BARKLY REGIONAL COUNCIL

Works Supervisor

(Full-Time – Permanent)

1. Position Objectives

The position of Works Supervisor is responsible for leading, coordinating, and supervising operational activities within their designated community, providing effective leadership and operational support in consultation with the Council Services Manager.

The role oversees the delivery of municipal, civil, and infrastructure maintenance services, including public spaces, waste management and hygiene facilities, roads, drainage systems, river crossings, plant and equipment, and other Council assets. The Works Supervisor is responsible for ensuring services are delivered safely, efficiently, and to a high standard, in accordance with Council priorities, legislative requirements, and community needs.

This position is responsible for supervising operational employees, contractors, plant, equipment, and other resources, ensuring works programs are effectively planned, coordinated, and completed to achieve Council's strategic and operational objectives.

2. Our Vision, Purpose and Values

VISION

"We will strive to be innovative and sustainable Council that listens to our communities and empowers future generations of the Barkly".

PURPOSE

"Our commitment is to serve and support our communities by delivering strong local leadership, purposeful advocacy, and impactful services".

VALUES

Integrity:	Upholding honesty and transparency in everything we do.
Diversity:	Embracing and celebrating the unique identities, traditions, and strengths of every community.
Empathy:	Understanding and valuing the needs and experiences of others.
Accountability:	Taking ownership of our actions through commitment to BRC and our communities.
Service:	Dedicating ourselves to excellence, putting people first, and creating a positive impact.

3. Key Responsibilities

Operational Supervision

- Coordinate and oversee the delivery of daily operational and maintenance activities.

- Supervise and support operational staff, providing direction and mentoring.
- Allocate labour, plant, and equipment resources.

Plant and Equipment Management

- Operate plant and equipment as required.
- Oversee the maintenance, servicing, and safe operation of plant and machinery.
- Monitor staff competencies and licences.

Depot and Asset Management

- Manage depot stores, materials, and supplies.
- Conduct stocktakes and maintain asset records.
- Ensure Council assets are maintained and used appropriately.

Administration and Reporting

- Assist with timesheets, payroll documentation, and operational records.
- Maintain accurate records and reports.
- Liaise regularly with the Council Services Manager regarding operational matters.

Customer and Community Service

- Investigate and respond to customer requests and complaints.
- Coordinate corrective actions where required.
- Respond to enquiries from community members and stakeholders.

Other Duties

- You will be required to perform your duties within the Barkly Regional Council authority area as reasonably directed by the Council.
- Ensure that the highest professional standards and Barkly Regional Council values are upheld at all times.
- Demonstrate commitment and enthusiasm to promote the principle of Diversity, Equity, Inclusion, and Belonging (DEIB) in employment and service delivery.
- Work safely and promote a safe working environment in accordance with Work Health Safety (WHS) legislation and Barkly Regional Council's policies and procedures.
- The duties listed are not exhaustive and may be varied from time to time to meet the changing needs of Barkly Regional Council. The position holder may be required to undertake other duties appropriate to their position classification, as reasonably directed by their manager or another authorised Council manager.

4. Key Accountabilities

- Coordinate and supervise the delivery of operational and maintenance services to ensure works are completed safely, efficiently, and in accordance with Council standards and community needs.

- Effectively manage operational employees, contractors, plant, equipment, and other resources to achieve work program objectives and service delivery outcomes.
- Maintain Council assets, infrastructure, depot facilities, and equipment to maximise operational effectiveness and minimise service disruptions.
- Provide responsive customer service and communicate effectively with community members, stakeholders and Council management.
- Ensure compliance with Work Health and Safety legislation, Council policies, procedures, and relevant regulatory requirements, promoting a positive safety culture across the work team.
- Demonstrates and actively promotes Council's values in all interactions and decision-making.
- Contribute to the effective implementation and achievement of the objectives outlined in the Regional Plan.

5. Organisational Relationship

Position Title:	Works Supervisor
Reports to:	Council Services Manager
Department:	Operational Services
Supervises:	Municipal Workers
Internal Liaison:	Chief Executive Officer
	Chief Operational Officer
	Regional Manager Operations
	Council Service Managers
	Municipal Workers
	Customer Service Officers
	Other Council Staff
External Liaison:	Contractors and Suppliers
	Government and Non-Government Departments, Organisations and Representatives
	Ratepayers, Residents, and Visitors

6. Salary and Other Benefits

Classification:	Level 4 – Barkly Regional Council Enterprise Agreement 2024 (EA)
Annual Salary:	
EA Level 4.1 Salary:	*$69,616.15 per annum*
+ Above EA Payment:	*$13,208.72 per annum*
Total Annual Salary:	$82,824.87 per annum ($41.92 per hour)
Status:	Full-Time – Permanent (38 hours per week)
SCG:	12%

Annual Leave:	6 Weeks
Leave Loading:	17.5%
Roster:	The Supervisor will set a five-day roster that equals 38 hours per week.
Span of Ordinary Hours:	The span of ordinary hours for Municipal Officer and Animal Management employees will be 6:30 am to 6:00 pm, Monday to Sunday.
Roster Flexibility:	Employees may be rostered on varying days and hours to meet operational requirements, provide service continuity, and ensure adequate workforce coverage. Roster changes will be managed in accordance with applicable employment conditions and consultation requirements.

7. Knowledge and Skills

Organisational

- Demonstrated knowledge and understanding of Aboriginal culture.
- High level of tact, diplomacy, and confidentiality.
- Excellent time management and organisational skills.
- Ability to work effectively within a team, participate as a team member, and support other staff as required.
- Ability to manage high volumes of work, set and meet deadlines, and prioritise tasks effectively.

Interpersonal

- Proven ability to successfully interact with people at all levels.
- Strong negotiation and communication skills, including with senior management.
- Strong stakeholder engagement and management skills.
- Ability to gain cooperation and assistance from staff and management to achieve position objectives.

Change Management

- Ability to recognise issues, use initiative to identify and discuss proposed solutions.
- Ability to respond promptly to changing circumstances and make sound decisions to ensure the efficient delivery of key responsibilities in the best interests of Barkly Regional Council.
- Always ensure compliance with all legislative requirements and best practice standards.

Commitment, Attitude, and Application to Duties

- Provide courteous and prompt attention to requests for information.
- Demonstrate a positive and proactive attitude with strong initiative.
- Always Promote Barkly Regional Council in a professional and positive manner.

- Encourage continuous quality improvement in the delivery of accurate and timely documentation.
- Take responsible care to ensure personal safety and the safety of other staff in the workplace to ensure one's own safety at work and that of other staff within the workplace.

8. Essential Criteria – Qualifications, Skills and Experience

1. Sound knowledge of plant and equipment operations, maintenance, and infrastructure works.
2. Ability to work in remote environments and undertake physically demanding tasks when required.
3. Strong written and verbal communication skills, with the ability to engage effectively with people from diverse social and cultural backgrounds.
4. Proven time management, problem-solving, and conflict resolution skills, with the ability to manage multiple priorities.
5. Demonstrated leadership, supervisory, and team-building skills.
6. Working knowledge of WHS legislation and safe work practices.

9. Desirable Criteria – Qualifications, Skills and Experience

1. Knowledge of the Barkly region, including cultural awareness and the ability to engage respectfully with Aboriginal communities.
2. Previous experience working in Local Government.

10. Compliance, Training and Development

Mandatory	Desirable
• Demonstrated experience supervising work crews in civil works, construction, municipal services, or a related field. • National Criminal History Check • Working with Children Clearance (Ochre Card – Northern Territory) • CPCWHS1001 Work Safely in the Construction Industry (White Card) • Northern Territory Driver's Licence (minimum C Class)	• Certificates of Competency for Load Shifting Machines, including Front End Loader (LL), Front End Loader/Backhoe (LB), Skid Steer Loader (LS), and Excavator (LE) • AVISS0005 Aerodrome Reporting Officer Skill Set • HLTAID011 Provide First Aid • HLTAID009 Provide Cardiopulmonary Resuscitation • VTP414 4WD Operations on Unsealed Roads Course • Heavy Rigid (HR) Driver's Licence • Corporate Induction • Site Induction • Workplace Health and Safety (WHS) Induction Training

	• Respect @ Work – Prevention of Sexual Harassment in the Workplace Training • Prevention of Workplace Bullying and Harassment Training

11. Inherent Requirements/Job Fitness Requirements

This position has inherent physical requirements that must be met to perform the role safely and effectively. These requirements have been identified in accordance with Work Health and Safety obligations and reflect the actual duties of the position.

Physical Demand Classification:

This role is classified as Medium Work, involving supervision of operational activities together with manual and mechanical works associated with municipal services, civil maintenance, and infrastructure activities:

- This role involves manual handling tasks, including lifting, carrying, pushing, pulling, and operating plant and equipment.
- Manual lifting is generally up to 20kg.
- Where loads exceed 20kg, mechanical aids or team handling are to be used.
- The role requires the ability to:
  - Stand and walk for extended periods;
  - Work on uneven terrain and outdoor environments;
  - Bend, kneel, squat, and undertake repetitive physical movements;
  - Operate plant, machinery, and tools safely;
  - Enter and exit plant and vehicles frequently;
  - Supervise and assist operational crews in physically demanding work activities.

Inherent Physical Requirements:

- Ability to stand and walk for extended periods.
- Ability to work outdoors in varying environmental conditions, including heat and dust.
- Ability to safely operate plant, vehicles, machinery, and tools.
- Ability to perform manual handling tasks safely.
- Ability to lift and carry equipment, materials, and supplies.
- Ability to bend, kneel, squat, climb, and perform repetitive physical movements.
- Ability to maintain sustained grip strength during operational tasks.
- Ability to work on uneven terrain and within operational work sites.
- Ability to manage competing priorities and respond effectively in dynamic operational environments.

Physical Requirements of Job Role							
Job Role: Works Supervisor							
Body Posture	**Not required**	**Rare**	**Intermittent**	**Occasional**	**Frequent**	**Constant**	**Comments**
Standing					X		
Sitting				X			
Forward Reaching					X		
Neck flexion/extension/rotation					X		
Reaching above shoulder height				X			
Stooping & bending forward from standing position					X		
Kneeling/squatting				X			
Trunk rotation					X		
Mobility	**Not required**	**Rare**	**Intermittent**	**Occasional**	**Frequent**	**Constant**	**Comments**
Climbing step/platform				X			
Walking					X		
Walking over uneven surfaces					X		
Ladder climbing		X					
Mobility	**Not required**	**Rare**	**Intermittent**	**Occasional**	**Frequent**	**Constant**	**Comments**
Unilateral lifting				X			
Bilateral carrying					X		
Lifting with weight away from body <10kg					X		
Lifting with weight away from body >10kg					X		
Lowering a vertical distance > 25cm from waist to floor					X		
Lowering a vertical distance > 25cm from waist to shoulder height				X			
Lifting 0kg - 4.5kg					X		
Lifting 4.5kg - 9kg					X		
Lifting 9kg - 22kg					X		

Lifting 22kg - 45kg			X				
Lifting 45kg+	X						
Handling unstable objects				X			
Carrying					X		
Pushing/pulling					X		
Sustained/repetitive hand grip					X		
Tool use					X		
Exposure to vibration				X			

12. Certification

The details contained in this document are an accurate statement of the responsibilities, accountabilities, and other requirements of the position.



06 / 11 / 2026

Peter Harder
Chief Executive Officer

Date

13. Acceptance

I, _____, have read and understood the requirements of this position and hereby agree to the responsibilities as outlined above.

_____ _____/_____/_____

Signature Date