



POSITION DESCRIPTION –WORKS MANAGER

Position Title:	Works Manager
Classification:	Contract
Tenure:	Negotiated Contract
Department/section:	Works

1. POSITION OBJECTIVES

The Works Manager is responsible for effective planning and management of the Shire's roads, open space, waste and other infrastructure, and associated programmes. The Works Manager provides strong leadership and supervision of the Works team to drive safety and performance and deliver on strategic community outcomes and business objectives.

2. POSITION COMPETENCIES

2.1 Skills

- Proven team development and leadership skills
- Excellent public relations and interpersonal skills
- Strong verbal and written communication skills
- Developed computer skills, particularly with the Microsoft Officer suite
- Developed organisation and time management skills
- Sound skills in the use of levels and surveying

2.2 Knowledge and Behaviours

- Solid working knowledge of road construction and maintenance techniques
- Demonstrated experience managing grant-funded road programs
- Solid working knowledge of open spaces, cleaning and building maintenance operations in a local government context Working knowledge of Work Health and Safety legislation and policies
- Strong understanding of asset management principles in a Local Government environment
- Sound knowledge of Council's organisational structure and function
- Basic knowledge of plan and design interpretation

2.3 Experience and Qualifications

- Supervisory experience in a similar role managing Local Government infrastructure operations
- Tertiary qualification in engineering or relevant field is desirable
- Experience in mobile plant operation and road construction

3. KEY RESPONSIBILITY AREAS

3.1 Leadership

- Continue to develop and implement a safety conscious culture
- Supervise and oversee the operation of the Shire's road, open spaces and buildings maintenance programs, in liaison with the Chief Executive Officer

- Oversee the construction, repair and maintenance of the Shire's assets, including roads, buildings, open spaces, turf, bores, reticulation and other infrastructure.
- Take responsibility for the procurement of materials required for the completion of the works and maintenance programs, within the bounds of the Shire's Budget, Purchasing Policy, Register of Delegations and relevant legislation
- Show initiative in establishing best practice methods to best utilise the Shire's resources
- Be self-motivated and able to work unsupervised
- To contribute positively and productively to a harmonious workplace
- Carry out all work efficiently and in a professional manner as per the Shire Code of Conduct
- Lead the recruitment of new staff for relevant work areas
- Liaise with the Chief Executive Officer to implement and monitor procedures for managing staff for out of office hours call outs as required.
- Conduct regular performance reviews and ongoing performance monitoring and management on all supervised staff
- Liaise with Governance and Community Manager to coordinate appropriate training as required and ensure that all supervised employees' tickets and qualifications are kept up to date.
- Provide ongoing guidance and mentorship to the staff
- Any other duties consistent with the level of this position
- Monitor training needs for employees and implement training as required

3.2 Communication

- Ensure the effective and efficient communication of information between the Chief Executive Officer, Council and employees
- Lead weekly toolbox meetings with staff
- Establish and maintain a positive rapport with members of the community, including suppliers of gravel and water for roadworks and sporting clubs for who we maintain facilities
- Liaise with public authorities for the co-ordination of works and the protection of services
- Coordinate and supervise contractors and manage works contracts, including ensuring all contractors have been inducted by the Shire of Mingenew.
- Attendance at monthly Council and Concept Forum meetings and ensure prompt and appropriate action to implement Council requests.

3.3 Reporting and Administration

- Prepare monthly reports to Council on progress of works, condition of plant and other matters considered relevant
- Prepare business papers for Council for relevant items within the Manager's area of responsibility
- Liaise with the Chief Executive Officer, external consultants and Finance and Administration Manager to prepare yearly works programs and budgets
- Liaise with the Finance and Administration Manager to ensure expenditure is in line with budget allocations
- Conduct procurement in adherence to any delegated authority and the Shire's Purchasing Policy
- Regularly update Council's plans and programs including the Long Term Financial Plan, Plant Replacement Program and Town Drainage Program in consultation with the Chief Executive Officer
- Maintaining Council's infrastructure asset register and traffic count data information
- Work, as part of the Executive Leadership Team, on the monitoring and delivery of the Shire's Asset Management Plans
- Monitor and maintain work schedules for Parks and Gardens, Cleaning and Building staff
- Approval of employee time sheets verifying the allocation of staff hours and ensuring job codes are accurately recorded
- Preparation and administration of annual grant submissions for road projects
- Application for relevant permits for works (including clearing and cultural heritage)
- Represent the Shire at Regional Road Group meetings
- Reporting and investigation of Work Health and Safety matters.

3.4 General

- Understand the implications of the Shire's Code of Conduct and comply with all requirements regarding standards of professional and personal behaviour including demonstrating the Shire's corporate values.
- Maintain the customer service standards we expect in accordance with the Shire's Customer Service Charter
- Create and retain accurate and complete records of business activities, in accordance with the Shire's Recordkeeping Plan.
- Support the principles of equity and diversity within the workplace to be respectful and inclusive.
- Adhere to Council policies, procedures, guidelines and standards.
- Be open and accountable in participating in all performance management processes.
- Participate in learning and development opportunities as agreed.
- Undertake any other duties, as reasonably assigned by the CEO, within known competencies or with adequate instruction / training.

3.5 Work Health and Safety

Management

- Ensure workers, volunteers and contractors have a safe place of work in which to work.
- Actively promote safety and lead by example.
- Consult with workers on all safety related activities.
- Ensure all hazards are identified, assessed and eliminated or controlled.
- Ensure workers are provided Personal Protective Equipment (PPE) and use it.
- Ensure workers have safe methods of performing the required tasks and those methods are documented.
- Ensure workers are adequately trained and assessed as competent.
- Ensure workers are adequately supervised.
- Investigate incidents and ensure action is taken to control the cause(s).
- Actively promote and participate in the Injury Management Program and Councils EAP program.

Worker

- Work with care for their own safety and health and that of others.
- Participate in developing safe work procedures and follow them.
- Participate in training.
- Use equipment properly and report any faults/damage.
- Use personal protective equipment as directed.
- Report hazard and incidents to their Supervisor/Manager.
- Participate in your return to work plans.

4. ORGANISATIONAL RELATIONSHIPS

Reports to:	Chief Executive Officer
Supervision of:	Community Development Officer Customer Service Officer Cleaner
Internal Liaisons:	Councillors Shire Employees
External Liaisons:	Other Local Governments and Government Departments Statutory Bodies Auditors General Public / Ratepayers

5. EXTENT OF AUTHORITY

Works under direct supervision and performance outcomes are regularly monitored by 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.

Delegations and Authorisation are in accordance with the Shire's Delegations Register or as updated by the Chief Executive Officer with written notice. A Primary / Annual Return will be required to be completed and submitted.

Delegation of Authority and Authorisations (subject to change as required):

- CEOD5 Reserves under the Control of Local Government
- CEOD6 Thoroughfares
- CEOD7 Closing of Thoroughfares
- CEOD8 Powers of Entry
- CEOA1 Authority to Incur Liabilities

6. ACCEPTANCE AND SIGNATURES

I acknowledge and accept the requirements of the Works Manager Position Description as part of the Condition of Employment, as highlighted above.

Manager/Supervisor: _____

Employee: _____

Date: _____ / _____ / 20____