

## **JOB DESCRIPTION SUPERVISOR**

This position requires the incumbent to work with and for the board of Jarlmadangah Burru Aboriginal Corporation. They are to follow all direction and carry out business plan of the board.

The position also requires the supervision of staff employed under the Remote Essential and Municipal Services Agreement (REMS) currently in place. These duties include but not limited to:

1. Ensure all municipal services are completed on a schedule to allow all duties to be fulfilled by supervision of staff employed to complete these duties.
2. Ensure all workplace health and safety guidelines are met in terms of agreement.
3. Complete maintenance checks on equipment and maintain a schedule of servicing and repairs as required.
4. Full fill all reporting requirements as per agreement schedule in conjunction with bookkeeper and maintain full and clear records.
5. Keep MUNS asset register to complete reporting requirements.

Duties on behalf of community:

1. Order and control purchase and sale of Power Cards as per process in place.
2. In conjunction with board and chairperson ensure all rents are collected as due to provide funding for housing maintenance.
3. Complete regular housing maintenance checks and arrange repairs/replacements as necessary within budgetary constraints.
4. Oversee the operation of community store and fuel outlet in conjunction with Store Manager. This oversight is to further develop and maintain successful operation of the community businesses in line with the community board business plan.
5. Further develop operations of the Mt Anderson Station camp ground to attract tourists with assistance and direction from community board. Particular attention to be placed on liaising with tourism operators with the view of establishing a joint venture from the 2020 tourist season onwards. Emphasis to be placed on establishing a successful tourist operation to compliment the recent establishment of store, fuel outlet and revamped Culture Art Centre. The aim to provide ongoing employment opportunities.
6. Assist the community in seeking grants as required to develop projects and employment.