


| RJED Infrastructure Supervisor | | | |
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| **Position Number:** | TBC | **Department** | Infrastructure Services |
| **Level:** | 7 | **Award:** | Municipal Employees' WA Award 2021 |
| **Remuneration:** | $103,885.22 Base Salary | plus superannuation, housing and district allowances (if eligible) is available to the successful candidate, depending on experience, skills and qualifications. $5,000 Retention bonus after 3 years completion of service. | |
| **Reports to:** | Facilities Services Operations Manager | **Direct Reports:** | RJED Verge Maintenance Team |
| **Last Reviewed:** | Acting Manager People, Culture & Wellbeing | **Date:** | 27/10/2026 |
| **Approved:** | Executive Manager Infrastructure Services | **Date:** | 29/10/2026 |

## OUR ORGANISATION

The Shire of Carnarvon provides excellent customer service across a wide range of programs, facilities and services that contribute to maintaining and enhancing our community. At the heart of our organisation are our values which underpin how our employees perform their duties and engage with the community and stakeholders.

### Our CARECHIP is what gives us the drive to serve our community.

We take pride in knowing that our employees and new recruits share our values, and we like to think that everyone who chooses to collaborate with us brings this CARECHIP with them.

| C | A | R | E | C | H | I | P |
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| **Courage** | **Authenticity** | **Respect** | **Excellence** | **Cohesion** | **Humility** | **Inclusion** | **Passion** |

## POSITION OVERVIEW

The RJED Infrastructure Supervisor is responsible for leading, supervising and supporting the Shire's RJED Verge Maintenance Crew in delivering essential roadside, verge and streetscape maintenance across Carnarvon, while fostering a safe, inclusive, and supportive working environment.

This hands-on leadership role involves coordinating daily operations, allocating tasks, providing on-the-job training and mentoring crew members to develop their skills, confidence and workplace capabilities. You'll oversee a range of maintenance activities, including mowing, weed control, vegetation management, street tree maintenance and minor civil works, ensuring work is completed safely, efficiently and to a high standard.

Working closely with the Infrastructure Services team, you'll play an important role in supporting the professional growth and development of RJED employees, creating meaningful employment pathways while ensuring Carnarvon's public spaces remain safe, accessible and well-maintained for our community.

## COMMUNITY STRATEGIC OBJECTIVES

In 2040 Carnarvon is a place where:

- Our equitable community is actively involved in and are responsible for developing innovative, local solutions that transcend our region for a safe and unified 6701.
- Our economy fosters investment and productivity in industries befitting Carnarvon's physical and natural environment and that grow our horizons.
- Our sustainable livelihoods create a community that can flourish into the future.
- Our holistic health care facilities provide services from the womb to the grave.
- Our educational opportunities from early childhood to adulthood are tailored and relevant to the individual.
- Our infrastructure, housing and amenities are high quality and accessible.
- Our community acknowledges our history and celebrates our diverse cultures.
- Our community is engaged, inclusive and supportive.

## KEY ROLE OUTCOMES

- Demonstrate successful leadership through the application of the Shire's core values by promoting a work culture of sustainability, quality improvement, efficiency, and excellent customer service that corresponds to our Code of Conduct and Customer Service Charter.
- Ensure compliance with the Local Government Act (WA) 1995 and any relevant legislation.
- A commitment to a safe work environment and WHS legislation, policy and processes.
- Provide effective leadership, supervision and direction to the RJED Verge Maintenance Crew, fostering a positive, inclusive and respectful team culture that encourages teamwork, personal growth and accountability.
- Support the development of RJED employees through mentoring, on-the-job training and practical guidance, helping individuals build confidence, develop workplace skills and strengthen their future employment opportunities.
- Monitor and manage employee attendance inclusive of pick-up and drop-offs to and from the workplace, punctuality, timesheets and workplace conduct, establishing clear expectations, addressing concerns early and supporting employees to develop reliable and consistent work habits.
- Plan, coordinate and allocate daily work activities, ensuring the effective delivery of verge maintenance programs, including mowing, brush cutting, weed control, street tree maintenance and minor civil works within agreed timeframes and quality standards.
- Oversee the safe operation, allocation and maintenance of plant, machinery, tools and equipment, ensuring employees follow Work Health and Safety requirements, undertake appropriate risk assessments and maintain safe working practices.
- Monitor the progress and quality of maintenance works, identify operational challenges, manage available resources and implement practical improvements to ensure efficient service delivery and value for money.

## WORK HEALTH SAFETY RESPONSIBILITIES

- Fully understand their WHS responsibilities, relevant legislation, policy, guidelines and standards; and regularly update their knowledge.
- Proactively recognise and identify hazards, investigate accidents and near misses, implement controls and prevention programmes, provide and maintain workplaces, plant and systems of work that do not expose employees to hazards. Ensure safe work practices and procedures are documented, understood, implemented and are being followed by employees.
- Ensure that Safety & Health Representatives reporting to them are able to carry out their legislated functions.
- Provide and enforce the use of adequate protective clothing and equipment, where it is not practicable to avoid the presence of hazards in the workplace.
- Ensure safe use, cleaning and maintenance, transportation and disposal of substances and plant used in the workplace
- Attend the WHS Committee meeting either as a member or rostered as an invited guest.
- Lead a continuous improvement culture of safety where best practice initiatives are entrenched in daily business activities.

## LICENCES, REGISTRATIONS, MEMBERSHIPS OR QUALIFICATIONS REQUIRED OF THE ROLE

- ★ Current Western Australia Driver's License - C Class (Essential) or MR Class (Desirable)
- ★ General Construction Induction Card (White Card)
- ★ Basic Worksite Traffic Management Ticket (BWTM)
- ★ Chemical Handling Ticket (or ability to obtain)

## ESSENTIAL CRITERIA

- ★ Highly developed ability to uphold a values-based approach in the workplace.
- ★ Demonstrated experience in leading and supervising teams, with the ability to motivate, support and develop employees while fostering a positive team culture and achieving operational outcomes
- ★ Experience working with people from diverse backgrounds, with the ability to recognise individual needs, build positive relationships and create a supportive and inclusive working environment.
- ★ Demonstrated ability and willingness to undertake physically demanding, hands-on operational work alongside the team, including grounds maintenance, vegetation management and general labouring duties, while providing practical guidance and leading by example.
- ★ Experience in weed management, chemical handling, vegetation maintenance and the safe operation of plant and machinery.
- ★ Experience in coordinating maintenance programs, monitoring team performance and identifying opportunities to improve workplace practices and service delivery.

## DESIRABLE CRITERIA

- ★ Operating Machinery Tickets
- ★ Previous experience in a similar role.

## POSITION COMPETENCIES

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| **Experience** | |
| **Focus of Role** | Trades |
| **Experience Level** | Specialist knowledge in the context of the organisational requirements. |
| **Tasks** | |
| **Context Method** | Range of tasks guided by policy, objectives or professional standards. |
| **Skill Level** | Knowledge is applied to recurring circumstances, may include the application of specialist skills. |
| **Judgement and problem Solving** | |
| **Problem Solving** | Solve standard problems within an established framework. |
| **Judgement** | Judgement is applied in innovative, new, or leadership capacity with elements of complexity. |
| **Supervision and Independence** | |
| **Level of Supervision** | Accountable for the quality, effectiveness, cost and timeliness of the programs, projects or work plans under their control. |
| **Organisational Relationships and Impact** | |
| **Work Area Relationships** | May develop proposals or recommendations which co-ordinate the interests of separate work areas and share accountability. |
| **Public/Other Staff Relationships** | Specialised discussions to resolve issues, including explaining policy and reconciling different points of view. |
| **Impact** | Decisions made directly impact own work area and related work areas |

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| **Interpersonal Skills** | Highly developed (proficient) interpersonal skills for leading and motivating employees in different teams and levels. At this level, you will be expected to be attuned to the underlying messages, political nuances and minor subtleties of complex communication. |
| **Job Competencies** | |
| **Time Management** | Proficient: Able to prioritise and put in place method of work to achieve multiple high priority deadlines and tasks for self and others. |
| **Conflict Resolution** | Proficient: Able to resolve a range of conflict of opinions where resolution is not immediate, where a range of interests need to be accommodated and complex negotiation may occur. |
| **Planning & Organisation Skills** | Proficient: Able to keep track of multiple, important details amongst a wide range of activities. Will manage work flows and adapt, interpret or modify procedures to achieve objectives. |
| **Safety Procedures** | Highly Proficient: Ensures that safety procedures are in alignment with overall safety framework. Reviews, audits and trains other in safety procedures on and off the job. Instrumental in leading safety compliance and ensuring a culture of safety first. |
| **Administration Skills** | Proficient: Able to train others in the work area in the use of processes, software and office equipment to a detailed level. Completes more complex tasks within systems and processes. |
| **Equipment Operation** | Proficient: Operates heavy duty plant and equipment requiring an appropriate licence and specific training. This may include vehicles requiring a HR licence. |
| **Supervision Skills** | Highly Proficient: Control and coordinate a section, department or significant work area using leadership, evaluation and monitoring skills. Lead and motivate employees in different teams or locations. |
| **Project Management** | Advanced: Accountable for the quality, effectiveness, cost, timeliness of programs, projects or work plans. Prepares budget for projects. |
| **Policy and Procedure Development** | Advanced: Establish sectional / department procedures. Provide advice on policy matters and contribute to their development. |
| **Policy or Legislative Interpretation** | Proficient: Provide advice on policy matters and comprehensive instruction in a specialised area of theoretical, policy or technical complexity. |
| **Report Writing** | Advanced: Research, develop, and write detailed and non-standard reports in their field of expertise. Contribute to, or write subject to review, reports to Council or external regulatory authorities. |
| **Budgeting Skills** | Advanced: Develop or assist in the development of budgets for a function or work area. Line Management responsibility for parts of the Department budget that apply to work area. |
| **Customer Service Skills** | Advanced: Effectively communicate with clients and members of the public and in the resolution of minor matters. |
| **Decision Making Skills** | Proficient: Decision making requires analysis of data and involves consideration of aspects that are more conceptual than definitive. |
| **Management Skills** | Intermediate: Manage a functional area, department or work area including managing people and resources. |

## PREEMPLOYMENT SCREENING REQUIRED FOR THIS ROLE

- ★ National Police Clearance - Less than 6 months old
- ★ Pre-employment Medical Screening
- ★ Alcohol and Other Drug screening
- ★ Commitment to the Shire's values and Code of Conduct

## REMUNERATION AND BENEFITS

The successful applicant will join the Infrastructure Services Team with a starting salary from $ 103,885.23 per annum, plus allowances (if eligible) and superannuation.

**Other cash benefits include but not limited to**

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| $ | 1,243.15 | p/a District Allowance* |
| $ | 6,337.62 | p/a Housing Allowance* |
| $ | 1,748.07 | p/a Annual Leave Loading 17.5% |
| $ | 13,375.92 | p/a Superannuation (Statutory) |
| $ | 2,229.32 | p/a Superannuation additional 2% (Optional, subject to employee salary sacrifice)* |
| $ | 5,000.00 | Retention bonus upon completion of 3 years of service* |
| $ | 440.00 | p/a Annual Leave Travel Assistance |

**Leave Entitlements***

5 Weeks Annual Leave
2 Local Government Public Holidays
10 Days of Paid Personal Leave
10 Days of Paid Pandemic Leave
38 Hours of Paid Volunteer Emergency Services Leave

**Additional Allowances and Subsidies as per Attraction and Retention Policy***

Salary Sacrificing for a range of benefits
Annual Leave Travel Assistance Payment
Local Club Membership Subsidies
Gym Membership Subsidy
Annual Pass for Aquatic Centre

**Subject to Corporate Policy*

It is not the intention of the position description to limit the scope or accountabilities of the position but to highlight the most important aspects of the position. The aspects mentioned above may be altered in accordance with the changing requirements of the role.