

JOB DESCRIPTION

JOB TITLE	WORKS SUPERVISOR (DEPOT/OPERATION)		
JOB NO. / ID	NAUSORI	DATE LISTED	01-January-2024
JOB LOCATION	NAUSORI TOWN COUNCIL		
ROLE PURPOSE	To direct, plan, manage and review the activities and operations of the Depot and Works Department Including the 3 group cleaner teams, carpentry, plumbing and handyman, project team and the Council Mechanics and Transport Fleet and to provide highly responsible and technical and administrative support to the Manager Community Services.		
DIVISION / DEPARTMENT	COMMUNITY SERVICES	REPORTING REQUIREMENT	MANAGER COMMUNITY SERVICES
RENUMERATION	A competitive salary depending on qualifications and work experience will be offered to the successful candidate	S	
POSITION DETAILS			
<input checked="" type="checkbox"/> FULL-TIME CONTRACT	45	<input checked="" type="checkbox"/>	HOURS PER WEEK
<input type="checkbox"/> PROJECT BASED ATTACHMENT	3 YEAR	<input type="checkbox"/>	CONTRACT PERIOD

<p>JOB DESCRIPTION</p>	<ol style="list-style-type: none"> 1. Organize daily work for Depot Operation 2. Assign daily, weekly and annual work activities, projects and programs 3. Manage and supervise daily field Works 4. Timely field inspection 5. Corrective measures and suggestions 6. Physically attend to complaints 7. Organize labour to carry out the necessary complaints 8. Physical inspection of Roads, Council properties, internal drains, drainage 9. Proper maintenance of plants and machineries as per the Manager Community Services instruction 10. Physical inspection of construction works for Council projects (will go to project & properties) 11. Proper control of materials in and out of depot 12. Finalise and Execute the Business Continuity and Disaster Recovery Plan on need basis. 13. Proper control of site assurance for construction work (will go to project & properties) 14. Prepare weekly report on the work progress 15. Prepare agenda items for various subcommittees 16. Prepare and provide submissions to Tender Committee on evaluation, selection and administration of outside consulting contracts. 17. Develop, plan and implement goals and objective for all section within the Depot 18. Recommend and administer policies and procedures 19. Any other task assigned by HOD.
<p>KEY PERFORMANCE INDICATOR</p>	<ol style="list-style-type: none"> 1. Coordinate activities with those of other departments including the Health, Complaints, Enforcement and Legal Section 2. Submit names for training, motivate and evaluate personnel 3. Provide or coordinate staff training 4. Evaluate employee performance 5. Correct employee deficiencies, implement disciplinary procedures 6. Timely and accurate through Performance Reviews 7. Ensure that depot workplace behaviour comply with the provision of Councils Code of Conduct and Rules of Behaviour, HR Policies sand Procedures Manual 8. Make sure that all persons driving Council vehicles possess valid driving license and they are authorized to drive 9. Ensure that drivers obey instructions laid down and report all breaches of rules to controlling officer 10. Make sure there is no unauthorized use of vehicles, all tools, tyres and batteries checked regularly and all records properly kept 11. Make certain that all Council vehicles are in a safe, roadworthy condition, must have roadworthiness certificates and are used economically. 12. Ensure that running sheets and vehicle log books are properly completed daily for all vehicles which are required to be housed at the end of the day. 13. Submit quarterly returns of all Council vehicles and plants and attend to accident reports on Council vehicles. Investigate, compile reports and recommend necessary actions by management. 14. Prepare monthly reports to Council on update of cases attended to

<p>KNOWLEDGE AND WORK EXPERIENCE REQUIREMENTS</p>	<ol style="list-style-type: none"> 1. Highly skilled in negotiations and have outstanding communications skills, and 2. The incumbent must have a high degree of drive, confidence, excellent communication and leadership skill with the ability to meet deadlines. 3. Must be a rational thinker and must exert some sense of maturity. 4. Has to be highly motivated. 5. Has to have good interpersonal skills. 6. Excellent verbal, analytical, organizational and written skills. 7. Ability to work independently with limited supervision and promote a team environment with relevant stakeholders. 8. Provide leadership, guidance and support to the depot workers
<p>SKILLS & ABILITIES</p>	<p>High professional ethics and integrity Good business acumen and interrelation skills. Have good oral and written communication skills Ability to work under pressure and deliver within timeframe Ability to handle difficult situations to achieve positive outcomes Excellent Team player</p>
<p>EDUCATION REQUIREMENTS</p>	<p>Relevant Certificate/Diploma in Management/Administration or any other similar field Minimum of 2 years of experience in relevant field Mandatory Group 2 Drivers Licence</p>
<p>PERSONAL CHARACTER</p>	<p>All applicants for employment in Nausori Town Council must be of good character, with a background that demonstrates their commitment to the civil service values contained in the Fijian Constitution. Applicants must also be Fijian Citizens, under the age of 60 years, in sound health, and with a clear police record. The selected applicant will be required to provide a medical certificate and police clearance prior to taking up duty.</p>