

POSITION DESCRIPTION

POSITION TITLE:	CONTRACT SUPERVISOR
DIVISION:	INFRASTRUCTURE AND ASSETS
DEPARTMENT:	ASSETS
SECTION:	TECHNICAL SERVICES
CLASSIFICATION:	BAND 6

POSITION OBJECTIVES:

The officer is responsible for the co-ordination and supervision of contractors engaged in works associated with the Technical Services Unit within the Assets Department.

The Contracts Supervisor will seek to implement high quality safe systems and work practices in achieving compliance with the Unit's contracts in co-operation and partnership with the contractors. The key objectives of the position are:

- Maintain Road Management Plan Compliance.
- To co-ordinate and supervise the Annual Supply contractors for road infrastructure maintenance.
- To ensure the contractors operate in compliance with the contract specification
- To lead Occupational Health and Safety programs staff and Contractors.
- To develop and regularly review contractor works programs.
- To monitor the budgets for contracted works standards.
- To identify opportunities for efficiencies and improvements.
- To develop a cooperative relationship with contractors and other departments.
- To provide support to the Co-ordinator managing contractors.

KEY RESPONSIBILITIES AND DUTIES:

1. **Initiate, develop and monitor road maintenance programs including but not limited to:**

- Line Marking
- Guardrails
- Pavement Repairs
- Footpath and Kerb Maintenance
- Open Drains
- Grading Unsealed Roads
- Asphalt Crack Sealing

2. **Programs:**

- Ensure programs are consistent with approved contracts and/or quotations
- Maintain compliance with Road Management Plan commitments
- Identify and implement improvements to work practices consistent with industry standards
- Develop programs and strategies for contractors to effectively deliver services.

- Liaise with Asset Management and other teams to identify priorities for annual Capital Works programs for roads footpaths and drainage
- Liaise with the Asset Management team and Infrastructure Delivery department to identify and develop preventative maintenance programs.
- Direct, monitor and inform contractors to enable them to effectively deliver services

3. Communication & Knowledge

- Promote open communication, problem solving and innovation with contractors.
- Initiate productivity improvements by sharing knowledge and seeking contractor input to resolve issues as they arise.
- Ensure contractors adhere to legislative requirements with regard to Equal Employment Opportunity, Occupational Health and Safety and Training and development.
- Ensure contractors perform in accordance with the approved specifications and that quality control is maintained
- Ensure all works are carried out with proper regard for safety of Council staff, contractor staff, other contractors and the public.
- Competently conduct contract management and administration.

4. Reporting and Compliance

- Ensure all reporting procedures and reports defined under the specification are supplied and maintained
- Maintain Road Management Compliance.
- Action all correspondence (internal and external).
- Ensure purchasing of materials and services is undertaken in accordance with Council purchasing policies.
- Undertaking Administration and Customer Service associated with contracted services
- Provide feedback, responses and reports to local residents, contractors, Hume City Council staff, and other authorities.
- Review and distribute monthly statistical reports for contracts and general maintenance issues.
- Issue and follow up of memos/ relating to general contract and maintenance activities
- Follow up outstanding works orders produced in Councils Asset Management System (AMS)
- Investigate public requests/complaints and initiate remedial works and reports when necessary.
- To regularly inspect infrastructure to determine maintenance requirements.

5. Control contract budgets

- Prepare draft budgets for consideration by Coordinator and Manager Assets
- Prepare annual draft estimates and monthly financial reports (including monthly updates).
- Ensure expenditure of the various programs is contained within the approved budget by monthly review of expenditures.
- Process contract payments and vouchers to ensure creditors contractors receive payment within 30 days of invoice receipt.

Position Description - For current version refer to HQ. Printed copy for immediate use only. Page 2 of 9	Approved By: Manager People & Culture	Approval Date: July 2025
	Author: Manager People & Culture	Review Date: July 2026

- Ensure programs operate within budget

ORGANISATIONAL RELATIONSHIPS:	
Reports to:	Coordinator Technical Services
Supervises:	Contractors Works Delivery Officers
Internal Contacts:	Staff in other Sections and Branches Council
External Contacts:	Other Councils Contractors Public Authorities Hume Community Community Groups

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.

Position Description - For current version refer to HQ. Printed copy for immediate use only. Page 3 of 9	Approved By: Manager People & Culture	Approval Date: July 2025
	Author: Manager People & Culture	Review Date: July 2026

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.

Position Description - For current version refer to HQ. Printed copy for immediate use only. Page 4 of 9	Approved By: Manager People & Culture	Approval Date: July 2025
	Author: Manager People & Culture	Review Date: July 2026

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.

Position Description - For current version refer to HQ. Printed copy for immediate use only. Page 5 of 9	Approved By: Manager People & Culture	Approval Date: July 2025
	Author: Manager People & Culture	Review Date: July 2026

POLICE CHECK: The incumbent must have and maintain a current Police Check	
WORKING WITH CHILDREN CHECK: The incumbent must have and maintain a current Working with Children Check	<input type="checkbox"/> YES <input checked="" type="checkbox"/> NO
PRE-EMPLOYMENT MEDICAL CHECK <ul style="list-style-type: none"> 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 	<input checked="" type="checkbox"/> YES <input type="checkbox"/> NO <input checked="" type="checkbox"/> YES <input type="checkbox"/> NO
PSYCHOMETRIC ASSESSMENT The incumbent must undergo a series of psychometric assessments (Psychometric testing can take various forms, such as numerical, mechanical, logical, verbal, or skills tests) to ensure suitability for the position	<input type="checkbox"/> YES <input checked="" type="checkbox"/> 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.	

ACCOUNTABILITY AND EXTENT OF AUTHORITY:

- Displaying and promoting Our Hume Values & Guiding Behaviours
- Maintaining knowledge of and working within Organisation Policies and Procedures including WHS, EEO and Code of Conduct.
- Managing contracted services within approved budgets.
- Identify and implement improvements to work practices and establish cost comparisons with industry benchmarks.
- To develop programs and strategies for contractors to effectively deliver services.
- The freedom to act is governed by clear objectives and budgets with regular reporting to ensure adherence to goals and objectives. The effect of decisions and actions taken at this level is usually limited to the quality or cost of the programs and projects being managed.
- To provide specialist advice to staff and contractors, the freedom to act is subject to regulations and policies and regular supervision. The effect of decisions and actions taken may be significant but is usually subject to review by Coordinator Technical Services.

JUDGEMENT AND DECISION MAKING:

- Assessing the condition of roads, drainage and roadsides to comply with Road Management Plan commitments and arrange remedial works and where appropriate, develop strategies and programs to preserve infrastructure.
- Nature of the work is usually specialised with methods, procedures and processes.
- The work may involve improving and/or developing methods and techniques generally based on previous experience. Problem solving may involve the application of these techniques to new situations. Guidance and advice are available.

Position Description - For current version refer to HQ. Printed copy for immediate use only. Page 6 of 9	Approved By: Manager People & Culture	Approval Date: July 2025
	Author: Manager People & Culture	Review Date: July 2026

SPECIALIST KNOWLEDGE AND SKILLS:

- Demonstrated knowledge and practical application of road, drainage, road and maintenance principles.
- Understanding of the legal and political context of local government.
- Understanding of engineering related systems and processes.
- Demonstrated ability and knowledge in understanding and implementing specifications and contract documents.
- Sound knowledge of the budgeting process.
- Good understanding of the Road Management Act 2004 and Councils Road Management Plan

MANAGEMENT SKILLS:

- An ability to manage contracts and contractors to achieve objectives in the most efficient way within the time and resources available, including:
- The ability to manage time, setting priorities planning and organising one's own work and where appropriate that of other employees
- Demonstrated ability to monitor performance indicators and service standards of tasks and services provided.
- Ensure contractors adhere to Council's policies.

INTERPERSONAL SKILLS:

- Well-developed written and oral communication skills including.
- Demonstrated ability to develop correspondence and reports from original ideas.
- Demonstrated ability to gain co-operation and assistance from other employees, other government authorities and members of the public.
- Demonstrated ability to motivate supervised staff.
- Demonstrated ability to discuss specialist matters and resolve problems with other staff and the public.

QUALIFICATIONS AND EXPERIENCE:

- Tertiary qualifications in Contract Management with substantial experience OR substantial relevant experience in a works environment requiring technical skills and/or contract management skills with a lesser qualification is required.
- Current Drivers' Licence.
- Substantial relevant experience in Contract Management related to Roads and Drainage construction/maintenance with lesser formal qualifications.
- Substantial experience in supervising maintenance contractors
- Demonstrated knowledge and practical application of Safe Work Practices and relevant Legislation related to WHS.
- Current driver's licence.

Position Description - For current version refer to HQ. Printed copy for immediate use only. Page 7 of 9	Approved By: Manager People & Culture	Approval Date: July 2025
	Author: Manager People & Culture	Review Date: July 2026

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	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input checked="" type="checkbox"/>
– below 10kgs	<input type="checkbox"/>	<input type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>
Manual handling frequency	<input type="checkbox"/>	<input type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>
Repetitive manual work	<input type="checkbox"/>	<input type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>
Repetitive bending/twisting	<input type="checkbox"/>	<input type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>
Repetitive kneeling/squatting	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input checked="" type="checkbox"/>
Working with arms above head	<input type="checkbox"/>	<input type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>
Lifting above shoulder height	<input type="checkbox"/>	<input type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>
Using hand tools – vibration/powerful	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input checked="" type="checkbox"/>
Operating precision machinery	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input checked="" type="checkbox"/>
Close inspection work	<input type="checkbox"/>	<input type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>
Wearing hearing protection	<input type="checkbox"/>	<input type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>
Wearing eye protection	<input type="checkbox"/>	<input type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>
Wearing safety shoes/boots (steel cap) / gum boots	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>
Wearing other relevant PPE	<input type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Working in dusty conditions	<input type="checkbox"/>	<input type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>
Working in wet/slippy conditions	<input type="checkbox"/>	<input type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>
Working with chemicals/solvents/detergents	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input checked="" type="checkbox"/>
Washing hands with soap (hygiene)	<input type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Working at heights	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input checked="" type="checkbox"/>
Working in confined spaces	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input checked="" type="checkbox"/>
Working in chillers (+4 degrees C)	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input checked="" type="checkbox"/>
Performing clerical duties	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Working on a keyboard	<input type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Driving cars and/or trucks	<input type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Other (please specify)	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>

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.

Position Description - For current version refer to HQ. Printed copy for immediate use only. Page 8 of 9	Approved By: Manager People & Culture	Approval Date: July 2025
	Author: Manager People & Culture	Review Date: July 2026

AGREEMENT:

I hereby accept and agree that by placing my electronic signature in the text box, this shall be considered as an original signature for accepting the duties in this position description. I understand that key responsibilities and duties in this position description will be undertaken in accordance with the Employee Handbook and I agree to abide by the terms and conditions stipulated therein.

Name (Please print):

Signature:

Date:

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 Contract Management to a degree or diploma standard with substantial experience OR extensive experience in a works environment requiring technical skills and/or contract management skills with a lesser qualification is required.
2. Excellent understanding of the Road Management Act 2004
3. Experience in Contract Management.
4. Demonstrated knowledge and practical application of road, drainage and road maintenance theory, principles and practice.
5. Demonstrated ability to provide specialist advice and judgement to assess the condition of road, drainage and roadside infrastructure and arrange remedial works and where appropriate, develop strategies and programs to preserve infrastructure.
6. Sound knowledge of the budgeting process.
7. Extensive experience in Roads and Drainage construction/maintenance (min. 5 years).

Position Description - For current version refer to HQ. Printed copy for immediate use only. Page 9 of 9	Approved By: Manager People & Culture	Approval Date: July 2025
	Author: Manager People & Culture	Review Date: July 2026