



Position Description

Supervisor- Civil & Open Spaces

Department:	Assets, Infrastructure & Operations
Reports to:	Manager- Civil & Open Spaces
Employment Instrument:	<i>Palm Island Aboriginal Shire Council Certified Agreement 2010, Queensland Local Government Industry (Stream A) Award – State 2017</i>
Location:	Palm Island

Palm Island Aboriginal Shire Council

Palm Island Aboriginal Shire Council serves the Manbarra and Bwgcolman peoples through community centred leadership, cultural respect, and a commitment to safety and excellence. Everything we do is focused on supporting our community to build a strong, vibrant local economy that sustains our people now and for future generations.

We're building a place-based workforce to deliver our Corporate Plan 2026–2031, expanding opportunities for Palm Island people and other professionals who want their work to have impact.

Our Values

- **Service to Community** – We act for the wellbeing, safety, and future of our people.
- **The Bwgcolman Way** – We work with respect, culture, unity, and accountability.
- **Safety First** – We protect our people, workplaces, and island through safe decisions and behaviours.
- **Leading for Excellence** – We strive for quality, continuous improvement, and responsible stewardship.

Role Purpose

The Civil Works Supervisor is responsible for supervising the day-to-day delivery of Council's civil construction, maintenance and municipal works programs to ensure services are delivered safely, efficiently and to the required standard.

Reporting to the Manager Civil & Open Spaces, the position coordinates operational employees, contractors, plant and equipment to deliver civil works, road maintenance, drainage, public infrastructure and community improvement projects across Palm Island.

The role plays a key part in developing local workforce capability, promoting a strong safety culture and ensuring Council services contribute to a clean, safe and sustainable community.

Key Responsibilities

In performing this position effectively, you will be required to:

Leadership & Workforce Development

- Supervise and coordinate civil works employees and work crews.
- Provide day-to-day direction, support and mentoring to operational staff.
- Monitor employee performance and provide coaching to build capability.
- Assist with employee training and development activities.
- Promote Council values and positive workplace behaviours.
- Support workforce participation and local employment opportunities.

Civil & Open Space Service Delivery

- Coordinate daily civil maintenance and construction activities.
- Supervise works involving roads, drainage, footpaths, parks and public infrastructure.
- Ensure work programs are completed safely, efficiently and to required standards.
- Monitor work progress and allocate labour, plant and resources.
- Respond to operational issues and implement corrective actions.
- Assist in the planning and scheduling of works programs.
- Ensure work orders, maintenance requests and operational tasks are accurately recorded, monitored and completed within Council systems.
- Maintain accurate records and provide timely operational reporting to support service delivery, planning and compliance requirements.

Plant, Equipment & Asset Maintenance

- Monitor the use and maintenance of plant, tools and equipment.
- Ensure pre-start inspections and maintenance requirements are completed.
- Report asset defects and maintenance requirements to the Manager.
- Maintain accurate records relating to plant utilisation, maintenance activities, inspections, defects, work orders and asset performance.
- Promote responsible stewardship of Council plant, fleet, tools and civil infrastructure assets.
- Monitor the condition of Council assets and identify maintenance, replacement and improvement requirements.
- Support asset inspections, condition assessments and asset management activities to protect Council's investment in public infrastructure.

Contractor & Site Coordination

- Coordinate contractors undertaking works within the department.
- Monitor contractor activities to ensure compliance with safety and operational requirements.
- Ensure works are completed in accordance with approved specifications and schedules.
- Report contractor performance issues to the Manager.
- Coordinate contractor site access, inductions and day-to-day operational interfaces.
- Ensure contractors comply with Council policies, safety requirements, site rules and permit conditions.
- Assist with contractor supervision and monitoring to ensure works are delivered safely and effectively.

Safety, Risk & Compliance

- Promote and model safe work practices.
- Conduct site inspections and identify workplace hazards.
- Ensure employees comply with WHS requirements and safe work procedures.
- Participate in incident investigations and corrective actions.
- Ensure environmental and regulatory obligations are met.
- Participate in disaster management, emergency response, recovery and resilience activities as required by Council.
- Provide operational support during natural disasters, severe weather events and community emergencies.

Community & Stakeholder Engagement

- Maintain positive relationships with community members and stakeholders.
- Respond to service requests and operational enquiries.
- Represent Council professionally while undertaking operational activities.
- Support initiatives that improve community facilities and public spaces.

Key Relationships

Internal

- Manager- Civil & Open Spaces
- Civil & Open Spaces Employees
- Plant Operators & Labourers
- Administration officer- Civil & Open Spaces
- All Council employees

External

- Contractors and suppliers
- Government agencies
- Funding bodies
- Community members
- Traditional Owners

- Training providers
- Regulatory authorities
- Industry representatives

Position Requirements

Essential

- Demonstrated experience supervising civil works, construction, infrastructure or municipal services employees.
- Experience operating within a civil construction or maintenance environment.
- Demonstrated ability to coordinate employees, plant and contractors.
- Strong leadership and communication skills.
- Sound understanding of workplace health and safety requirements.
- Ability to read plans, schedules and work programs.
- Current Queensland C Class Driver Licence.
- Construction White Card.

Desirable (or willingness to obtain)

- Certificate IV in Civil Construction, Local Government, Leadership or related discipline.
- Experience in local government.
- MR or HR Licence.
- Plant operation competencies.
- Experience working with Aboriginal and Torres Strait Islander communities.

Success Profile (Behaviours)

- Leads by example and demonstrates integrity, accountability and professionalism.
- Builds positive and respectful relationships with employees, contractors and community members.
- Supports the development of local workforce capability through coaching, mentoring and on-the-job guidance.
- Makes sound operational decisions and effectively manages competing work priorities.
- Communicates clearly, respectfully and with cultural awareness.
- Promotes and actively supports a positive safety culture across all work activities.
- Demonstrates initiative, resilience and a solutions-focused approach to challenges.
- Holds self and others accountable for delivering quality work and achieving agreed outcomes.
- Contributes to continuous improvement in service delivery, work practices and team performance.

- Upholds Council values, policies and procedures in daily work and decision-making.
- Demonstrates a genuine commitment to supporting a strong, self-sufficient and sustainable Palm Island community.

Compliance Requirements

All employees must comply with:

- Council policies and procedures
- Work Health and Safety legislation
- Code of Conduct
- *Public Sector Ethics Act 1994*
- *Local Government Act 2009*

Position Description Approval

Position descriptions cannot provide a definitive list of duties and responsibilities. This position description is subject to change from time to time as Palm Island Aboriginal Shire Council may be developed or restructured. Any such reorganisation of duties shall be the subject of discussion with the position incumbent.

Supervisor: _____ **Signature:** _____
(Name)

Date: _____

Chief Executive

Officer: _____ **Signature:** _____
(Name)

Date: _____

Position Acceptance

I accept the Position Description as stated above and acknowledge that it may require amending or updating periodically due to changes in responsibilities or organisational requirements. Changes to position descriptions will be in accordance with the position classification and consistent with the purpose for which the position was established.

Incumbent: _____ **Signature:** _____
(Name)

Date: _____