

Position Description



Position Title	Facilities Site Supervisor
Position No	00035429
Delegation Level	008
Job Designation	Facilities Site Supervisor
Organisational Unit	Facilities Maintenance - West Regional Assets
Work Centre	Toowoomba
Position Type	Permanent
Rail Safety Worker	Yes
Medical Fitness Standard	NHS Cat 3 ATTP
Performance Plan Type	Team Leader
Shiftworker	No
Classification (Range)	ET4 .1 - ET4 .3
Pay Scale Type	Network Facilities
Reports to Position	Asset Supervisor - South West

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

To ensure that Facilities Building Projects Section projects meet the customer requirements in a safe, timely and cost effective manner.

Position Responsibilities

1. Ensure all works comply with safety and other relevant legislation as well as local authority requirements.
2. Manage budgets and monitor costs to achieve agreed financial outcomes.
3. Arrange project planning, co-ordination, supervision and sub-letting contracts.
4. Liaise closely with clients, contractors and customers to achieve effective outcomes minimising disruption to operations and meeting customer needs.
5. Provide professional and management support for Facilities Projects Section during the construction of various projects.
6. Introduce appropriate technology development for construction maintenance and upgrading works in all areas of Facilities including building, security and fire protection systems.
7. Provide progress reports to the Facilities Building Projects Manager.

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;
- Operate in an autonomous manner by exercising initiative and independent judgement;
- Be available for call-out outside normal working hours;
- Attend further training as directed.

Position Description



The appointee may be required to:-
- Travel interstate and intrastate.

What is the key selection criteria

1. Extensive knowledge of building industry technology design principles and construction practices including all relevant acts, codes and regulations.
2. High level of skills in the management of contract documents and in the administration and supervision of contract and day labour costs.
3. High level of skill in the provision of customer service in a cost effective manner.
4. Substantial communication, consulting, negotiating and facilitation skills.
5. Substantial knowledge of safety legislation pertaining to facilities construction.
6. Substantial level of skill in financial management of building works.
7. Knowledge of and willingness to commit to and work within QR's Values and Behaviours.

Pre-employment Checks:

Not Applicable

Pre-employment Qualifications:

What qualifications do I need to hold prior to applying for the position?:

20300281 Nat Drv Lic C (Qld A < 09.04.96)
40011990 G_Building & Const Trade Qualified

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.

Personal Protective Equipment needs:

Head and Face protection
Eye Protection
Hearing Protection
Hand Protection
High Visibility Clothing
Safety Footwear
Sunscreen SPF 15+

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.