



# **POSITION DESCRIPTION**

## **Manager Works & Service**

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**Title:** Manager of Works & Services

**Tenure:** Full Time - 76 Hours per fortnight

**Section:** Works & Services

**Level:** Contract

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**POSITION OBJECTIVES:**

- Manage the overall activities of the Works and Services section.
  - Control the expenditure and movement of labour, plant and materials to achieve the objective of the maintenance and works programs.
  - Provide leadership and technical advice to staff.
  - Implement and maintain training programs and strategies.
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**REQUIREMENTS OF THE POSITION:**

*Skills:*

- Relevant long-term experience in a similar supervisory capacity, preferably in Local Government with proven experience in construction and maintenance of roads, drains, paths and management of parks and gardens.
- Ability to assimilate data to restructure or provide efficient and cost-effective services to the community.
- Ability to construct works and undertake maintenance to Austroads Standards.
- Problem solving skills and highly developed analytical skills.
- Developed contract management, interpersonal and customer service skills.

*Knowledge:*

- Sound knowledge of the Shire's administrative procedures.
- Sound knowledge of Occupational Health and Safety and Equal Employment Opportunity Regulations.
- Sound report writing skills.

*Experience:*

- Developed verbal and written communication skills.
- Proven ability to exercise budgetary control over works and maintenance to ensure all areas are held within the constraints of those areas of responsibility.
- Demonstrate excellence in leadership inclusive of parks and gardens, road maintenance and construction and drainage construction and maintenance.
- Ability to use Microsoft programs.
- Previous experience in workplace negotiations and restructure.

*Qualifications and / or Training:*

- Degree or Diploma in Civil Engineering or considerable experience in civil construction management is desirable.
  - First Aid Certificate.
  - Traffic Management Certification.
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**KEY DUTIES / RESPONSIBILITIES:**

*Management:*

- Plan, coordinate and manage the Shire's construction and maintenance programs in a timely, cost effective and efficient manner, in accordance with Shire priorities.
- Manage the Shire's workshop to provide a preventative and reactive mechanical service at a market competitive cost.
- Manage the Shire's store on behalf of all Shire operations with limited stock variances and efficient and cost-effective purchasing and stock holding practices.
- Monitor staff development and implement relevant training programs and strategies.
- Develop performance targets for staff and manage staff performance accordingly.
- Ensure the Shire's requirements are carried out promptly and efficiently in accordance with priorities and established policy and maintain effective communication with the Senior Management Team and other Managers.
- Promote and maintain communication with other Government agencies to ensure cooperation and information sharing.
- Ensure there is an emergency response system in place to respond to afterhours emergencies.
- Conduct annual performance reviews in accordance with requirements of the *Local Government Act 1995*.

*Administration:*

- Assist in the preparation and assessment of tenders and undertake contract management duties.
- Issue Shire purchase orders for goods and services within policy guidelines.
- Process correspondence relating to the operations and responsibilities of the Works & Services Department.
- Review, establish and maintain accurate records, manage documents and control systems.
- Provide input into the preparation of the Shire's annual budget regarding operational and maintenance activities, plant and capital expenditure priorities (based on maintenance data).

*Technical:*

- Provide professional and proactive technical advice and support to staff.
- Liaise with consultant Engineers in the preparation of road and drainage design plans.

- Provide technical advice as required to other sections and ratepayers.

*Occupational Safety and Health:*

- Fulfil requirements of the Shire's Occupational Safety and Health Policy.

*Expectation of Works:*

- 50% Administrative internal works and 50% external on location to conduct roles and responsibilities
- Reasonable overtime as required.

**ORGANISATIONAL RELATIONSHIPS:**

Responsible to: Chief Executive Officer

Supervision of: Outside Workforce  
Works Section  
Parks and Gardens Section

Internal & External Liaison:

Internal: Councillors  
Chief Executive Officer  
Depot Administration staff

External: Ratepayers and residents  
Public Utilities and Authorities  
General Public  
Suppliers and Contractors

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graph TD; CEO[Chief Executive Officer] --- MWS[Manager Works & Service];
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Chief Executive Officer

Manager Works & Service

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**EXTENT OF AUTHORITY:**

The authority of the Manager Works and Services is extended to all decision making which does not require a direct decision of the consulting Engineer, the CEO and the Council, and to implement actions to achieve goals, objectives and strategies under direct area of responsibility.

All decisions made by the Manager Works and Services must be within the confines of the Shire's established policies and procedures. The *Local Government Act 1995*, Austroads guidelines, Australian standards and other legislation.

Without limiting the general authority of this position, the Manager Works and Services is to:

- Facilitate delivery of the endorsed works program in a timely manner.
- Sign purchase orders as per policy limitations for goods and services required for works and maintenance.

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**OCCUPATIONAL SAFETY AND HEALTH:**

The Manager Works and Services must demonstrate a strong commitment to Occupational Safety and Health including risk management and must take all reasonable care in the performance of duties to prevent injury to self and others and hold a construction site safety awareness accreditation.

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**SELECTION CRITERIA:**

*Essential:*

- Relevant long-term experience in a similar supervisory capacity, preferably in Local Government, with proven experience in construction and maintenance of roads, drains and paths and management of parks and gardens.
- Sound knowledge of the Shire's administrative procedures.
- Developed verbal and written communication skills.
- Sound knowledge of Occupational Health and Safety and Equal Employment Opportunity Regulations.
- Ability to assimilate data to restructure or provide efficient and cost-effective services to the community.
- Ability to construct works and undertake maintenance to Austroads standards.
- Proven ability to exercise budgetary control over works and maintenance to ensure all areas are held within the constraints of those areas of responsibility.
- Problem solving skills and highly developed analytical skills.
- Demonstrate excellence in leadership inclusive of parks and gardens, road maintenance and construction and drainage construction and maintenance.
- Ability to use Microsoft programs.
- Developed contract management, interpersonal and customer service skills.

*Desirable:*

- Degree or Diploma in Civil Engineering or considerable experience in civil construction management is desirable.
- First Aid Certificate.
- Sound report writing skills
- Traffic Management Certification.
- Previous experience in workplace negotiations and restructure.

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**POSITION & INCUMBENT DETAILS:**

Notes: Both parties are to sign and date the areas provided to indicate their mutual agreement of the requirements of the positions. The original of all updated PD's must be returned to the Senior Finance Officer for filling on personnel files.

Present Occupant: \_\_\_\_\_ Date appointed: \_\_\_\_\_

Approved: \_\_\_\_\_ Date: \_\_\_\_\_  
Chief Executive Officer

### STAFF INDUCTION RECORD

We the undersigned, agree that the incumbent has performed the following necessary induction processes required for the position.

INDUCTION	INCUMBENT	SUPERVISOR	DATE
Workplace Duties & Responsibilities			
Workplace Safety Induction			
Workplace Emergency Evacuation			
Declaration of Understanding			

PHYSICAL DEMANDS CRITERIA	
<b>Standing:</b>	Regular standing is required throughout the day.
<b>Sitting:</b>	Required during the performance of desk/office/computer duties, and while attending meetings. Also while driving a vehicle.
<b>Walking:</b>	General walking throughout the environs of the Shire of Nungarin, over vacant, undeveloped land and construction sites, with many variables of underfoot conditions.

<b>Bending or Stooping:</b>	Limited bending and stooping only.
<b>Lifting:</b>	Lifting of small to medium items of equipment.
<b>Pushing:</b>	Limited pushing ability only.
<b>Arm and Hand Movement:</b>	Must have full dexterity of both hands and full arm movements to enable use of a wide range of work related items.
<b>Reaching:</b>	Limited reaching only, except when reviewing plans.
<b>Carrying:</b>	Limited carrying of small to medium items only.
<b>Neck Flexion and Rotation:</b>	Regular spinal rotation is utilised during normal work duties.
<b>Handling/Dexterity:</b>	Must be able to operate a range of office related items e.g. computer. Also while driving a vehicle.
<b>Eyesight:</b>	Good peripheral vision and good hand eye coordination is required to perform normal duties.  All other functions require a general standard of vision; e.g. reading, office duties and use of computer based equipment.
<b>Hearing:</b>	A good level of hearing capability is required.
<b>Psychological Factor:</b>	An ability to work with autonomy likewise be part of a Team. Be able to maintain excellent observation and concentration skills.  Good coping skills are important in the interaction with employees and members of the public.
<b>Literacy Skills:</b>	Must have good reading, numeracy, analytical and comprehension skills especially, technical knowledge, along with good verbal and writing communication skills, especially when dealing with a diverse clientele.

## AREAS OF POTENTIAL HAZARD AND RISK

- Repetitive job functions.
- Manual handling.
- Moving plant, equipment and vehicular traffic.
- Slipping and tripping.
- Falling.
- Environmental factors (weather)
- Public interaction
- Stress.

## Personal Protective Clothing and Equipment

The Employer provides personal protective clothing and equipment and the Employee is required to use and wear such where applicable.



