes. •Values specialist/technical expertise and places emphasis upon creating an environment which facilitate the sharing and effective use of professional knowledge and skills. •Works across organisational boundaries. •Ensures relevant professional input from others is obtained and shared. •Responds flexibly to stakeholder requirements and changing circumstances as they arise. •Uses the advantages offered by information technology.