

POSITION DESCRIPTION

POSITION TITLE:	Coordinator Subdivision Supervision
DIVISION:	Planning, Places and Delivery
DEPARTMENT:	Infrastructure Delivery
SECTION:	Subdivision Supervision
CLASSIFICATION:	Band 8

POSITION OBJECTIVES:

Summary.

The key objectives of the position are:

Under the supervision of the Manager Infrastructure Development lead a team and:

- To provide leadership and co-ordinate Subdivision Supervisors and supervise/inspect subdivisional construction works to ensure a high standard of workmanship is achieved.
- Administer the processes associated with the handing over of completed subdivisions to Council.
- To assist the Manager Infrastructure Development in providing leadership in the management of the Subdivisional Supervision team, including budgeting, supervision, management of staff and undertaking Quarterly Check Ins.
- To provide specialist advice and undertake reviews in conjunction with Subdivision Engineers (Checking) of plans submitted for approval for road and drainage works associated with residential and industrial subdivisions.
- Contribute to the success of the Infrastructure Delivery team through active teamwork and effective performance of the responsibilities and duties of the position.
- To manage staff resources for the subdivision supervision of civil construction activities carried out by developers in a timely and efficient manner.
- Provide Civil Aviation Safety Authority (CASA) accredited drone operations for subdivision surveillance and for other areas of Council's business including infrastructure delivery projects, marketing and promotions.

KEY RESPONSIBILITIES AND DUTIES:

1. Construction Supervision:

The key responsibilities of this position will include the following:

- Provide leadership for the Subdivision Supervision team, mentor, develop and support direct reports, and other staff in collaboration with the Manager Infrastructure Delivery.
- Prepare budgets for the unit and update resource plans monthly to ensure resources are utilised in the most efficient way within the budget.
- To lead and co-ordinate the supervision of Subdivisions to ensure the most efficient use of the available resources.
- To assist, counsel and motivate staff and the team aiming at improving levels of collaboration, performance and productivity.
- Identifying appropriate team and individual staff development and training needs and developing means for their obtainment.
- Undertake annual staff performance reviews and monitoring staff performance throughout the year.
- Ensure that all civil infrastructure associated with subdivisional developments is constructed in accordance with the approved plans, specifications, and relevant Australian Standards/Codes.
- Inform the Manager Infrastructure Delivery of any discrepancies or deviation encountered from the plans and specifications and/or the relevant Australian Standards/Codes.
- Lead, coordinate and supervise the Subdivision Supervision Team and provide advice as required.
- Ensure that the Subdivision Supervision is covered when staff are on leave, taking RDO's or weekend work as required
- Train suitable internal staff to a standard that they can be used as a backup pool of Supervisors at times of leave or high workload.
- Ensure that adequate warning signs, barriers and lights are provided at all times on subdivisional works and the safety of the public is protected.
- Monitor subdivisional works to ensure that minimal nuisance is caused to nearby residents.
- Monitor test results for materials and compaction to ensure compliance with the relevant clauses in the specification or the appropriate Australian Standards.

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- Inform the Manager Infrastructure Delivery of any problems encountered on subdivisional construction projects that may result in the deviation from plans and specifications and/or non-compliance of materials.
- Make regular visits to all subdivisions under construction to ensure that the works are undertaken to the required standard and that procedures are being complied with. Where possible, have construction worksite checklists completed and electronically stored.
- Report when all works are complete prior to practical completion and prepare correspondence.
- Compile information regarding the progress of subdivisional construction works for the Manager, Infrastructure Delivery, including specific advice when each job reaches the practical completion and end of maintenance stages.
- Report and prepare correspondence when works are taken over by Council for future care and maintenance.

2. Designs and Construction Plans:

At times the incumbent may be required to assist with the checking and approval of plans submitted for new subdivisional works. The key duties of this role are as follows:

- Examine and evaluate within the prescribed time limits engineering construction plans prepared by consultants and arrange for any necessary amendments to ensure compliance with Council standards and specifications and recognised professional engineering standards.
- Review detailed infrastructure designs including, road design plans, drainage computations, designs for traffic management devices, etc., to ensure compliance with relevant Australian and industry standards and guidelines.
- Monitor current construction practices and new developments in civil and municipal engineering and maintain a thorough working knowledge of the Council's specifications and construction standards.
- Liaise with public authorities for forward planning and co-ordination of all installations and alterations associated with subdivisional works.
- Liaise with other Divisions and Departments within Council, to ensure prompt information exchange.
- Respond promptly to all enquires received by phone, email, mail or in person from developers, consultants, surveyors, Councillors and the general public.

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3. Miscellaneous Duties:

- Draft specifications, standards, guides and procedures for civil infrastructure works.
- In consultation with the Manager Infrastructure Delivery, lead the development of policies associated with new subdivisional works and update the construction supervisors guide as required.
- Respond to the public with respect to technical and general enquires/complaints relating to current subdivision works.
- Investigation, reporting, continuous improvements and other duties consistent with the general requirements of this position as directed by the Manager Infrastructure Delivery.
- Update and maintain databases to facilitate reporting of key performance indicators.

4. Appropriate Standards:

- Where required represent Hume on any Engineering Advisory Group with the Victorian Planning Authority to help review and standardise civil engineering specifications across all growth area councils.

Required to keep abreast and be familiar with:-

- Current trends and developments in Civil and Municipal Engineering.
- Current Australian Design and Construction Standards.
- Current policies and standards for civil infrastructure design and construction for Hume City Council.

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ORGANISATIONAL RELATIONSHIPS:	
Reports to:	Manager Infrastructure Delivery
Supervises:	Contractors/Consultants/ Subdivision Supervisor's Subject to organisational and department business requirements.
Internal Contacts:	All sections within the Council including Outdoor Staff
External Contacts:	Consulting Engineers Road Construction Contractors Public Authorities General Public

ORGANISATIONAL CONTEXT

VISION

Hume City Council will be recognised as a leader in achieving social, environmental and economic outcomes with a common goal of connecting our proud community and celebrating the diversity of Hume.

MISSION

To enhance the social, economic and environmental prosperity of our community through vision, leadership, excellence and inclusion.

OUR VALUES

At Hume City Council, our Values underpin everything that we do.



We're better, every day

We give things a go and value progress over perfection. We have permission to go for it and are expected to reflect and learn.



We're in it together

At Hume, everyone matters. We welcome and include all.
Respect and safety are expected.



We show up

We empower and trust others and own our work. We rise to the challenges and are expected to do what we say we will.



All for Hume

We strive to achieve our best for the Hume Community. We are proud and passionate about working towards better outcomes and expect that they are at the centre of everything we do.

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WORK HEALTH & SAFETY (WHS)

Employees are required to participate in the WHS process by:

- Following established safe working instructions, procedures and policies.
- Taking reasonable care for their own Work Health and Safety and that of others.
- Seeking assistance when unsure of practices, procedures and policies to perform a task.
- Reporting all incidents, injuries, near misses, damage to property and hazards as soon as practicable to their supervisor and the WHS Team.
- Actively participating and contributing to inspections, audits, team meetings and training.
- Ensure that relevant WHS legislation is complied with.

Managers, Coordinators, Team Leaders and Supervisors are required to participate in the WHS process by:

- Assist with the implementation of WHS policies, procedures, guidelines, work instructions and Control Plans.
- Consult with employees on WHS issues and support Health & Safety Representatives in their duties and/or requests.
- Discuss WHS issues as a part of team meetings.
- Conduct and document system reviews and inspections of employees and contractors with assistance from the WHS Team, manager(s), Health & Safety Representatives and/or employees.
- Ensure appropriate training and instruction is given to personnel allowing them to complete jobs safely and without risks to health and safety.
- Take appropriate action to alleviate any hazards, unsafe acts or omissions that are observed or brought to their attention and provide appropriate feedback and support.
- Conduct effective induction of all employees, followed by ongoing training to develop and maintain a high level of WHS awareness.
- Assist with the implementation of Return to Work Plans.
- Ensure that relevant WHS legislation is complied with.

RISK MANAGEMENT

Contribute to a positive risk management culture by complying with the *Risk Management Policy*, assisting with the implementation of the Risk Management Strategy and reporting risk management concerns and improvements to their supervisors and/or managers.

Manage risks in area of responsibility by complying with the WHS Policy and Processes and implementing appropriate risk management strategies.

Demonstrate Council's commitment to implementing best practice risk management processes.

STATEMENT OF COMMITMENT TO CHILD SAFE STANDARDS

Hume City Council is a child safe organisation with zero tolerance for child abuse. Council adheres to the Victorian Child Safe Standards and related legislation and Council acknowledges the cultural safety, participation and empowerment of all children, especially children from Aboriginal and Torres Strait Islander, or culturally and/or linguistically diverse backgrounds and those with a disability. As such, all staff must ensure that their behaviours and actions are consistent with these standards.

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SERVICE PLANNING & CONTINUOUS IMPROVEMENT

It is a requirement of the Service Performance Principles of the *Local Government Act 2020* for Councils to continuously improve service delivery and service performance. Managers and Coordinators are responsible for undertaking service planning and continuous improvement in their area/s of responsibility and ensuring implementation of service plan actions in accordance with Council's Service Planning Framework.

ASSET MANAGEMENT

Staff are responsible for undertaking Asset Management functions in accordance with Council's Asset Management Policy to ensure Council assets continue to be appropriately managed and maintained.

ENVIRONMENTAL SUSTAINABILITY

Hume City Council has a strong and enduring commitment to environmental sustainability and prides itself on its leadership on a range of environmental issues. Council's Waste & Sustainable team and Climate Action Integration team lead Council activities in this area, however all Council departments have a direct responsibility for implementing environmental sustainability actions across all Council operations and services to the community.

Council's *Live Green Work Green* employee behaviour change program encourages staff participation in reducing the environmental impact of Council operations. Staff are encouraged to join the environmental leadership team, the *Green Team*, which guides action in this area.

HUMAN RIGHTS APPLICATION

As a public authority Council is legislated to act in ways that are compatible with human rights. The Charter of Human Rights and Responsibilities Act 2006 (Vic) provides a framework to guide decision making, to manage risks and to ensure the business of government is carried out in a balanced, transparent, and accountable way. As an employee of a public authority consideration of the human rights of all who Council aims to serve facilitates the improved provision of services, policies and strategies.

POLICE CHECK:	
The incumbent must have and maintain a current Police Check	
WORKING WITH CHILDREN CHECK:	☒ YES ☐ NO
The incumbent must have and maintain a current Working with Children Check	
PRE-EMPLOYMENT MEDICAL CHECK	☒ YES ☐ NO
The incumbent must undergo a Pre-Employment Medical Check (including fitness for work and functional capacity assessments, muscular-skeletal screening and drug & alcohol test. May also include cognitive assessment.)	
The incumbent must undergo a Pre-Employment Audio Test	☒ YES ☐ NO
OTHER DUTIES	
Responsibilities and duties included in this position description are subject to the <i>Multi-skilling</i> provisions of the <i>Hume City Council Enterprise Agreement</i> as varied from time to time.	

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ACCOUNTABILITY AND EXTENT OF AUTHORITY:

The incumbent is responsible and accountable for:

- Displaying and promoting Our Hume Values & Guiding Behaviours.
- Maintaining a knowledge of and working within Organisation Policies and Procedures including OHS, EEO and Code of Conduct.
- In consultation with the Manager Infrastructure Delivery, lead the development of policies associated with new subdivisional works and update the construction supervisors guide as required.
- Resource management – freedom to act set by broad goals, policies, and budgets; may have a substantial effect on the unit or public perception of the Organisation.
- Managing a specialist unit – freedom to act subject to goals, policies and legislation; may have substantial effect on the community.
- Supervise subdivisional construction works on a continuous basis during all stages of progress, including recording hold point inspections.
- Evaluate within the prescribed time limits engineering construction plans prepared by consultants.
- Keeping up to date with current trends and developments in Civil and Municipal Engineering, design and construction standards and HCC policies and standards for design and construction.

JUDGEMENT AND DECISION MAKING:

The incumbent is accountable for:

- This position is held accountable for the efficient conduct of assigned duties in accordance with the objectives and responsibilities of the position.
- Problem solving and policy development. Identify and develop policy options for management consideration.
- Developing budgets for the unit and managing resources within budget
- The incumbent is required to identify and analysis of issues, to make sound technical decisions based on experience, and selected from a range of alternatives, to ensure that any problems are remedied promptly and in the best interests of Council.
- To resolve problems which may at times be of a complex nature which relate to the work area and make sound decisions in relation to inspections, surveillance, auditing, and monitoring of works.
- Anticipate, detect and report all problems or deviations from plans and specifications, codes or standards.

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- Extent of authority is subject to the level of delegation from the Manager Infrastructure Delivery.

SPECIALIST KNOWLEDGE AND SKILLS:

The following knowledge and skills are required to be utilised:

- Demonstrated knowledge and application of road pavement construction.
- Demonstrated knowledge of subdivision approval process.
- Demonstrated knowledge and application of road and drainage construction and materials.
- Skills may be outside original field of specialisation.
- Understanding of legal, socio-economic, and political context.
- Sound knowledge of budgeting and accounting / financial procedures.
- Good working knowledge of computers including Microsoft Office software, applications of word processing, spreadsheets, and databases.
- Knowledge and the use of AutoCAD, Sidra, and Drains is desirable.
- Demonstrated ability to prepare reports and correspondence.

MANAGEMENT SKILLS:

The following management skills are required to be utilised:

- Demonstrated capability to plan, prioritise and organise work, both on an individual and team basis, within set timelines/budget and in an environment of change and conflicting demands
- Required to achieve objectives and goals, taking account of organisational and external constraints and opportunities
- Demonstrated understanding and practical application of Occupational Health and Safety legislation and procedures in relation to general office practice and civil construction works. Ability to solve problems through discussion, negotiation and teamwork
- Expected to contribute to long term staffing strategies
- Management of tertiary qualified employees.
- Facilitation and leadership skills to direct consultants and contractors.
- Ability to lead and supervise Subdivision Supervisor's.

INTERPERSONAL SKILLS:

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The following interpersonal skills are required to be demonstrated:

- Demonstrated ability to identify all stakeholders needs and expectations, decide appropriate action and respond accordingly.
- Ability to persuade, convince or negotiate with clients, members of the public, employees, tribunals etc.
- Demonstrated ability to gain co-operation and resolve problems with contractors and consultants.
- Demonstrated ability to communicate and gain the trust and confidence of staff, contractors and consultants and members of the community at all levels and from diverse backgrounds.
- Lead, motivate and develop other employees.
- Being good at team building and at building trust.
- Tolerance and respect for team members.
- Flexibility in thinking and operating style.

QUALIFICATIONS AND EXPERIENCE:

The following qualifications and experience are required for the position:

- Tertiary qualifications in Civil Engineering.
- Qualifications / experience in another field or lesser formal qualifications with extensive and diverse experience, or intensive specialist experience,
- Extensive experience in the supervision of civil infrastructure and in particular drainage and road pavement.
- Demonstrated experience in supervision of Subdivision Supervisor's.
- Experience in design of civil infrastructure would be advantageous.
- Current driver's licence.

TASK ANALYSIS

In undertaking the inherent requirements of their duties, a person in this position may be expected to work in or be exposed to the following conditions or activities as marked.

Condition/Activity	Constant	Frequent	Occasional	N/A
Manual handling weights – above 10kgs	☐	☐	☒	☐
– below 10kgs	☐	☒	☐	☐
Manual handling frequency	☐	☒	☐	☐
Repetitive manual work	☐	☒	☐	☐
Repetitive bending/twisting	☐	☐	☒	☐

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Repetitive kneeling/squatting	☐	☐	☒	☐
Working with arms above head	☐	☐	☐	☒
Lifting above shoulder height	☐	☐	☐	☒
Using hand tools – vibration/powerful	☐	☐	☐	☒
Operating precision machinery	☐	☐	☐	☒
Close inspection work	☐	☒	☐	☐
Wearing hearing protection	☐	☒	☐	☐
Wearing eye protection	☐	☒	☐	☐
Wearing safety shoes/boots (steel cap) / gum boots	☐	☒	☐	☐
Wearing other relevant PPE	☐	☒	☐	☐
Working in dusty conditions	☐	☒	☐	☐
Working in wet/slippy conditions	☐	☒	☐	☐
Working with chemicals/solvents/detergents	☐	☐	☐	☒
Washing hands with soap (hygiene)	☐	☐	☐	☒
Working at heights	☐	☐	☒	☐
Working in confined spaces	☐	☐	☒	☐
Working in chillers (+4 degrees C)	☐	☐	☐	☒
Performing clerical duties	☐	☒	☐	☐
Working on a keyboard	☐	☒	☐	☐
Driving cars and/or trucks	☐	☒	☐	☐
Other (please specify)	☐	☐	☐	☒
Other special features (e.g. nature of chemicals, travelling requirements etc):				

VARIATION TO CONDITIONS OF EMPLOYMENT:

These conditions of employment, your duties and your location may be varied by Council during the term of your employment.

The key responsibilities and duties in this position description are to be undertaken in accordance with the General Employee Handbook.

SELECTION CRITERIA:

Selection will be based on the following selection criteria; however, reference will also be made to other listed skills, knowledge and attributes as required in the position description:

1. Tertiary qualifications in Civil Engineering.
2. Extensive experience in the supervision of civil infrastructure and in particular drainage and road pavement.
3. Experience in design of civil infrastructure would be advantageous.
4. Demonstrated experience in providing specialist advice reviews of plans submitted for approval for road and drainage works associated with residential and industrial subdivisions.
- 5.
6. Demonstrated experience in supervision of Subdivision Supervisor's.
7. Demonstrated ability to manage time, including setting priorities, planning, budgeting and organising own work to complete assigned tasks to meet expected timelines.

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8. Good written and verbal communication skills to effectively communicate with a range of people from diverse backgrounds and cultures.
9. Demonstrated ability to gain co-operation and resolve problems with both internal and external customers/stakeholders.
- 10.