



Works Manager

(FIFO / WFH)

Position Description

POSITION OBJECTIVES

Accountable to the Chief Executive Officer for assisting delivery of the annual works program and achievement of corporate and departmental objectives identified in the corporate business plan and service-specific goals and objectives in regard to functional areas.

The Works Manager is responsible for professional advice to the Works Officer. This is the largest activity area within the Shire and is responsible for municipal rural roads, town streets, stormwater management, parks and reserves.

KEY RESPONSIBILITIES

Asset and Works Planning

1. Assist the Chief Executive to prepare a 10 Year rolling Forward Capital Works Plan (FCWP) aligned with the objectives of Asset Management Plans which can be used for input to the Shire's Long-Term Financial Plan.
2. Develop a Gravel Pit Plan of existing pits and new pits required in accordance with the FCWP.
3. Assist the Chief Executive in further development of the Shires Asset Management Plan and input to the Long Term Financial Plan.
4. Assist the Chief Executive in Fair Valuations and updating the Road Asset Maintenance Management System including road inventory data, traffic counts, asset condition data, inspections, compliance and similar.
5. Continuously seek new grant opportunities and coordinate their application within the area of responsibility and providing advice to other Departments.

Service delivery:

6. Lead and manage the Shire's Road construction and maintenance program to ensure delivery is in line with the Shire's adopted budget and timeframes.
7. Manage all materials, plant and human resources for the efficient operation of the Works and Services Department, including forward planning works schedules and ensuring all time capture is allocated correctly
8. Manage, administer and monitor external contractors to carry out work functions.
9. Provide strategic written advice and reports to Council through the Chief Executive in relation to the implementation of works programs and best practice in relation to civil infrastructure management.
10. Participate in and contribute in a positive way to regular team meetings and report on progress against agreed work plans.
11. Any other duties consistent with the level of this position and/or as directed by the Chief Executive Officer.

Organisational compliance:

12. Compile reports consistent with the position including but not limited to Regional Road Group, Roads to Recovery and other grant acquittals and review as per funding agreement requirements.
13. Develop and maintain the relevant policies and procedures on a continual basis.
14. Attend Council, Committee, and Community meetings, including the preparation of agenda items, reports and relevant correspondence and provide advice in a professional, prompt and timely manner

15. Ensure that the compliance requirements of relevant Acts, Regulations and local laws are met in the delivery of services.
16. Actively participate in the Shire's emergency management preparedness through the Executive Management Team and the Local Emergency Management Committee (LEMC)
17. In accordance with Occupational Safety and Health legislation, ensure that:
 - a. Participate in the Shire's Risk Management Advisory Group and be responsible for actioning outcomes and tasks promptly;
 - b. Ensure that all accidents, incidents, workers compensation claims and similar are properly reported, documented and suitable outcomes are implemented.
 - c. Safe work practices are promoted, encouraged and supported;
 - d. Identify and report hazards and implement controls;
 - e. Accidents and incidents are promptly reported;
 - f. Sufficient equipment, resources and training is provided to staff to ensure a safe working environment.

Leadership and customer service:

18. Promote and model professional behaviour consistent with the Shire's Code of Conduct, stated organisational values and regularly acknowledge and recognise staff efforts in similar pursuits.
19. Be prepared to work flexible hours to successfully complete the requirements of the role, this includes receiving after hours calls and attending to meetings and/or deadlines.

Staff performance:

20. Supervise staff and ensure that performance reviews and performance management is implemented as required.

ORGANISATIONAL RELATIONSHIP

Reports to:	Chief Executive Officer
Title:	Works Manager
Classification:	Total Remuneration Package negotiable
Department:	Works
Supervises:	Works Officer
Internal Liaison:	Councillors Chief Executive Officer Other Coordinators Other Officers
External Liaison:	External Service Providers State and Federal Government Departments Private Sector Organisations Professional Associations Community General Public
Extent of Authority:	Authority to expend funds within allocated budget resource and Council / CEO Delegation Register.

SELECTION CRITERIA – QUALIFICATIONS, SKILLS AND EXPERIENCE

- Leadership: Developed leadership skills that fosters a positive team and develops the performance of employees, the team and contractors to achieve the Shire's objectives.
- Achievement of outcomes: Proven ability to prioritise, monitor and co-ordinate personal workload, with minimal supervision to achieve agreed outcomes within specified timeframes.
- Strategic Thinking: Strong ability to think, analyse and plan strategically and develop and maintain the required plans to ensure the strategic objectives of the organisations are being met.
- Analytical and problem solving: Strong ability to analyse and problem solve complex situations to achieve positive outcomes.
- Communication skills: Ability to engage and influence others through effective verbal and written communication skills with the ability to communicate information clearly and accurately and resolve conflict with stakeholders at all levels.
- Customer and team focus: Demonstrated ability to establish and maintain positive working relationships with a diverse range of people, both internally and externally to the organisation with the aim of meeting customer needs, expectations and business goals.
- Qualification, Experience and Technical knowledge: An appropriate tertiary or diploma level qualification and/or equivalent experience in alignment with the positions requirements, including engineering, works and services, work health and safety, local government and the use of information technology.
- A current 'C' Class Drivers license: You must hold a minimum of a current 'C'
- Class Drivers license to maintain the position.
- Experience in road construction and maintenance projects, using the most appropriate, productive and cost-efficient methods to ensure works are of an appropriate standard.
- Developed budgeting, estimating and project management skills.
- Developing knowledge of local government legislation, industry standards and local government procurement requirements.
- Experience in human resources including recruitment, management, training and development, occupational health and safety, risk management and conflict resolution.
- Knowledge and understanding of Aboriginal culture.
- Previous experience working and living in a remote community.

OTHER REQUIREMENTS

GENERAL

The successful applicant will be required to submit the following documentation. The Shire of Ngaanyatjarraku will reimburse costs for.

- National Police Clearance not more than 3 months old from date of request;
- Certified copy of Qualifications;
- Certified copy of Driver's License; and
- Medical Certificate confirming fitness to perform PD requirements.

The successful applicant will be required to sign the staff code of conduct.

OCCUPATIONAL SAFETY AND HEALTH

The incumbent must demonstrate a strong commitment to workplace health and safety and effective organisational and public risk management and must take all reasonable care in the performance of his/her duties to prevent injury to him/herself and others.

The position is responsible for complying with the Council's Occupational Safety and Health management program and relevant legislation by working in a safe and responsible manner taking into consideration other staff members. Responsibility includes correct use of equipment and the identification and reporting workplace incidents and hazards.

TERMS AND CONDITIONS OF EMPLOYMENT

The Works Manager position is a FIFO / WFH senior contract employee incorporating the Local Government Industry Award, 2020. The total remuneration package will be negotiated dependent on qualifications, skills and experience. In addition, when on-site Council provided furnished housing is available rent free, as is electricity and water costs. Normal office hours are between 8.00am and 4.30pm with a half hour lunch break, Monday to Friday. Membership of a superannuation fund is compulsory.

ENDORSEMENT

I understand that this position description forms the basis of my employment contract with the Shire of Ngaanyatjarraku and I will endeavour to perform these duties to the best of my ability. I understand that I will be required to actively participate in an annual performance appraisal.

SIGNATURES

Employee

Chief Executive Officer

Name: _____

Name: _____

Signed: _____

Signed: _____

Date: _____

Date: _____