

BARKLY REGIONAL COUNCIL



Works Supervisor - Wutunugurra (MWS006)

1. Position Objectives

The position of Works Supervisor - Wutunugurra is responsible for performing a range of tasks relating to the manual and mechanical works of the depot and the community, including activities relating to public spaces, hygiene facilities (rubbish and sewage), roads, river crossings, drainage, and general Council infrastructure.

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

Duties

- Oversee the completion of the daily maintenance program for tools and machinery.
- Operate large plant equipment including rubbish compactors, backhoes, mowers, graders, skid steer loader and tip truck.
- Manage staff and handle clerical tasks related to payroll and general administration.
- Conduct stock-takes as needed and maintain accurate records for all assets.
- Handle the maintenance, storage, and ordering of Work Depot stores and supplies, following the Barkly Regional Council Purchase Ordering Procedure.
- Ensure staff are trained in the proper use of all equipment and that licenses are kept current.
- Report to the Council Services Manager - Wutunugurra regarding tasks, equipment, staff issues, and complaints as necessary.

Other

- You will be required to perform your duties in Wutunugurra or elsewhere within the Barkly Regional Council authority area as reasonably directed by the Council.
- Respond to customer queries promptly and in a professional manner.
- Actively participate in Work Health Safety and emergency management, reporting and incident management processes and procedures.
- 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 as dictated by the changing needs of the Barkly Regional Council. The position holder will be expected to undertake other duties as appropriate to the position classification and as requested by his/her/their manager.

4. Key Accountabilities

- Carry out duties allocated in a timely and efficient manner, completing all daily tasks, unless otherwise directed, by the end of the day.
- Provide guidance and feedback to the Council Services Manager - Wutunugurra whenever a work-related issue, or personal issues that could affect the job, arise.
- Maintain work sites, tools, and equipment in a clean state to enable their operational readiness.
- Contribute to the effective implementation and achievement of the objectives outlined in the Regional Plan.

5. Organisational Relationship

Position Title:	Works Supervisor - Wutunugurra (MWS006)
Reports to:	Council Services Manager - Wutunugurra (CSM006)
Department:	Operational Services
Supervises:	Municipal Workers - Wutunugurra
Internal Liaison:	Chief Executive Officer Chief Operations Officer Regional Manager Operations Council Services Manager - Wutunugurra Municipal Workers - Wutunugurra Customer Service Officers - Wutunugurra Other Council Staff
External Liaison:	Government and Non-Government Representatives Community Elders

6. Wages and Allowances

Classification:	Level 6 Pay Point 1 <i>Barkly Regional Council Enterprise Agreement 2024</i>
Status:	Full-Time Permanent (38 hours per week)
Annual Salary:	\$80,804 75 per annum (\$3,107.87 per fortnight)
SCG:	12%

7. Knowledge and Skills

Organisational:

- Knowledge and understanding of Aboriginal Culture.
- Excellent time management and organisational skills.
- The ability to work within a team environment whilst also producing results working independently.
- Ability to manage multiple tasks effectively with a degree of flexibility within a changing work environment.

Interpersonal:

- A willingness to work in a remote and sometimes demanding environment.
- High ethical standards and personal integrity.
- Ability to successfully interact with people at all levels.

Change Management:

- Ability to recognise issues and use initiative to identify and discuss proposed solutions.
- Ability to promptly respond to changed circumstances and make sound decisions to ensure the ongoing efficient and effective delivery of key deliverables within the role in the best interests of the Barkly Regional Council.
- Ensure compliance with and adherence to all legislative requirements and best practices at all times.

Commitment, Attitude, and Application to Duties:

- Provide courteous and prompt attention to requests for information.
- Demonstration of a positive and proactive attitude with strong initiative.
- Promote Barkly Regional Council in a positive manner at all times.
- Promote and encourage continuous quality improvement strategies for the delivery of accurate and timely documentation.
- Take responsible care to ensure one's own safety at work and that of other staff within the workplace.

8. Essential Criteria – Qualifications, Skills, and Experience

1. Knowledge and understanding of Aboriginal Culture and Aboriginal issues.
2. Previous experience in municipal services.
3. Previous experience in a supervisor role.

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

- Drivers Licence Heavy Rigid (HR)
- National Criminal History Check
- Working with Children Clearance (Ochre Card – Northern Territory)
- CPCWHS1001 Work Safely in the Construction Industry (White Card)

Desirable

- Corporate Induction
- Site Induction
- Work Health and Safety (WHS) Induction
- Airport Induction
- VTP414 4WD Operations on Unsealed Roads Course
- Provide First Aid HLTAID011
- Provide Cardiopulmonary Resuscitation HLTAID009
- Aerodrome Reporting Officer Skill Set AVISS0005

11. Certification

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



Susan Steele
Acting Chief Executive Officer

03 / 10 / 2025
Date

12. Acceptance

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

Signature

_____/_____/_____
Date