



## POSITION DESCRIPTION

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### 1. POSITION IDENTIFICATION

**Title:** **Manager of Works and Services**

**Classification:** **Negotiated**

**Section:** **Works and Services**

### 2. POSITION OBJECTIVES

#### **Objectives of Position**

To provide leadership and management of the 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 timely 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 safety and security of the assets being managed.

**Judgment and problem solving**

Judgment and problem solving skills are required where there is a lack of definition requiring analysis of a number of options. Typical judgments 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.

**Specialist knowledge and skills**

This position will have advanced knowledge and skills of construction, maintenance, park 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 coordination to achieve specific outputs. Positions may require an understanding and implementation of relevant employment policies and practices.

**Interpersonal skills**

This position required advanced skills to communicate with employees in lower levels and the public. This 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 & interpersonal skills.

**Knowledge**

This position is required to have sound working knowledge and experience of all construction, maintenance, parks and gardens and 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;
- e) Knowledge of the Shire District;
- f) Sound knowledge of the operation of heavy plant;
- 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 authorities or private contractors;
- b) Experience in road, footpath and drainage construction and maintenance works; Experience in parks and gardens and street maintenance and construction works;
- c) Experience in waste collection;
- d) Desirable to have at least 10 years practical work experience within the works and services department of a Local Government; and
- e) Desirable to have at least 5 years practical supervisory experience.

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

### **5. 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, monthly and annually;
- d) Monitor productivity of labour and plant, and make appropriate improvement changes. This includes longer term improvement recommendations to 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;
- j) Attend to call-outs after work hours and organise the availability of employees for work after hours as required or instructed;
- k) To adhere to, and promote safety in the work place as per the Shires OHS policies;
- l) Undertake the role of project coordinator for various Council projects;
- m) To carry out all work efficiently and in a professional manner as per the Shire's Code of Conduct;
- n) To contribute positively and productively to a harmonious workplace and to fulfilment of all duties.

## **6. 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 DCEO/Manager of Finance Senior Finance Officer Works Crew
External Liaisons:	Public Utilities and Authorities Consulting Engineer Suppliers/Contractors Rate Payers General Public Government Departments

### **Extent of Authority:**

1. 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.
2. Works within established budget provisions.

## **7. 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 WHS policies.
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. Comply with the State Records Act 2000 Record keeping requirements and legislation. Responsible for ensuring the records relating to the business activities of the Shire are captured into the electronic record system.
12. Supervise the mechanic to ensure that maintenance of Council's plant and equipment is in good working order.
13. Preparation of budgets/annual works programs, plant replacement programs and grant applications.
14. 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 WHS policies and code of conduct.
15. Liaise with Council's administration regarding employee entitlements, hours of work etc.
16. Completion of Annual Staff performance evaluations and other 3 month probations as required.
17. Implementations and supervision of Plant maintenance and cleaning program.
18. Regular audit and inspection of road safety infrastructure (signs, white posts etc.)

19. Regular audit, inspection and reporting on road system (school bus routes to be individually recognised).
20. Ensure Councils obligations toward maintenance and upkeep of Emergency Services (RFDS airstrip and Fire Brigade trucks and equipment).
21. Arrange and attend WHS and Toolbox meetings as required.

## **8. SELECTION CRITERIA**

### **Essential:**

1. Demonstrated leadership skills.
2. Knowledge of the Work Health and Safety Act 2020 and Equal Employment Opportunity Act 1984 and Amendment 1992 requirements.
3. Experience managing Main Roads, RTR and associate roads long-term financial management plans.
4. Experience in tender formulation and tender management.
5. Experience interpreting and working to road design and technical specifications.
6. Experience managing the construction and maintenance of the following municipal asset:
  - Roads and drainage;
  - Waste site and bin collections;
  - Parks and Gardens;
  - Buildings and houses;
  - Plant and equipment and workshop;
  - Airstrips;
  - Swimming pool.

### **Desirable:**

1. Knowledge of local area and working conditions;
2. Undertaken formal training/studies in the road construction/maintenance field;
3. At least 5 years practical supervisory experience;
4. Formal training/studies in supervision/management.

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

1. Hold a Supervisor Certificate (or Similar);
2. Hold a current "C" and "HR" class drivers licence;
3. Desirable to have a current Senior First Aid qualification.

### **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);
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.

**Condition of Employment**

From: I, \_\_\_\_\_, accept the offer of employment to the position of Manager of Works and Services with the Shire of Three Springs in accordance with the terms and conditions outlined above.

I acknowledge that I am responsible for recording and reporting hours worked and any misrepresentation may be treated as gross misconduct and a breach of employment conditions.

I agree that I must not at any time during or after my employment with the Shire of Three Springs divulge or reveal any confidential information which may come into my knowledge in performing my obligations under this contract.

I am aware that CCTV is used at Shire facilities and I may be recorded whilst performing my duties.

\_\_\_\_\_

Date: \_\_\_\_\_

Employee name here

\_\_\_\_\_

Employee signature here

Signed.....  
Chief Executive Officer

Date.....