



MSF Sugar is an integrated grower, processor, marketer and exporter of raw sugar. We are Australia's largest sugarcane farmer, second largest raw sugar exporter and third largest miller. MSF Sugar has a 124 year heritage in Australia and a future which centres on being an efficient, reliable, high quality supplier of sugar to international markets.

Civil Projects Supervisor

This is a permanent full time salary position, located at our Mulgrave Mill (Gordonvale) site, approximately 20km south of Cairns.

The role of Civil Projects Supervisor forms part of the site operational maintenance team and is responsible for the leadership and support of the achievement of the site's business plans. This position plans, leads and supports ongoing cane rail maintenance operations to meet the current Mill business plan targets and is expected to lead improvement in the systems of work, improve productivity and safety behaviour.

To be considered for this role you will have:

- Demonstrated knowledge in WH&S legislation & obligations
- Experience within the civil maintenance and construction arena
- Experience leading and supporting teams
- Experience within the rail industry is highly desirable
- Civil works experience within a rail network is highly desirable

We offer a supportive and positive team environment and an attractive remuneration package, commensurate with skills and experience. This is an exciting opportunity to be part of a major player in Australian agribusiness.

The position description is available on our website. Further information about the position can be obtained by contacting Mr Callan Vanderneut on 0429 189 149.

Applications to be emailed to: careers@msfsugar.com.au



POSITION DESCRIPTION

POSITION TITLE:	<u>CIVIL PROJECTS SUPERVISOR (CANE RAIL)</u>
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POSITION AUTHORISATION:

INCUMBENT:	(Name) (Signature) (Date)
PREPARED BY:	Civil Engineer (Signature) (Date)
APPROVED BY:	Mulgrave Mill Manager (Signature) (Date)

POSITION DEMOGRAPHICS:

Reports Directly to:	Civil Engineer
Reports Indirectly to:	Mill Manager
Subordinates:	Cane Rail Maintenance employees (Navies)
Team membership:	Cane Supply and Rail
Work Site:	Mulgrave Mill
Job Status:	Full time Salaried Position.
Qualifications / Experience:	Experience within the civil maintenance and construction arena. Civil works within a rail network is desirable. Other qualifications that that would enhance the civil work to be performed on a rail network.

POSITION PURPOSE:

The Civil Projects Supervisor is responsible for leading work crews on a day to day basis along with being part of the planning & execution of larger civil infrastructure projects.

Reporting to the Civil Engineer, The Civil Projects Supervisor has the principle responsibility of co-ordinating operations in an efficient and safe manner. The Civil Projects Supervisor leads, guides and supports operators and tradespersons in their responsibility area across the network. The Civil Projects Supervisor has the principle responsibility of co-ordinating all day to day Cane Railway maintenance operations in a safe and organised process.

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POSITION DESCRIPTION

AUTHORITY TO ACT

In accordance with the company Delegations of Authority policy.

KEY RELATIONSHIPS (Internal & External)

Internally liaise with the Civil Engineer in conjunction with the Mill manager on a daily basis to ensure program of works is delivered safely, effectively and on Budget.
Manage and lead both internal & external Work crews on maintenance & capital projects.

Additional relationships need to be established with:

- Cane Supply Manager
- Workshop Supervisor
- HR Advisor and Payroll Officers
- Safety and Environment Advisor
- Store Personnel

ACCOUNTABILITIES

- Ensure optimal employee and external contractor performance.
- Ensure compliance with all mandatory inspection and examination systems and processes, including recording and reporting of defects.
- Certify the integrity of completed projects.
- Ensure fair and equitable workplace practices and behaviours are complied with, creating a discrimination free workplace in accordance with legislative requirements.
- Ensure compliance with MSF Sugar's Safety Management System (SMS) and Environmental Management System (EMS) requirements, responsibilities, authorities and accountabilities.
- Promote a safety culture within the team to conform to current Work Health and Safety (WH&S) and relevant Rail Safety legislation.
- Ensure that injuries are properly reported, and that any injured employees are provided both a safe and timely return to work.
- Lead, supervise and manage the performance of a work group.
- Promote and encourage a positive work culture within the team.
- Monitor absenteeism, advise the Civil Engineer of issues and assist in the management and improvement of staff attendance.
- Ensure mandatory pre-start and pre-work briefings are carried out.
- Ensure safety checks are completed and records of inspections maintained.
- Ensure that only suitably accredited or competent staff performs work tasks.
- Promptly attend to emergencies and irregularities and ensure that equipment is promptly and safely returned to service.

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- Ensure recording and reporting of defective infrastructure in MSF Sugar's systems to maintain a valid defect recording system and work management system.
- Accurate recording of configuration changes in the works management system.
- Supervise employee and external contractor performance and productivity.
- Plan and deliver allocated maintenance works by determining appropriate resource allocation including personnel, plant and material allocation and prioritisation.
- Ensure maintenance of materials, tools, equipment and vehicles including pre-start checks are carried out.
- Complete work group costing for completed tasks.
- Assist the Civil Engineer in the overall planning of works.
- Participate in projects and undertake other duties as requested.

KEY RESULT AREAS

Areas	Elements
Safety Compliance	Tool box meetings held regularly and recorded 100% of WH&S audits completed Environmental issues well managed and all employees given awareness. Ensure Teams working to safe systems of work.
Controllable Costs	Aid in the development of maintenance budgets and develop to suitable targets Contribute towards YEJ budget targets being achieved Manage Cane Rail stores and spares
Capital Development	Optimise capital expenditure Advise on options for capital improvements Conduct post audits of capital projects as required
HR/People	Training and skills development for personnel addressed Industrial issues addressed in a timely constructive manner Guidance processes used to change unacceptable behaviour Manage effectively the relationship between growers and the Mill relating to Cane Rail infrastructure Ensure team members adherence to site policies and procedures and define the standard of behaviour by which personnel should follow, consistent to site standards
Teams / Plans	Operational/ maintenance team members understand the changes required in the current economic climate and funding constraints. Provide valuable contribution to the Cane Supply and Rail teams Supervise maintenance teams and schedule/ implement Cane Rail system related

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Areas	Elements
	maintenance requirements Follow Team plans as scheduled Use Mainpac for scheduling preventative and corrective work Keep suitable and appropriate documented records as per site policy and procedures

COMPETENCIES

Build positive work relationships: use appropriate methods and flexible interpersonal style to assist in building cohesive and effective operational working relationships within the organisation and with external parties.

Communication skills: clearly convey information and ideas through a variety of media to individuals or groups in a manner that engages the audience and helps them understand and retain the message.

Decision making: make sound and timely decisions in accordance with MSF Sugar’s vision, mission, goals and values giving consideration to all relevant factors and potential broader impact.

Safety orientation: ability to understand and apply safety management principles, in accordance with MSF Sugar’s Work Health and Safety (WH&S) policy and relevant rail safety legislation

Quality orientation: ensure that consideration is given to quality outcomes in the performance of all tasks.

Team work: actively participate as a member of a team to move the team toward the completion of goals.

Initiating action: ability to be pro-active and take prompt action to accomplish objectives and achieve goals.

Interpersonal skills: ability to build and sustain relationships, resolve conflict, handle negotiation effectively and develop collaborative working relationships in an environment where there is a conflict of priorities or use of resources.

Managing work: effectively manage one’s time and resources to ensure that work is completed efficiently and to quality standard.

Work Standards: setting high standards of performance for self and others; assuming responsibility and accountability for successfully completing assignments or tasks; self imposing standards of excellence rather than having standards imposed.

Selection Criteria:

Skill Category	Skills
Enabling Skills	Keyboard skills Microsoft Word, Excel and Outlook operation Basic report writing
Essential Skills	Team Leadership Problem solving - investigation, analysis and decisiveness Performance monitoring Compliance with legislation - policies and procedures Planning – prioritising

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Desirable Skills	<p>Report writing – logs</p> <p>Ability to enlist co-operation</p> <p>Self-organised</p> <p>Handle conflict</p> <p>Reliability</p> <p>Administration</p> <p>Detailed knowledge of a single rail infrastructure discipline stream (track, structures or signalling).</p> <p>Ability to supervise/manage multi-disciplined teams for effective performance.</p> <p>Knowledge of or an awareness of Work, Health and Safety principles and relevant rail safety legislation.</p> <p>Motor Vehicle Drivers Licence Class C.</p> <p>Well-developed problem resolution skills.</p> <p>Well-developed interpersonal, oral and written communication skills.</p>
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