



# Position Description

<b>Position Title:</b>	Manager Infrastructure Services
<b>Department:</b>	Infrastructure Services
<b>Classification:</b>	Carrathool Shire Salary System
<b>Employment Condition:</b>	Local Government (State) Award
<b>Additional Benefits:</b>	Rostered Day Off
<b>Basis of Employment:</b>	Permanent Full Time 35 hours per week

All employees of Carrathool Shire Council are expected to provide the highest standards of performance and customer service to ensure Council proudly upholds values of **Respect, Service, Integrity, Teamwork and Sustainability** in its daily operations.

## POSITION PURPOSE

The Manager Infrastructure Services will support the Director Infrastructure Services to provide leadership and direction to the Infrastructure Services, Roads and Bridges section toward achievement of the stated goals and objectives of the Council.

## ORGANISATIONAL RELATIONSHIPS

Reports to:	Director Infrastructure Services
Direct reports:	3
Internal Liaisons:	General Manager Council Meeting attendance Director Infrastructure Services Director Corporate & Community Services Manager Fleet & Town Services Manager Water & Sewer Manager Building & Regulatory Services Administration and Finance Staff All other Council Staff
External Liaisons:	State and Federal Government Departments and Agencies Community Members

## CORPORATE ACCOUNTABILITIES AND RESPONSIBILITIES

### Customer Service

- Ensure an efficient, courteous and professional service to internal and external customers at all times.
- Present a positive image of Council at all times.
- Promote a culture of understanding and exceeding customer expectations.
- Ensure effective community consultation and communication strategies are implemented for service delivery and projects where required.

### Governance

- Carry out work in line with relevant legislative requirements, codes, practices and standards.
- Carry out their duties in a professional and ethical manner, in compliance with the requirements of Council policies and procedures.
- Take responsibility for and manage own work and contribute to a productive work environment.

- Comply with and ensure compliance of Council's Policies, Code of Conduct and requirements of EEO and anti discrimination policies.
- Promote responsible and accountable practices for keeping full and accurate records in relation to corporate activities and decisions.

### **Work Health and Safety**

- Perform work in accordance with WHS Legislation and Council's Policies and procedures.
- Report all Near Misses/ Accidents, Injury & illness as per Council policies to the immediate supervisor.
- Contribute to work health and safety of self and others.
- Attend and participate in all training as directed.
- Monitor work practices to ensure employee health and safety.
- Respond to identified and reported risk in a timely manner.
- Acquire and maintain knowledge of Work Health Safety practices and matters.

### **Risk Management**

- Assist council supervisors and managers in identifying and assessing hazards at the workplace.
- Be aware of and follow Council's risk management procedures when undertaking tasks or projects.
- Do not interfere or misuse any safety device or equipment which has been provided.

### **Environmental Responsibilities**

- Consider the protection on the environment in decision making and in the undertaking of all Council activities.

## **KEY ACCOUNTABILITIES AND DUTIES**

1. Work closely with the Director Infrastructure Services to ensure the programming and delivery of capital, infrastructure and works projects as assigned by Council.
2. Assist in the necessary planning, cost control, site works management program and development, reporting and communication functions' relevant to the section activities.
3. Plan and coordinate projects and work programs with Overseers to ensure the most cost effective and efficient use of resources (staff and equipment) and advise technical direction to infrastructure subordinates.
4. Assist in preparing budgets. Monitor and report on project expenditure / works progress against budgets and report any issues of concern.
5. Deliver Council and RMS works projects by agreed timeframes, to accepted standards and within budget.
6. Supervise the management of the RMS Road Maintenance Contract and other RMS related activities as and when required.
7. Coordinate survey and design activities for Council projects.
8. Ensure allocated maintenance programs and construction projects are executed in accordance with prepared plans, specifications, annual works programs and Council guidelines including Engineering Designs, Plans, Environmental plans, traffic control plans and all quality assurance requirements.
9. Manage and control the maintenance and construction of Council's roads and other relevant assets.

10. Coordinate contractor engagement and management in line with Council policy and procurement guidelines in consultation with Overseers as required.
11. Prepare various complex reports on behalf of Infrastructure Services, including; technical reports, proposals, investigations, presentations, recommendations and actions
12. Carry out other duties that are within the limits of the employee skills, competence and ability as required.

## **COMPULSORY REQUIREMENTS OF THE POSITION**

- The successful candidate will be required to undertake pre-employment screening and achieve a satisfactory outcome.
- Be available for on-call rostered overtime and/or call back emergencies outside normal working hours. This position will be required to be included in the on-call roster.

## **DELEGATIONS OF AUTHORITY**

- Authority to raise orders and authorise payment for required goods and services up to the value of fifty thousand (\$50,000.00) dollars for items identified within the works delivery budget (refer to Delegations of Authority).
- Authority to sign correspondence pertaining to the officer's area of responsibility (refer to the relevant administrative principle of Delegation of Authority).
- Authority to sign timesheets, leave and training applications of subordinate personnel.
- Authority to approve private works in accordance with Council Policy.

## **SELECTION CRITERIA**

### **Essential**

1. Applicable qualification and relevant experience in Civil Construction.
2. Experience in large scale project management, financial management, overseeing professional and construction contractors. Preferably within the civil construction industry.
3. Competent computer skills in Project and Microsoft Office suite including; Word, Excel and Outlook.
4. Well developed communication skills including ability to liaise, negotiate, consult and resolve conflict.
5. Demonstrated ability to prepare and produce detailed correspondence, reports, policies and complex documents
6. Proven analytical, conceptual and problem solving skills with demonstrated initiative and flexibility.
7. Construction Induction (White) card
8. Current Class C Drivers Licence

### **Desirable**

1. Understanding of the Local Government Act, Roads Act and Civil Liability Act.

Declaration	
<p>In signing this declaration I acknowledge that I, _____ ,  have been advised of the requirements, terms and conditions of appointment to this position  based on this Position Description.</p>	
<p>Signed: _____  Employee</p>	<p>Date: _____</p>
<p>Signed: _____  Human Resources Representative</p>	<p>Date: _____</p>

*Please note that Position Descriptions are under constant review and may be changed, after consultation, to reflect organisational requirements at any time.*

**REVISION**

Date	Amendment

# Job Demands

PHYSICAL DEMANDS		Freq.
<b>Sitting</b>	Remain in a seated for an extended period of time	<b>R</b>
<b>Standing</b>	Standing in an upright position without moving about	<b>C</b>
<b>Walking /Running</b>	Walking or running on even surfaces	<b>F</b>
	Walking or running on uneven surfaces	<b>O</b>
	Walking up or down steep slopes	<b>O</b>
	Walking whilst pushing objects	<b>I</b>
<b>Bending/Twisting</b>	Forward or backward bending or twisting at the waist	<b>I</b>
<b>Kneeling/Squatting</b>	Flexion/bending at the knees and ankle, possibly at the waist in order to work at low levels	<b>I</b>
<b>Squatting/Crouching</b>	Squat or crouch posture to perform tasks	<b>O</b>
<b>Leg / Foot Movement</b>	Use of leg and / or foot to operate machinery	<b>C</b>
<b>Climbing</b>	Climbing up or down stairs, ladders, scaffolding etc	<b>I</b>
	Climbing under or over machinery	<b>I</b>
<b>Lifting/Carrying</b>	Raise or lower objects from one level or position to another while holding the object (eg whipper snipper)	<b>I</b>
	Light lifting and carrying: 0 – 9 kgs	<b>I</b>
	Moderate lifting and carrying: 10 – 15 kgs	<b>I</b>
	Heavy lifting and carrying: 16 kgs & above	<b>I</b>
<b>Reaching</b>	Reaching overhead with arms raised above shoulder height or forward reaching with arms extended	<b>I</b>
<b>Pushing/Pulling. Restraining</b>	Using force to hold / restrain or move objects toward or away from the body	<b>I</b>
	Pushing/pulling objects also includes striking or jerking	<b>I</b>
<b>Hand/Arm Movements</b>	Use of hands/arms eg stacking, reaching, typing, sweeping, sorting, mopping and inspecting	<b>R</b>
<b>Grasping</b>	Gripping, holding, clasping with fingers or hands	<b>R</b>
<b>Manual Dexterity</b>	Fine finger movements – keyboarding, writing, tightening a nut	<b>R</b>
<b>Work at Heights</b>	Using ladders, footstools, scaffolding, or other objects to perform work or any work where person stands on an object other than the ground	<b>I</b>
<b>Driving</b>	Operating any motor powered vehicle/plant	<b>R</b>
	Operating any motor powered vehicle on unsealed road	<b>F</b>
<b>Head/Neck Postures</b>	Holding head in a position other than neutral (facing forward)	<b>I</b>
	Repetitive movements of hands and arms	<b>R</b>

SENSORY DEMANDS		Freq
<b>Sight</b>	Sight is an integral part of work performance, eg. computer operation, work at night	<b>R</b>
<b>Hearing</b>	Environmental / noisy area e.g workshop, machinery	<b>I</b>
<b>Smell</b>	Smell is an integral part of work performance, eg. Working with chemicals	<b>N/A</b>
WORKING ENVIRONMENT		Freq
<b>Dust</b>	Exposure to atmospheric dust eg sawdust	<b>I</b>
<b>Gases</b>	Working with explosive or flammable gases	<b>N/A</b>
<b>Fumes</b>	Exposure to noxious or toxic fumes	<b>N/A</b>
<b>Liquids</b>	Working with liquids that may cause skin irritations if contact is made	<b>N/A</b>
<b>Biological Hazards</b>	Exposure to body fluids, bacteria, infectious disease , waste, garbage etc.	<b>N/A</b>
<b>Extreme Temperatures</b>	Environmental temperatures are less than 15 °C or more than 35 °C	<b>I</b>
<b>Sunlight</b>	Risk of sunburn exists from spending more than 10 minutes per day in sunlight	<b>I</b>
<b>Slippery / Uneven Surfaces</b>	Greasy or wet floor surfaces, ramps, uneven ground	<b>I</b>
<b>Confined Spaces</b>	Claustrophobic work	<b>N/A</b>
<b>Hazardous Substance</b>	Handling, transporting, storage of hazardous substances	<b>N/A</b>
PSYCHOSOCIAL/PSYCHOLOGICAL DEMANDS		Freq
Customer service involving interacting with distressed or angry people		<b>O</b>
Interacting with people with mental illness / disability		<b>O</b>
Working with dead or injured animals		<b>N/A</b>

## EXPOSURE TO FACTOR - FREQUENCY KEY:

<b>R</b>	<b>Repetitive</b>	Multiple times in an hour
<b>C</b>	<b>Constant</b>	On average more than 5 times per week
<b>F</b>	<b>Frequent</b>	On average 3-4 times per week
<b>O</b>	<b>Occasional</b>	On average less than twice a week
<b>I</b>	<b>Infrequent</b>	On average once a month or less
<b>N/A</b>		Not relevant

**Definition:** Extended Period – More than one hour at a time