



Shire of Derby / West Kimberley

POSITION DESCRIPTION

Works Supervisor

October 2025

Position Title:	Works Supervisor
Classification:	Level 8
Unit:	Works
Department:	Technical Services
Responsible to: (Immediate Supervisor)	Manager Assets and Works
Incumbent:	Existing position
Prepared By:	People and Culture
PD Reviewed and/or Updated:	October 2025

SDWK Vision: A place where people want to live, invest, visit and return to

SDWK Values:

We are **PROUD** of who we are and where we live.

We will create a **POSITIVE LEGACY** for our children and children's children.

We will go about our business with **INTEGRITY, TRANSPARENCY and AUTHENTICITY**.

We value and **RESPECT** what our community has to say and will strive to make things happen.

We are **PROUD** of and value the **KNOWLEDGE** of our diverse and strong people and cultures.

We value our **RELATIONSHIPS** and will work with others to achieve common goals and gain maximum impact.

We are **PROUD** of and **COMMITTED** to the responsible preservation of our unique natural environment and making sure our built environment reflects our current and future needs.

We are open for and encourage business, industry and all aspects of **COMMUNITY DEVELOPMENT**, particularly our thriving arts and cultural scene.

Derby

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1. POSITION OBJECTIVES

The Works Supervisor is responsible for:

- Supervise and support the Works staff in maintaining Derby's footpaths, parks, open spaces, streets scapes and roads.
- Develop and improve Works staff performance/potential and multi-skilling aiming for a more effective Works team.
- Provide input for budget submissions for the Works unit and monitor expenditure controlling the effective delivery of services of the Works unit.

2. KEY RESPONSIBILITIES

OUTCOME: CORPORATE MANAGEMENT AND POLICY

- Assist the Director Infrastructure via the Manager Assets and Works in the development, implementation and ongoing communication of strategic plans, policies and objectives.
- Assist in the formulation and implementation of any new Council policies in relation to the Works unit and associated areas.

OUTCOME: HUMAN RESOURCE MANAGEMENT

- Develop and maintain a sense of commitment, cohesion and teamwork between members of the Works staff.
- Develop and improve Works staff performance/potential and multi-skilling aiming for a more effective Works team; by undertaking annual performance reviews in line with core competencies and preparing effective development and training plans for all works staff and team.
- Monitor and report to Manager Assets and Works (immediate supervisor) on staff performance and provide counselling and advice as needed.
- Implement performance management programs as needed to improve staff performance in conjunction with line manager.
- Be involved with and have input to the recruitment and selection of new Works staff, in conjunction with the Manager Assets and Works (immediate supervisor).
- Provide new Works staff with an effective induction program, in conjunction with the Manager Assets and Works.

OUTCOME: CUSTOMER SERVICE

- Maintain a professional and courteous relationship with the general public and Council staff, ensuring/encouraging works staff follow this approach.
- Maintain a customer focus and invest time in understanding customer's needs.
- Ensure that a customer focused approach is adopted to both internal and external customers.
- Provide positive and professional customer service to internal and external customers giving accurate information and effective assistance in a timely manner.
- Promptly attend to customer enquiries in a courteous and effective manner.

OUTCOME: EFFECTIVE AND EFFICIENT OPERATIONS SUPERVISION

- Budget: provide input for budget submissions for the Works unit and monitor expenditure controlling the effective delivery of services of the Works unit.
- Preparation of reports for Council and Senior Management.
- Implement resolutions of Council and report on progress of action taken to the Manger Assets and Works(immediate Supervisor).
- Liaise and negotiate on matters within the jurisdiction of the position for the Works unit.
- Seek assistance and input from Works staff into the effective delivery of their services to all its customers.

- Supervise works/maintenance programs for the Works unit to ensure that all work carried out in accordance with relevant legislation, regulations, Council policy, and Council procedures and within budget in a timely manner.
- Supervise contractors working in and/or for the Works unit to ensure the outcomes of the contract are met on time and within budget.
- Ensure all works are undertaken in accordance with Shire's and relevant WHS legislation, policy and procedures.
- Ensure the effective allocation, operation and use of machinery for optimal plant efficiency.

This position description is not intended to be an exhaustive list of duties of the position. The Works Supervisor Derby will be required to undertake other duties as required having regard to the incumbent's skills and experience and level expectations of the Enterprise Agreement and related policies.

3. ORGANISATIONAL and BEHAVIOURAL CAPABILITIES

- **Teamwork** – To value other team member's contributions and work effectively as a member of a high performance work team. To demonstrate flexibility in work practices. Works in a collaborative, cooperative and positive manner that is considerate of others. Leads, supports and helps others in line with job level.
- **Customer Service** – Works at all times to provide customer service excellence, and in line with customer service standards, obligations and protocols; includes external and internal customers.
- **Workplace Health and Safety** – Comply with all statutory obligations, including the Local Government, Equal Employment Opportunity (EEO), Organisational Risk Management and current OSH Acts, regulations and Code of Practice. Not wilfully place at risk the health or safety of any person in the workplace.
- **Compliance** – Ensure compliance with relevant legislation, policies and procedures.
- **Workflow and Task Management** – Progression of tasks, events, interactions that comprise sequential work processes that add value to the Shire's activities.
- **Communication** – Value and encourage communication between individuals, teams and work groups. Communicates clearly, thoughtfully and appropriately, both verbally and in writing. Is regarded as appropriate when dealing with others.
- **Conflict Management** – Recognising and dealing with disagreement in a rational, balanced and effective way.
- **Planning and Organising** – Effectively plans, priorities and organises own work, plus that of others as appropriate to job level, resulting in best outcomes.
- **Integrity** – Adherence to a moral code, reflected in transparent honesty, in thoughts, words and actions.
- **Professionalism** – Demonstrates behaviours consistent with the shires values. Upholds the highest standards and maintains the required skill and knowledge levels.
- **Problem Solving** – Identifies and investigates in an appropriate and thorough manner. Working to reach solutions.
- **Leadership and Management** – Effective use of influencing skills to achieve job and project outcomes where you do not have direct accountability for people or resources.

4. ORGANISATIONAL RELATIONSHIPS

Responsible to: Manager Assets and Works

Supervision of: All Derby Works Staff including but not limited to;

- Team Leaders
- Reticulation Labourer
- Labourer/Operators
- Labourer/Operators Trainees
- Various Contractors

Internal/external liaison:

Internal

- Executive Leadership Team
- Senior Management Group
- Shire Councillors
- All Employees of the organisation

External

- Local Contractors and Business
- Procurement Organisations
- WA Local Government Association
- Government Agencies
- General Public and Residents

5. EXTENT OF AUTHORITY

This position operates under general direction of the Manager Assets and Works, in accordance with strategic objectives, delegated authority, procedures and policies of Council as well as statutory provisions of the Local Government Act 1995 and other relevant legislation, awards and agreements. The position is required to exercise initiative and judgement where practices are not clearly defined

6. SELECTION CRITERIA

- Experience in contract management and supervisory or managerial role.
- Working knowledge and experience in horticulture, including turf preparation and maintenance, tree pruning and landscaping, weed and pest control, and irrigation systems.
- Experience in road maintenance repair, footpath maintenance repair and drainage repair.
- Sound knowledge of road construction methods, materials, techniques and machinery and working experience in plant operation skills including the ability to use hand tools, minor plant and major plant and working knowledge of basic plant and machinery maintenance, capabilities and production capacities.
- Ability to read construction plans/specifications and be proficient in the use of basic survey and data collection equipment and measurement.
- Experience in work site traffic management.
- Demonstrated interpersonal skills to have the ability to give written or verbal requests and directions with a clear understanding by the recipient.
- Ability to gain the cooperation of staff, members of the public and other individuals within a multi-cultural environment in the pursuit of defined Council activities (Team work).
- Experience in operations which includes all aspects around purchasing, policies, budgets and procedures.
- Experience in information technology and computer operations.

Desirable

- Experience in Local Government works operations.
- Basic knowledge of the Shire of Derby/West Kimberley district's climatic conditions, remoteness and geographical challenges.
- Certificate in Horticultural Studies, civil construction or a significant understanding and/or experience in horticultural or civil construction industry.
- Supervisory/Management Training.
- Senior first aid certificate.
- Contract supervision qualifications.

7. POSITION DESCRIPTION ADMINISTRATION

The successful applicant will be required to submit the following documentation prior to commencement:

- Current Drivers Licence (C & HR)
- National Police Clearance
- Pre-employment Medical

The Shire of Derby/West Kimberley will reimburse the cost of the Police Clearance and pre-employment medical.

I acknowledge the information contained in this position description is intended to describe the nature and level of work to be performed, that is it not an exhaustive list of all the responsibilities, duties or skills required in the role.

Signing this position description indicates agreement and acceptance of the contents and conditions.

I also understand that this position description may be further reviewed at a future date.

Manager Assets and Works

Date

Director Infrastructure

Date

Tamara Clarkson
Chief Executive Officer

Date