Statement of Works **Senior Field Supervisor, Roads & Trails**

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| **Cluster** | **Planning & Environment** |
| **Agency** | Department of Planning, Industry and Environment |
| **Division/Branch/Unit** | National Parks & Wildlife Service / Park Operations Division / Southern Ranges Branch / Southern Ranges Services Unit |
| **Location** | Jindabyne/Tumut |
| **Classification/Grade/Band** | Senior Field Supervisor 1/2 |
| **Generic Role Title** | Senior Field Supervisor |
| **Number of roles covered** | Two (2) |
| **Note:** This Statement of Work is an attachment to the generic role identified above and sets out the specific requirements for this role. | |

Undertake the role description key accountabilities in the context of:

* Working collaboratively to plan, develop, implement and coordinate the approved Southern Ranges Branch annual roads and civil works programs, including preparation of budget expenditure estimates, allocation of approved funds to specific road projects including sealed roads, monitoring and reporting on approved expenditure.
* Coordinating the tendering process by providing advice, specifications, estimates, briefs, tender and contract documentation, advertisements, maintenance and operational procedures related to road specific projects.
* Providing allocated road specific contract management including snow clearing activities within Kosciuszko National Park
* Ensuring program specifications are met and consistent with Roads Manual and Roads and Maritime Services guidelines and procedures.
* Developing and reporting on Works Programs to ensure performance goals are clearly set and monitored.
* Assessing and reporting on the inventory and condition of assets including gathering data, maintenance of data and information management systems (AMS).
* Assisting regional staff in the review and preparation of Reviews of Environmental Factors and Environmental Management Plans by providing detailed specifications of the proposed work to ensure that environmental impacts are considered and reflected in works programs.
* Liaising with and engaging specialist engineering consultants for the development of engineering designs and technical specifications and certifications.
* Preparing budget expenditure estimates, allocation of approved total amounts to specific projects, and monitoring of approved expenditure so that the Roads Team priorities are achieved.
* Communicating information regarding design specifications and standards so that projects are completed accurately, and services delivered in a timely manner.
* Supervising and monitoring the Team’s assets to ensure their security and to minimise deterioration and oversee the implementation of asset management systems.
* Providing expert advice on primary and secondary road network including sealed/gravel roads
* Working collaboratively with Roads and Maritime Services, Snowy Hydro, Trans Grid and other stakeholders such as NSW Ski Resort