

Position Vacant

Job Title: **Town Services Supervisor**
Work type: Full time position
Department: Technical Services
Pay range: \$90,000.00 to \$95,000.00 per annum

About the Organisation

Aurukun Shire Council plays a crucial role in leading the community and addressing the needs of its residents. The Council works closely with various stakeholders, including government agencies, non-governmental organisations, and local businesses, to improve service delivery and create opportunities for the community it serves.

Key focus areas for the Aurukun Shire Council include community safety, governance, economic development, and preservation of cultural identity, environmental management, postal services, aged care and child care provision. Initiatives are developed and implemented in consultation with community members, ensuring their active participation and ownership. The Council strives to empower community members, promote self-determination, and build a sustainable and prosperous future for Aurukun.

About the Role

This role is residential and based in Aurukun.

Reporting to the Director of Technical Services, The position is responsible for maintenance and operational services for Aurukun Shire Council, including roads, solid waste management, cemeteries and parks and gardens. The role is accountable for the planning and project delivery for these services as listed above.

The position is in an Indigenous community and requires cultural awareness and sensitivity to Indigenous issues.

Key Accountabilities

- Co-ordinate and supervise ASC Town Services Team
- Build the capability of the department's Town Services Team through on the job training of local staff
- Support the development and management of the department's budget processes and monitor the costs associated with the management of plant, equipment and other resources
- Ensure all plant and equipment is maintained to allow efficient use of resources to achieve ASC work requirements within budget
- Communicate updates to the community in a timely manner and monitor community feedback
- Assist with the maintenance of the plant and infrastructure asset register for ASC asset management plan
- Liaise with Regulatory Authorities as directed by Director Technical Services

- Ensure the Aurukun Solid Waste Facility meets legislative requirements
- Ensure barge landing is functional and in accordance with legislative requirements
- Prepare cost estimates when required in area of responsibility
- Liaise with ASC contractors in conjunction with external Project Managers
- Assist with disaster response under Aurukun Disaster Management plan
- Perform duties in accordance with the ASC policies including Workplace, Health and Safety and the ASC Staff Code of Conduct
- Supervise grave excavation team when required

Selection Criteria

Essential:

- Current Manual Driver's licence
- General Construction Induction (White Card)
- Working with Children (Blue Card) or ability to obtain
- Ability to work independently and as part of a team to achieve positive outcomes
- Strong interpersonal and communication skills with ability to negotiate, conflict manage and diffuse volatile situations

Desirable:

- Certificate III in Civil Construction Plant Operations (RII30813) or Certificate III in Civil Construction Road Construction and Maintenance (RII30913), or Certificate III in Horticulture
- MR - HR Licence
- Relevant plant operators' certificates of competency
- Chainsaw operators' ticket
- Demonstrated experience in successfully communicating, negotiating and interacting with Indigenous people and a demonstrated knowledge of Indigenous culture and customs
- A sound understanding of the regulatory requirements for managing roads, drainage, solid waste facilities, cemeteries and parks and gardens
- Proven ability to supervise and lead an operational team in ASC operational works
- Knowledge of the standards relevant to civil construction and maintenance works
- Demonstrated experience in planning and supervision of maintenance projects, including supervision of Operators and Contractors
- An understanding of procurement documents to order supplies, equipment and services and the monitoring of operational budgets; including the preparation of estimates and reports as directed
- A demonstrated commitment to workplace health and safety and the environment

Benefits

Joining ASC means becoming part of an organisation with strong cultural values with a focus on providing exceptional services to, and for, the community.

You will be offered;

- A salary of \$90,000 - \$95,000 per annum plus superannuation and allowances. Some overtime at penalty rates may be available
- Subsidised accommodation provided
- 5 weeks annual leave, 8 Days Isolation Leave per year
- 2 return flights per year to Cairns from Aurukun in accordance with Council policy
- Relocation expenses in accordance with Council policy

- Access to our Employee Assistance Program (EAP)

How to apply

To apply, email a copy of your current resume and cover letter addressing the selection criteria to hrmanager@aurukun.qld.gov.au

Applications close 4pm Tuesday 6 May 2025.

Shortlisting for this position will begin immediately and Council reserves the right to fill the role prior to the nominated closing date. Only shortlisted applicants will be contacted. Appointment to this position is subject to a satisfactory National Police Check and pre-employment medical assessment.

For further information or a copy of the position description contact the HR Manager on **0418 387 516** or email hrmanager@aurukun.qld.gov.au