

# Position Description



Position Title	<b>Supervisor Civil Operations</b>
Position No	00045860
Delegation Level	006
Job Designation	Supervisor Track Operations
Organisational Unit	Civil Operations - Townsville South
	Regional Assets
Work Centre	Proserpine
Position Type	Permanent
Rail Safety Worker	Yes
Medical Fitness Standard	NHS Cat 1 High Level SCW
Performance Plan Type	Lead Others
Shiftworker	No
Classification (Range)	CI5 .1 - CI5 .3
Pay Scale Type	Network Maintenance
Reports to Position	Asset Maintenance Coordinator

## QUEENSLAND RAIL VALUES:

1 Queensland Rail - We do better together  
Treat others with respect - We appreciate everyone's contributions and differences  
Empower our people - We have confidence in our people  
Act Safely - We work safe, to go home safe  
Make a positive difference - We learn from today, to improve tomorrow

## Position Purpose

Support the Asset Maintenance Co-ordinator to effectively manage and co-ordinate the allocation and deployment of resources within the area of responsibility to deliver safe, cost effective track maintenance.  
Supply and manage information as required to support the effective and efficient management of the track infrastructure.

## Position Responsibilities

1. Manage delivery of track maintenance services as delegated including optimisation of safety management, costs, adherence to scope and quality to ensure service plans and district targets are achieved.  
Make initial determination of the best available resource to carry out all works.
2. Manage training, development, performance, succession planning and recruitment for staff reporting directly or indirectly to the position, in accordance with Queensland Rail's standards, specifications, procedures and Legislative requirements to ensure the labour resource is suitably skilled to effectively and efficiently support delivery of the required services.
3. Confirm suitability of the allocated portion of the service plans, determine and arrange closures as required, ensure materials have been arranged and develop corresponding detailed work programs which optimise the use of available resources. Support the development of long term plans for allocated resources.
4. Support the Asset Maintenance Co-ordinator to manage business needs including costs for labour, inventory, consumables, plant, equipment and other assets to achieve delivery of the services to customer expectations. Monitor recording of costs and ensure accurate cost capture.
5. Monitor track related Key Performance Indicators and defect reports

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- for area of responsibility and manage actions and/or modify plans as appropriate to ensure that performance targets are achieved.
6. Promote achievement of safety and environmental performance targets by actively promoting safe behaviour, quality principles, supporting Zero Harm strategies to minimise the risk of injury or loss and ensuring plans accommodate compliance with standards, specifications and Legislative requirements.
  7. Support the Asset Maintenance Co-ordinator manage plant, equipment and motor vehicles to achieve required availability and minimise asset costs through optimisation of ownership, external hire, utilisation, maintenance and ensure compliance with related Queensland Rail standards and specifications.
  8. Supervise and conduct administrative tasks including SAP Payroll required to meet financial and reporting requirements.

## **Additional Factors**

The appointee will be required to :-

- Comply with Queensland Rail's Code of Conduct;
- Observe all legal and safety obligations of the organisation;
- Travel intrastate and interstate as required and throughout the district on a regular basis;
- Operate in an autonomous and self motivated manner within broad guidelines being given by the Asset Maintenance Co-ordinator;
- Undertake further training as required;
- Be available for call outs outside of normal working hours and to be available for emergency response;
- Arrange and carry out track inspections and audits as required;
- Perform other duties, within level of competence, as directed by the Supervisor.

## **What is the key selection criteria**

1. High level of skill in implementation of Queensland Rail's Zero Harm philosophy in line with Workplace Health and Safety and Environmental Management Policies.
2. Extensive knowledge of track construction and maintenance standards, systems and processes.
3. Substantial leadership, communication, people management, Industrial Relations and negotiation skills.
4. Substantial level of skills in programming, resource management and service delivery.
5. Substantial level of skill in financial management including estimation, breakdown and apportionment of costs, budget monitoring and cost control techniques.
6. Substantial level of skill in asset management, performance reporting and administration.
7. Knowledge of and willingness to commit to and work within Queensland Rail's Values and Behaviours.

## **Pre-employment Checks:**

Not Applicable

## **Health, Safety and Environment Responsibilities**

Comply with the overarching document called Health, Safety and Environment Responsibilities MD-11-6843 located in the Safety and Environment Management System.

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## **Personal Protective Equipment needs:**

Refer to relevant business instructions.

## **Safety Publications**

QR Electrification Safety Booklet

QR Weekly Notice

Your Health (Newsletter)

C.E.O.'s Safety Statement

C.E.O.'s General Safety Rules

## **Please Note:**

Queensland Rail has a random alcohol and other drug testing program.

Testing can occur anywhere, at any time, on any day.