

POSITION DESCRIPTION

Position Title: _____

Department: _____

RECEIPT AND ACKNOWLEDGEMENT

I have received a copy of the attached position description. I have read this position description, and I understand all my job duties and responsibilities. I further understand that my duties may change on a temporary or regular basis according to the needs of the Council without it being specifically included in the position description. I will be notified of these changes in writing and have an opportunity to ask any questions with my immediate supervisor or Human Resources. I have discussed any questions I may have about this position description prior to signing this form.

Employee Signature: _____ Date: _____

Witness Signature : _____ Date: _____

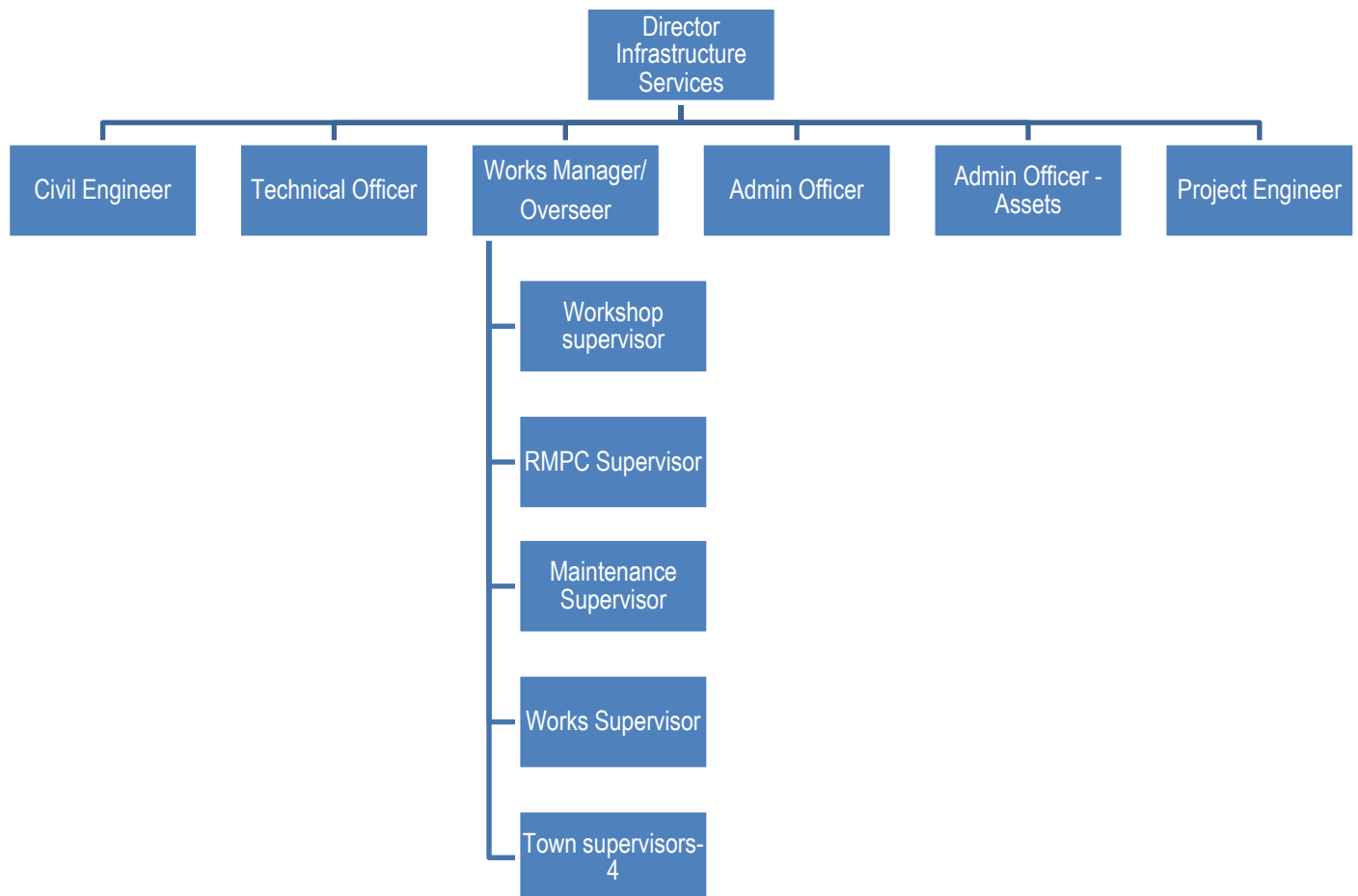
POSITION DESCRIPTION

Position Title	Works Manager
Reports To	Director Infrastructure Services
Immediate Reports	Workshop Supervisor Works Supervisor - RMPC Works Supervisors x 2 Town Supervisors x 2 (St George + Dirranbandi) Town Officers x 2 (Bollon + Thallon)
Principal Location	193 Grey Street, St George
Employment Basis	Permanent

PURPOSE OF THE POSITION

The **Works Manager** is responsible for assisting the Director Infrastructure Services in the day-to-day management of Council's operational programs (roadworks, drainage, parks and gardens, recreation and public facilities, depots, workshops and Department of Transport & Main Roads project works). The Works Overseer/Manager manages Council's day labour workforce, plant fleet, and contractors.

ORGANISATIONAL STRUCTURE



ORGANISATIONAL VALUES

Council is committed to the following core values to achieve its vision and mission:

✓ Our Customers

Customer Focus

Treats both internal and external customers with respect. Demonstrates a commitment to public service; serves and satisfies internal and external customers; holds self accountable for quality outcomes.

Integrity and Accountability

Understands the Council's goals and their role in achieving them, Sets an example by consistently modeling high standards of performance, honesty and integrity. Maintains reputation for confidentiality, fairness and reliability. Takes responsibility for actions, results and mistakes. Takes ownership for the work they do.

✓ Our People

Working as One Team

Works in a cooperative manner by sharing information and expertise. Demonstrates teamwork by following up on inquiries and requests from others. Provides feedback and is open to feedback. Works to remove barriers and utilizes own skills and those of others to accomplish goals.

Respect for each other

Listens and understands others' points of view, encourages others to share their ideas, seeks opportunities to learn from others and values this contact, treats others as they would like to be treated with fairness and equity

Adaptability

Displays flexibility in work and helps others to stay open to change. Accepts and adapts to changing priorities, new ideas, strategies and procedures while maintaining effective work performance.

Professional Development

Actively identifying new areas for learning; regularly creating and taking advantage of learning opportunities; using newly gained knowledge and skill on the job and learning through their application.

✓ Our Reputation

Professionalism

Develops and maintains positive relationships. Provides high quality service. Understands and responds to needs in an accurate, effective and timely manner. Reacts in a professional manner when faced with a customer's frustration or loss of control.

People Management (For Managers and Supervisors)

Provides information, tools, resources and opportunities to help others improve. Ensures team members know goals. Coaches team members. Delegates authority and responsibility for decision making. Fosters and encourages professional growth, learning and development. Ensure that self and team understand and work within the Council's Code of Conduct and take corrective action for non-compliance.

CORPORATE RESPONSIBILITIES

All employees are bound by the Queensland *Local Government Act 2009* to act with integrity, and in a way that shows a proper concern for the public interest. All employees are responsible for acting in accordance with the Balonne Shire Council Code of Conduct and relevant policies, procedures and protocols as may be applicable.

KEY CRITICAL PROCESS RESPONSIBILITIES

Deliver Infrastructure Construction to agreed scope, cost, schedule, and quality

Deliver Infrastructure Maintenance to conform to Asset Management Plans

EXTENT OF AUTHORITY / DELEGATION

Works independently within general guidelines and objectives provided by the Director Infrastructure Services. This position has delegated purchasing authority in accordance with Council's Delegation Register.

Infrastructure Construction & Maintenance

- Manage Council's day-to-day construction and maintenance works program including roads, drainage, parks and gardens, recreation and public facilities, depots, workshops and Department of Transport & Main Roads contract works
- Assist in planning, directing and providing leadership, including coordination of operations and performance
- Assist with developing and controlling expenditure against annual budgets for relevant directorate activities, including the revenue generating road maintenance and construction for the Department of Transport & Main Roads and other relevant government agencies
- Perform other duties within your capabilities as directed

Staff Management

- Provide leadership to direct report operational employees
- Mentor and develop direct report employees to encourage high standards of professionalism, performance, integrity and ethical conduct
- Proactively monitor team performance and implement performance management strategies as required in consultation with the HR department

Administration

- Provide appropriate information as requested to assist with the preparation of annual estimates of expenditure in the section, and to report to the Director Infrastructure Services circumstances which may cause significant variances in actual expenditure from approved estimates as soon as identified
- Ensure that approved purchasing procedures are adhered to
- Assist with the continuing development of a cultural change and continuous improvement within the workforce to ensure departmental services are provided in a competitive, cost effective manner
- Ensure deadlines are met

Risk Management

- Be responsible for applying WHS to daily tasks performed in the workplace including completion of risk assessments
- Contribute to the development of a Risk Register for capital and maintenance projects
- Take all practical measures to ensure that your workplace is safe and without risk to health or property

QUALIFICATIONS, KNOWLEDGE & EXPERIENCE

- Cert IV Frontline Management or Leadership & Management would be an advantage
- Cert IV Civil Construction would be an advantage
- Experience in managing employees, plant and equipment, and contractors
- Experience in project construction and maintenance
- Ability to interpret and apply policies, procedures and legislative requirements
- Ability to work unsupervised, meet demanding deadlines and deliver high quality outcomes
- D High level customer service and communication skills with an ability to liaise effectively with stakeholders in a culturally diverse environment
- Proficiency using the Microsoft Office suite

SELECTION CRITERIA

Essential

1. Demonstrated experience managing an outdoor workforce engaged in delivering construction and maintenance services
2. Demonstrated experience managing construction projects and programs
3. Demonstrated experience managing maintenance projects and programs
4. Demonstrated experience managing minor contracts, plant and equipment, procurements, and budgets
5. Demonstrated experience in stakeholder management

Desirable

1. Experience in a local authority
2. Cert IV Frontline Management or Leadership & Management
3. Cert IV Civil Construction