



## POSITION DESCRIPTION

POSITION DETAILS			
Position Title:	Works and Operations Manager		
Position Number:			
Group:	Works and Infrastructure	Unit:	Works and Operations
Salary Grade:	17	Standard Position Hours:	35 Hours
Position Reports to:	Director Works and Infrastructure		
Staff Management:	9 Direct Reports (Plus approximately 68 Indirect Reports and Building Services Team)		
Budget Responsibility:			
Date Created:	May 2017	Date Last Reviewed:	
Version:	1	Document Number:	

### ORGANISATIONAL ENVIRONMENT

Cessnock City Council employs approximately 320 employees and is responsible for a local government area of approximately 1,950 square kilometres within the Hunter Valley of New South Wales, approximately 120 kilometres north of Sydney and 40 kilometres west of Newcastle.

Cessnock City Council provides a diverse range of services and facilities for the residents and visitors of the local government area. Cessnock City Council comprises of 3 Directorates;

- Works and Infrastructure
- Planning and Environment
- Corporate and Community Services

### ORGANISATIONAL CONTEXT OF POSITION

The Works and Infrastructure Services directorate manages services associated with the following functions within Cessnock City Council;

- Works and Operations
- Infrastructure Management
- Open Space and Community Facilities
- Environment and Waste Services

The Works and Operations unit is responsible for provision of the Construction and Maintenance activities relating to Council's civil infrastructure including roads, stormwater drainage, bridges and the airport operations.

### WORKPLACE HEALTH & SAFETY

The Responsibilities, Authorities and Accountabilities (RAA's) applicable to this position is Level 3.

For specific WHS Responsibilities, Authorities and Accountabilities applicable to this position, refer to the WSH RAA Handbook.

The person accepting this position is required to read and comply with the RAA's applicable to this position.

## PRIMARY OBJECTIVE

The primary objective of the position is to effectively manage the provision of Construction and Maintenance activities relating to Council's infrastructure including roads, stormwater drainage and bridges. The position is also responsible for Council's managing Council's Works Depot, workshop and airport operations.

The position works closely with other Managers within the organisation and provides support services to these sections when and as required.

## KEY ACCOUNTABILITIES

1. Provide strong leadership to the staff in the Works and Operations unit including goal setting, delegation, performance management, staff development, succession planning and fostering a high morale, high performing team.
2. Plan and manage the cost effective delivery of ongoing civil maintenance and construction works in accordance with Council's approved programs, Integrated Management System or the Single Invitation Contract for the RMS where applicable.
3. Ensure that the Council's resolutions are acted on and that effective administrative procedures exist to respond appropriately to Councillor and community enquiries.
4. Contribute and support the achievement of the objectives of the Cessnock City Council Community Strategic Plan & Delivery Program including providing input to the Management Plan.
5. Control and monitor all activities undertaken in the road reserve by external providers.
6. Ensure that the Director Works and Infrastructure is kept informed of issues relating to any matters which may affect the operations of the Council or its relationship with customers or the general public.
7. Develop and promote an equitable, safe and rewarding work environment through all aspects of people management including performance management, training and development, team building, recruitment and support, mentoring and motivation of employees.
8. Manage relevant responsibilities of Council as a Road Authority under the Roads Act 1993.
9. Manage the After Hours Duty Officers.
10. Manage ongoing community and Councillor requests and provide professional and timely advice within the timeframes set by an adopted Customer Service Charter.
11. Manage the operation, maintenance and security of Council's Works Depot and the Cessnock Airport.
12. Manage the operational activities associated with of Council's mechanical workshop.
13. Develop and promote an equitable, safe and rewarding work environment through all aspects of people management including performance management, training and development, team building, recruitment and support, mentoring and motivation of employees. .
14. Ensure a safe work and public environment in accordance with Council's risk management program.
15. Develop and maintain Council's contacts with community, government and business bodies.
16. Act as a spokesperson for the council in its dealings with the community and the media, subject to consultation with the Director, and provide appropriate advice to the Director which enables the media to be advised of policy and operational decisions.
17. Any other accountabilities or duties as directed by Supervisor/Manager which are within the employee's skill, competence and training.

**POSITION SELECTION CRITERIA****Essential**

1. Degree qualification in civil engineering or other relevant tertiary qualifications.
2. Demonstrated sound experience in a leadership role, supervising a multi-disciplinary team within a complex socio-political environment and the proven ability to foster teamwork and co-operation with staff, and ensure that positive outcomes are delivered for communities and organisations
3. Proven ability to develop, promote and implement reforms, systems and policies within a continuous improvement environment.
4. Demonstrated high level of interpersonal, written and verbal communications skills, including public presentation skills, with the proven ability to communicate with a wide range of stakeholders, both internal and external and build effective working relationships with people at all levels of the organisation.
5. Demonstrated well developed negotiation and conflict resolution skills with the proven ability to negotiate mutually beneficial outcomes and resolve conflict in a difficult environment.
6. Demonstrated extensive experience in a civil engineering role with extensive experience in road, bridge and drainage infrastructure construction and maintenance and detailed knowledge and understanding of technical specifications, project cost estimating, contract documentation and management of contractors and consultant services.
7. Demonstrated sound working knowledge of the Local Government Act 1993, Roads Act 1993, Environmental Planning and Assessment Act 1979, and the Protection of the Environment Act 1997.
8. Demonstrated experience in the preparation of tender bids relating to civil projects.
9. Demonstrated sound working knowledge of the operation of the Single Invitation Contract for the RMS.
10. Demonstrated knowledge and understanding of Quality Assurance processes and systems particularly relating to civil infrastructure projects.
11. Demonstrated strong time management skills with the ability to complete a broad range of tasks within an environment of competing demands.
12. Demonstrated commitment to providing superior customer service.
13. Demonstrated knowledge, understanding and application of Workplace Health and Safety Act 2011 requirements.
14. Demonstrated experience in the use of Microsoft Office and other software/database programs relevant to the position such as Electronic Document Management systems and computer based Land Information Systems.
15. Current Class C driver's licence.

**Highly Desirable**

1. Sound working knowledge and understanding of building trades and facilities maintenance.
2. Demonstrated experience in managing and operating an airport.

**SIGNATURE****Employee****Full Name:****Signature:****Date:**