

Civil Supervisors | Dec 2020

Joe Wagner Group is a Toowoomba based civil construction company servicing all areas of Queensland and northern NSW across a range of sectors including road, rail and energy infrastructure.

We take pride in providing high quality, efficient and sustainable services, and in our commitment to the safety and quality of life for our employees.

Joe Wagner Group is seeking experienced roadworks, concrete and drainage supervisors to join our expanding team. Applicants must have demonstrated ability in the supervision of civil construction sites, providing exceptional customer service and effective communication both internally and to the client. Recent DTMR (Qld) or RMS (NSW) experience is essential.

Tasks will include the development and implementation of project management documentation; the ability to review, understand and implement construction documentation; procurement of materials; management of sub-contractors; monitoring of progress on site and taking corrective action where required to ensure on time delivery; client liaison; accurate and timely completion of on-site documentation.

An attractive remuneration package is available for the person with the right skills and experience for this position. Applicants must be willing to travel.

Expressions of Interest close on 4th January 2021. Please apply by emailing hr@joewagnergroup.com.au and providing details of your skills and experience relevant to this position.

About us

What we do

Joe Wagner Group provides plant hire and civil construction services across a range of industries including: infrastructure, energy, government, mining, commercial and residential projects.

We service all areas of Queensland from our base on the Darling Downs and travel interstate as required.

Our aim is to provide sustainable construction solutions.

Our History

Joe Wagner Earthmoving was established in 1985 to provide earthmoving plant hire for Toowoomba and the Darling Downs. Today Joe's sons, Nick and Jim, have become the Directors, joining long term employees and young trainees in delivering professional construction solutions with small business service.

Our Values

We take great pride in the company's reputation as an industry leader in its field. The business continues to adopt the latest plant and machinery technology and strives for continual improvement as a professional organisation. Joe Wagner Group has 4 Core Values:

1. We enjoy what we do
2. We do the right thing by everyone
3. We think outside the square
4. We inspire

Through imbedding these Values in our business, we ensure that:

- Our high quality, efficient service assists our clients to run their own sustainable businesses.
- We recognise the value of our employees and their families and are committed to their safety, quality of life and training.
- Our work is conducted to the highest environmental standards so that our descendants can enjoy our beautiful country as much as we do today.

Your Position

Listed below are the key responsibilities for your position. These are broken down into tasks and as part of your induction and ongoing feedback with us; we will set the expectations around your performance.

Reports to:

Incumbent:

Purpose of the position:

The purpose of this position is to provide guidance and supervision to all persons on Joe Wagner Group construction sites. It will also be responsible for elements of the quoting and estimating process for customer jobs. On site, this person will be involved in providing exceptional service and communication with the customer and where needed, acting as the communication link between the customer and the Directors. Where necessary this role will be hands on in operating the plant and equipment of the Company

Responsibility:

Tasks:

Project Supervision

- Lead the development and implementation of project management documentation. Such documentation is included but not limited to: Construction Management Plans, Traffic Management Plans, Safe Work Method Statements, Project Risk Assessments, Emergency Evacuation Procedures, Variation Registers, Site Diaries.
- Review, understand and implement construction documentation. Such documents may include but are not limited to: Drawings, Specifications and Geotechnical Reports.
- Directly supervise all aspects of works on site. Take responsibility as the person with management or control of the workplace as described in the WHS Regulation and as the site representative of the person conducting a business or undertaking.
- Management of subcontractors on site.
- Lead work scheduling and resource planning. Timely liaison with the Directors to ensure that appropriate resources are made available (either in-house or procured externally) to conduct the works in accordance with the appropriate standards (including safety, efficiency, quality and others).
- Procurement of suppliers and subcontractors.
- Conduct tasks as required to construct the works and within your area of competence. Such tasks may include: operation of plant, concreting, labouring and others.
- Conduct troubleshooting on-site as needed including: organising repairs and maintenance to plant and equipment as needed; identifying and addressing non-conformances or incidents as required.



- Constantly monitor schedule of works and time frames for tasks to ensure work is completed within time frames and budgets
- Effectively communicate tasks and parameters to plant operators, labourers, tradespeople, subcontractors and others to including expected completion time frames
- Identify contingency plans if a job not going to schedule and make necessary arrangements as early as possible
- Coordinate with Client representatives as required to ensure quality, safety and commercial information is exchanged appropriately and in a timely manner e.g. Engineers for inspections, sub-contractors, clients and client's sub-contractors
- Ensure accurate site set out (check surveyor pegs and heights, accuracy of job scope etc) at all times
- Make effective and efficient decisions on wet days and working conditions as required
- Monitor attendance and performance of Joe Wagner Group staff and Subcontractors contracted by Joe Wagner Group
- Deal with poor/under performance as required on-site
- Answer any staff and contractor questions on site
- Check on work of other subcontractors to ensure appropriate quality standard
- Advise Directors immediately of any incidents or changes to work which will impact on the scope, timeframe or budget of the job
- Ensure that all hazards on site are managed with respect to workers, client representatives, members of the public or other people who may attend the site or be impacted by the works.

Quotes/Estimation

- Review project documentation. Such documents may include but are not limited to: Drawings, Specifications and Geotechnical Reports.
 - Participate in site visits when required to understand the scope of work, take photos and liaise with the potential client(s).
 - Research and contact potential suppliers, tradespeople and subcontractors to obtain estimates
 - Calculate cost estimates for Joe Wagner Group plant and staff based on expected hours, tonnage, materials etc
 - Enter all information into computer system for future reference
 - Complete quotes for clients for Directors to check
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Administration

- Complete Daily Docket book for each client site
- Maintain site diary including allocating staff times, recording daily notes, incident records etc
- Review Daily Dockets from Joe Wagner Group staff to ensure accuracy
- Adhere to job brief and fill out necessary details
- Complete any paperwork required by client site
- Complete Plant Prestart Inspection Checklist and Defect Report if operating machines

Customer Service & Relationship

- Liaise regularly with client representative on-site to update on progress of jobs
- Inform clients of any delays, issues and/or change of plans as necessary
- Communicate variances and related costs to client as instructed by a Director
- Be prepared and up-to-date on job progress to be able to update client upon request
- Demonstrate at all times an understanding of the need for quality and timeliness in service to create satisfied customers
- Provide information to the Directors as required in response to any customer complaints/queries/issues
- Maintain rapport with customers by examining complaints; identifying solutions; suggesting improved methods and techniques within the scope of your knowledge and skills

Training

- Attend appropriate development and skills training opportunities as directed
- Demonstrate commitment to your own professional skills and knowledge
- Understand your area of competence and advise of any training requirements that you believe may be relevant to your work. E.g. Training in the operation of a new type of machine or tool.

Quality, Environment and Workplace Health & Safety

- Comply with and implement the Joe Wagner Group Integrated Management System. Specific aspects of the system include but are not limited to:
 - Lead the development of and review of Safe Work Method Statements (SWMS) and adhere to the controls identified.
 - Identify, safety use, maintain and replace as necessary any personal protective equipment (PPE) required for any task.
 - Review Safety Data Sheets (SDS) and complete associated risk assessments for any hazardous or other substances prior to using them.

- Report all incidents or near misses to the Directors and follow relevant site reporting procedures. Complete Plant Prestart Inspection Checklist and Defect Report if on machines
- Ensure plant operators are verified as competent
- Ensure appropriate sign off is obtained at hold points complete all relevant documentation and reporting relating to quality control as required
- Ensure job progressed in accordance with Quality Assurance documents and ITP's occur when needed
- In cooperation with the Directors, proactively identify and implement best practice and high quality processes and systems
- Comply with all relevant legislation, regulations, codes of practice, standards, company policies, procedures, instructions relevant to your work.
 - Take all reasonable steps to reduce the risk of any hazard and to control/minimize the hazard to yourself and others
 - Advise client management on whether continued operation of equipment could be hazardous
 - Monitor safety on-site including use of appropriate PPE
 - Monitor and report any WHS issues to a Director
 - Participate in all relevant consultation, training, etc.
 - Participate in Rehabilitation and Return to Work Plan/Suitable Duties or EAP programs where relevant
- Inform the Directors of any relevant information/changes including:
 - when you are under the influence or taking any form of drug/medication/alcohol
 - any changes to your health and wellbeing that may influence your work ability
 - any changes to your emergency medical information
 - any changes to your drivers'/other licences
- Attend and/or deliver Toolbox talks, site inductions and pre-starts as required
- Liaise with client's representative on site for any safety issues

Manager responsibilities in respect to Quality, Environment and Workplace Health & Safety

- The promotion of safety among others, including (but not limited to):
 - the effective use of the Joe Wagner Group Integrated Management System
 - a role model in your approach to encouraging other staff to adopt and improve their personal safety consciousness
 - lead by example and build trust by doing what you say
 - have a visible presence in the work area



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- encourage reporting of all damage to plant and equipment, arrange repairs and analyse and deal with underlying causes appropriately
 - Ensure that visiting Contractors are engaged in accordance with the Joe Wagner Group Integrated Management System and are involved in the appropriate safety induction
 - Continually assist in the reduction of the environmental impacts of our operations
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Plant Operation and General Duties

- As needed, operate Joe Wagner Group plant in line with your competency and licenses.
 - Do any other trade and general on-site duties as required in line with a Plant Operator, Tradesperson or Labourer position including any manual tasks required.
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Any other duties as directed by management from time to time

Your Skills, Experience & Behaviours

When we look at our team, we look for two key things – 1) their **ability** to do the role (technical skills and experience); and 2) **how** they do the role (their behaviours). These are equally important to us.

Skills & requirements

- Solid computer literacy including Google Apps, SharePoint, Workbench, Word, Excel and Outlook
- Exceptional organisational abilities including the ability to time manage yourself and other staff
- Ability to ensure all jobs are performed to a high level of customer satisfaction and standard
- Ability to adhere to workplace safety procedures and write Safe Work Method Statements and conduct risk assessments and ability to lead others in the same
- Excellent verbal communication skills and exceptional interpersonal skills and ability to build rapport with and negotiate with customers
- Solid mathematical abilities
- Proven, effective people management skills
- Demonstrated ability in Risk Management
- Ability to read and understand plans with exceptional attention to detail
- Ability to be flexible and focus on identifying and providing solutions
- The ability to meet and maintain the physical requirements of the roll

Experience & Qualifications

- Relevant Supervisory or Project Management qualifications are desirable
- Previous experience in construction management or site supervision essential
- 1st Aid Certificate
- Traffic management qualification
- Current, valid driver's licence relevant to your role (ability to provide a clean driving record with documented evidence of driving history/check substantiated)
- General construction industry induction (Blue or white card)
- Competency in the safe operation of other plant (excavator, backhoe, grader, roller, skidsteer, other) is desirable
- Licenses to Perform High Risk Work relevant to your role (dogman, forklift, crane) are desirable
- Tickets/qualifications in other relevant trades (e.g. welding, carpentry, joinery, concreting, mechanic etc) are desirable



Behaviour

To truly excel in our environment, we believe you need to:

- Demonstrate patience and tenacity
- Consideration and respect for others
- Be self-disciplined and able to work with minimal supervision
- Be a strong team player and a willingness to learn
- Be honest and ethical
- Have a positive outlook and approach to work and people
- Be committed to maintaining a safe work environment and minimising our impact on the environment
- Have dedication to quality and exceptional service ethos (internal and external 'customers')

Physical Requirements

At Joe Wagner Group, we take our obligation to keep you safe seriously. And we can't do it alone. Listed below are the essential physical requirements of the role. Please review and if you believe that there is any reason you would not be able to meet these requirements, or if you may need reasonable adjustments to the workplace to help you perform the requirements of the role, you have an obligation to let us know immediately.

- A maximum of 12 hours of sitting in the operator's seat of machinery per day.
- Operating heavy machinery for up to 12 hours a day (you are required to manage your fatigue to operate machinery safely).
- Climbing in and out of the operator's cab to a maximum height of 2 metres at least six times per day.
- Safely lifting a maximum of 20 kg regularly throughout the day (including bending, lifting, carrying and placing) and infrequent safe lifting (including bending, lifting, carrying and placing) of a maximum of 30 kg. A team lift of two people is to be used to lift items weighing between 30-50 kg. Items over 50kg should be lifted using mechanical assistance (e.g. telehandlers, forklifts, cranes).
- Pulling and pushing heavy items (e.g. chains, buckets, machinery components).
- Labouring duties in line with earthworks/civil construction work including shovelling, raking, hammering etc.
- Kneeling, twisting, laying down when needed in order to conduct pre-start inspections or trouble shoot any issues on plant and equipment.
- Grasping and handling items such as hand tools, equipment, machine controls etc. for extended periods of time.
- Occasional use of a computer of up to 4 hours per day looking at a computer monitor and using a keyboard and mouse (e.g. for induction, training or administrative tasks as required).



- Visual acuity must be at least at the minimum standard required to drive the class of vehicle being operated.
- Some tasks may require the ability to identify and distinguish colours. Although full colour vision is not a mandatory requirement for the role, it's important to inform your supervisor if you are colour blind.
- A maximum of 2 hours of light vehicle driving to and from site per day. Longer travel times may be required on occasion for some worksites.
- Working in machinery with an operator weight loading limit of 120 kg (note – to meet safety requirements, if you are over the maximum weight limit you will not be able to perform roles requiring operation of any plant and equipment with a weight loading limit).



Expectations

It is important to note that we have a number of overarching expectations that apply to all roles at Joe Wagner Group:

- Reliability and punctuality – it is an expectation that you attend work when and where you are rostered/requested and that you arrive in time to be able to start work at the designated start time. Being unreliable or being late for work impacts on your work mates, the customer, our reputation and ultimately on you.
- Flexibility with travel and overtime – when and where we work is largely influenced by customer demand. We look for flexibility from our team in being able to travel and work the necessary hours (within reason) to meet these demands.
- Adherence to company policies and procedures – your induction will include explaining the policies and procedures of Joe Wagner Group. It is an expectation that you understand, acknowledge and abide by these. If for any reason you feel unable to do so, it is your responsibility to raise this with a Director.

Employee Acknowledgement

I have read, understood and agree with the expectations of this position description. I acknowledge and agree that my duties may be changed from time to time to meet the operational needs of the company. I acknowledge and agree that I have an obligation to advise of any reasons that I may not be able to meet the physical requirements of the role (or advise of any adjustment to the workplace that I may need to help me perform the physical requirements of the role).

PRINT NAME

SIGNATURE

_____/_____/_____
DATE

PRINT NAME

SIGNATURE

_____/_____/_____
DATE

Parent/Guardian (if employee under 18) (this section can only be completed by the parent or legal guardian of the employee)

