



# **SHIRE OF THREE SPRINGS**

## **Manager of Works & Services**

### **INFORMATION FOR CANDIDATES**

**March 2019**

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1. ADVERTISEMENT

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SHIRE OF THREE SPRINGS

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MANAGER OF WORKS AND SERVICES

**MANAGER OF WORKS & SERVICES**

An opportunity exists for an experienced enthusiastic and self-motivated person to join the works team at the Shire of Three Springs as Manager of Works and Services.

Reporting directly to the Chief Executive Officer, the Manager of Works and Services will provide leadership and management of the Council's Construction, Maintenance, Parks and Gardens, Waste Services, Mechanical Services, Building Maintenance and Swimming Pool.

The successful candidate will be offered a 2 to 3 year performance based contract with a negotiated remuneration package up to \$135,350 including superannuation, housing, utility subsidies and private vehicle use with a cash component between \$80,000 and \$90,000.

Further information can be obtained from the Chief Executive Officer on 08 99541001 or by downloading the information package from Council's website [www.threesprings.wa.gov.au](http://www.threesprings.wa.gov.au). Applications must address the selection criteria and provide relevant referees.

Confidential applications should be addressed to the undersigned, Shire of Three Springs, PO Box 117, Three Springs WA 6519, or via email address [ceo@threesprings.wa.gov.au](mailto:ceo@threesprings.wa.gov.au) and be received by **4.00pm Monday 18<sup>th</sup> March 2019**.

Sylvia Yandle  
Chief Executive Officer

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## 2. INFORMATION FOR CANDIDATES

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### **Selection on the Basis of Merit**

The Shire of Three Springs is an equal opportunity employer. All applications for a position will be assessed against the same criteria included in the position description.

No application will be considered until after the advertised closing date at which time it will be assessed by a Selection Panel. Selection will be based on which applicant demonstrates the highest merit for the position, their past experience, qualifications and ability to perform the advertised position.

### **What to include in your application**

Your application should include the following information:

- A statement addressing each of the selection criteria
- A copy of your current Resume
- Contact details of two employment referees.

Applications should not be submitted in plastic sleeves, binders or files.

Please do not submit originals of important documents such as qualifications and references. Submit photocopies only.

### **Statement Addressing Selection Criteria**

The selection criteria are the most important part of your application. They are the essential skills, knowledge, experience, qualifications and training stated in the position description.

Your application should contain a statement specifically addressing each of the **SELECTION CRITERIA** with examples, which demonstrate how you meet the requirements of each objective.

### **Resume**

You should also attach a copy of your current resume, listing academic achievement, professional training, memberships and relevant employment experience.

### **Referees**

You should include the names and contact details of two referees we can contact to provide information on your past work performance.

### **One copy only**

You should provide us with only one copy of your complete application.

### **Late Applications**

Ensure your application is received prior to the closing date and time, as late applications will not be considered.

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## **Post Application Process**

Short listed applicants will be contacted by telephone to arrange an interview. Unsuccessful applicants will be advised in writing.

## **Pre-employment Medical**

The successful applicant will be required to undertake a pre-employment medical examination prior to commencement at the Council's expense.

## **Address for Applications**

Applications should be marked CONFIDENTIAL, and addressed to:

**Chief Executive Officer**

**Shire of Three Springs**

**PO Box 117**

**THREE SPRINGS WA 6519**

## **Further Information**

Should you require further information about the position, please contact the Chief Executive Officer Sylvia Yandle on 99541001 or [ceo@threesprings.wa.gov.au](mailto:ceo@threesprings.wa.gov.au)

## 3. ABOUT THE SHIRE OF THREE SPRINGS

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Three Springs is a small country town in the mid west of Western Australia, with a unique mix of grain and grazing, mining and government industries within the Shire. The town is situated 313km north-east of Perth, and encompasses an area of 2629 sq/km.

The Three Springs community offers all the benefits of country living, and the town provides for a variety of sporting and recreational interests. The local sporting club offers lawn bowls, tennis and squash. There is an Olympic sized swimming pool, cricket, football, netball, hockey and badminton courts available at the Shire Hall

The town has a resident Doctor operating from the shires fully equipped Medical Centre plus a state of the art Dental Surgery and local Dentist. There is a small hospital and the main street includes a Pharmacy, Hotel, Supermarket, Butcher, Service Stations and Rural Suppliers plus other local industries.

With the abundance of gorgeous wildflowers in season, close proximity to the beautiful central coastline, and its idyllic bush setting, Three Springs is enjoyed by both residents and visitors alike. Our Shire is also renowned for a variety of rare flora and one of these species is the Eucalyptus Rhodantha (Rose Mallee). It is also the town and shire emblem.

Pre and Primary Schooling is available at Three Springs with secondary Schooling to year 10 (and year 11 and 12 non TEE) at Carnamah and Morawa. The Three Springs Child Care Centre operates from Monday to Friday.

Offering all the services and amenities that people have come to expect in recent years with high standard medical, educational and recreational facilities the Three Springs community continues to thrive.

# Shire of Three Springs – Manager of Works & Services

## 4. REMUNERATION

### 1. SALARY PACKAGE AND CONDITIONS

#### (i) Terms of Employment

In accordance with the Local Government Act 1995, the successful applicant will be offered a two or three year contract. The contract will be based on the Model Contract of Employment for Senior Employees, and provisions of the Contract including criteria for performance assessment, will be negotiated by the parties and agreed to prior to appointment.

#### (ii) Summary of Salary Package

Cash Salary		80,000	90,000
Superannuation	9.5%	7,600	8,550
Superannuation	3%	2,400	2,700
House Rent (\$200 per week)		10,400	10,400
Utilities (as per Council policy)		2,100	2,100
Motor Vehicle including FBT		17,000	17,000
Mobile Phone/Home Phone		1,000	1,000
Professional Development		3,000	3,000
Uniform Allowance		600	600
<b>TOTALS</b>	<b>\$</b>	<b>124,100</b>	<b>135,350</b>

#### Cash Component

Council will negotiate an annual cash component of between \$80,000 and \$90,000 with the successful applicant, depending on experience and qualifications. The annual cash component is inclusive of all award provisions including location allowance and leave loading.

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## **Superannuation**

Council contributes up to 3% (on a matching basis) of the employee salary towards the Local Government Superannuation Scheme, plus Occupational Superannuation as set by Legislation (currently 9.5%).

Council has also endorsed the principles of salary sacrificing superannuation.

## **Vehicle**

The Council will provide a fully maintained vehicle. The vehicle is available for private use within Western Australia with conditions for use of the vehicle outside of the Southwest Land Division.

## **Rent Subsidy**

An executive home is available to the Manager of Works and Services rent free.

## **Housing Utilities Subsidies**

Council will meet all water, gas and electricity costs up to the amount as specified within this document.

## **2. SHIRE HOUSING**

The house located at 21 Franklin Street in Three Springs is made available to the Manager of Works and Services. The occupants will be expected to maintain the residence and gardens to at least the same standard during the occupancy, as at the commencement.

## **3. RELOCATION EXPENSES**

Relocation expenses will be paid based on the lowest of three quotes, up to a maximum of \$4,000, and on the condition that the applicant will repay 50% of that cost if the employment is terminated for any reason within the first 12 months.

## **4. OTHER CONDITIONS**

It will be a condition, prior to employment that the applicant will be required to undergo and pass a pre-employment medical, and provide a satisfactory current Federal Police Clearance.

## 5. POSITION DESCRIPTION

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### 1. POSITION IDENTIFICATION

<b>Title:</b>	<b>Manager of Works and Services</b>
<b>Classification:</b>	<b>Negotiated</b>
<b>Section</b>	<b>Works and Services</b>

### 2. POSITION OBJECTIVES

To provide leadership and management of Council's construction, maintenance, parks and gardens, waste services, mechanical services, building maintenance and swimming pool.

**Within Section:**

To ensure all works, programs and tasks as directed by the Chief Executive Officer are carried out in an efficient and timely manner to the appropriate standard.

**Within Organisation:**

To ensure that construction, maintenance, parks and gardens, waste work and building maintenance is carried out to the highest standards in a time manner and within budget. Furthermore to embrace the primary roles of the Shire of Three Springs.

### 3. REQUIREMENTS OF THE JOB

**Authority and Accountability:**

Responsible for providing a technical service and for completing complex capital and maintenance type works. Make internal and external recommendations which represent the Shire of Three Springs to the public and/or other organisations.

This position is accountable for the quality, effectiveness, cost and timeliness of the programs, projects or work plans under their control and for the safety and security of the assets being managed.

**Judgement and problem solving:**

Judgement and problem solving skills are required where there is a lack of definition requiring analysis of a number of options. Typical judgements may require variation of work priorities and approaches; some creativity and originality may be required. Guidance may be available within the time available to make a choice.

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### **Specialist knowledge and skills:**

This position will have advanced knowledge and skills of construction, maintenance, parks and gardens and waste where it is required to analyse complex options and make decisions.

### **Management skills:**

This position will provide higher level supervision of groups of operational, administrative, trades or technical employees. Employees supervised may be in a number of different work areas requiring motivation, monitoring, managing and co-ordination to achieve specific outputs. Positions may require an understanding and implementation of relevant employment policies and practices.

### **Interpersonal skills:**

This position requires advanced skills to communicate with employees in lower levels and the public. The position is expected to write detailed and non-standard reports and correspondences in their field of expertise.

### **Qualifications and experience:**

This position is required to have sound working knowledge and experience of all work procedures for the application of technical, trades or administrative skills in the most complex areas of the job and suitable qualifications, which may include:

- a) Diploma or Certificate; and/or
- b) Appropriate in-house training or equivalent.

### **Skills:**

This position is required to have sound working skills and experience of all construction, maintenance, parks and gardens, waste and must be able to utilise the following to manage the Council's outside works:-

- a) Team motivational, leadership and supervisory skills;
- b) Developed communication skills, both written and verbal;
- c) Time management and organising skills; and
- d) Good public relations and interpersonal skills.

### **Knowledge:**

This position is required to have sound working knowledge and experience of all construction, maintenance, parks and gardens, waste, and must be able to utilise the following knowledge to manage Council's outside works:-

- a) Working knowledge of Occupational, Health, Safety and Welfare regulations, Equal Opportunity legislation and policies;
- b) Working experience of award conditions and dispute resolution procedures;
- c) Working knowledge of law in respect of working in streets;
- d) Developed knowledge of Council's organisational structure and function;

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- e) Knowledge of the Shire district;
- f) Sound knowledge of the operation of heavy plant; and
- g) Sound knowledge of plan and design interpretation.

### **Experience:**

This position is required to have a high level of relevant experience of all construction, maintenance, parks and gardens and waste, and must be able to draw on their experience to manage Council's outside works:-

- a) Experience in the construction and maintenance of roads for local or public or authorities or private contractors;
- b) Experience in road, footpath and drainage construction and maintenance works;
- c) Experience in parks and gardens, street maintenance and construction works;
- d) Experience in waste collection and management;
- e) Desirable to have at least 10 years practical work experience within the works and services department of a Local Government; and
- f) Desirable to have a least 5 years practical supervisory experience.

### **Qualifications and/or Training:**

This position is required to have a relevant qualification, or willing to complete formal qualifications for construction, maintenance, parks and gardens, and waste and must be able to utilise their qualifications to manage Council's outside works:-

- a) Desirable to have undertaken formal training/studies in supervision or management;
- b) Desirable to have undertaken formal training/studies in road construction, maintenance, parks and gardens and waste management fields; and
- c) Essential – C and HR class driver's licenses.

## **4. KEY RESPONSIBILITY AREAS**

- a) To supervise and control the Shire's works construction and maintenance programs in liaison with the Chief Executive Officer;
- b) To direct and supervise staff, and monitor use of materials and resources;
- c) Set works programs and priorities on jobs – weekly, month and annually;
- d) Monitor productivity of labour and plant, and make appropriate improvement changes. This includes longer term improvement recommendations of the Chief Executive Officer;
- e) Liaise with the Chief Executive Officer, public, public authorities and contractors on matters required for the implementation of the Shire of Three Springs works program;
- f) Assist with the preparation of the Engineering Services annual budget;
- g) Preparation of Council's annual and 5 year works program;
- h) Preparation of Council's annual and 5 year building maintenance program;
- i) Provide advice on plant replacement and equipment;

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- j) Attend to call-outs after work hours and organise the availability of employees for work after hours as required or instructed;
- k) Adhere to, and promote safety in the work place as per the Shires OHS policies;
- l) Undertake the role of project co-ordinator for various Council projects;
- m) To carry out all work efficiently and in a professional manner as per the Shire Code of Conduct; and
- n) To contribute positively and productively to a harmonious workplace and to fulfilment of all duties.

### 4. ORGANISATIONAL RELATIONSHIPS

Reports to: Chief Executive Officer

Supervision to: Leading Hand  
Mechanic  
Works Crew (Construction/Maintenance)  
Gardeners  
Building Maintenance Officer  
Swimming Pool Manager

Internal Liaisons: Chief Executive Officer  
Deputy Chief Executive Officer/Manager of Finance  
Senior Finance & Administration Officers  
Works Crew  
Swimming Pool Manager

External Liaisons: Public Utilities and Authorities  
Consulting Engineer  
Suppliers/Contractors  
Rate Payers  
General Public  
Government Departments

#### Extent of Authority:

- a) Operates under the direction of the Chief Executive Officer within established guidelines, procedures and policies of Council as well as statutory provision of the Local Government Act and other legislation.
- b) Works within established budget provisions.

### 5. PERFORMANCE CRITERIA

- 1. Undertake the general supervision of Council's outside workforce and ensure they are aware of the expected standards.
- 2. Ensure that all staff adhere to the safe work practices and accepted work standards according to the Shire's OHS policies.

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3. Arrange materials and plant equipment as required for the Works Program.
4. Meet daily with the Leading Hand to plan and implement works.
5. Monitor the preparation of employee timesheets and verify attendance and time allocations.
6. Liaise with public utilities and authorities for the co-ordination of works and the protection of services.
7. Monitor the progress of works and expenditure against budget allocations and report anticipated discrepancies to the Chief Executive Officer.
8. Co-ordinate and supervise contractors and works contracts as required.
9. Prepare monthly reports to Council on progress of works, conditions of plant and other matters considered pertinent.
10. Ensure that all accidents, workers compensation issues and other incidents are reported and documented.
11. Supervise the mechanic to ensure that maintenance of Council's plant and equipment is in good working order.
12. Preparation of budgets/annual works programs, plant replacement programs and grant applications.
13. On approval of CEO, advertise and recruitment of outside staff, including induction into the workplace, providing PPE and ensuring their knowledge of the Shire's OHS policies and code of conduct.
14. Liaise with Council's administration regarding employee entitlements, hours of work etc.
15. Completion of Annual Staff performance evaluations and other 3 month probations as required.
16. Implementations and supervision of Plant maintenance and cleaning program.
17. Regular audit and inspection of road safety infrastructure (signs, white posts etc).
18. Regular audit, inspection and reporting on road system (school bus routes to be individually recognised).
19. Ensure Council's obligations toward maintenance and upkeep of Emergency Services (RFDS airstrip and Fire Brigade trucks and equipment).
20. Arrange and attend OS&H and Toolbox meetings as required.

### 6. SELECTION CRITERIA

#### Essential

- a) Demonstrated Team Development skills;
- b) Demonstrated leadership skills;
- c) Developed communication skills, both written and verbal;
- d) Time management and organising skills;
- e) Good Public Relations and Interpersonal skills;
- f) Knowledge of Occupational Health and Safety, and Equal Employment Opportunity requirements;
- g) Working knowledge of Awards and dispute resolution procedures;
- h) Sound knowledge of plan an design interpretation;
- i) Experience in road, footpath and drainage construction and maintenance works;
- j) Experience in parks, gardens and street maintenance works;
- k) Experience in waste collection, transfer and disposal works;
- l) Knowledge of Council's organisational structure and the functions of Local Government; and
- m) "C" and "HR" class driver's licenses.

#### Desirable

- a) Knowledge of local area and working conditions;
- b) Undertaken formal training/studies in the road construction and maintenance field;
- c) At least 5 years practical supervisory experience;
- d) Current Senior First Aid qualifications; and
- e) Formal training/studies in supervision and management.

### 7. REMUNERATION AND HOURS OF WORK

An annual Remuneration Package as per negotiated contract which takes into account:

1. The requirement to attend the Council, committee and electors' meetings outside working hours;
2. An acknowledgement that the position is measured on performance and not on the number of hours worked;
3. Base Hours – 80 hour fortnight (paid 76 hours) one rostered day off per month.
4. All employees are required to read and sign the Induction Manual and position description document prior to the commencement of work or any reviews. This signed document will be placed on each employees payroll file as evidence of the fact that they have read and understood the requirements of the position and Council.

# Shire of Three Springs – Manager of Works & Services

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## Condition of Employment

I, acknowledge acceptance of the above conditions of employment of the position of Manager of Works and Services with the Shire of Three Springs.

Signed \_\_\_\_\_

Incumbent

Signed \_\_\_\_\_

Chief Executive Officer

Prepared By \_\_\_\_\_ CEO

Supervisor \_\_\_\_\_ Works Supervisor

Approved By \_\_\_\_\_ Sylvia Yandle

Date Issue \_\_\_\_\_ 28<sup>th</sup> February 2019

No. of Sheets \_\_\_\_\_ 15

Date \_\_\_\_\_ 28<sup>th</sup> February 2019