

# Position description

## POSITION DETAILS

POSITION TITLE	Roads Manager
GRADE	22
OCCUPANT	Vacant
DIRECTORATE	Infrastructure
REPORTS TO	Director Infrastructure
POSITION STATUS	Permanent
HOURS PER WEEK	35
NO. DIRECT REPORTS	2
NO. INDIRECT REPORTS	30
OPERATING BUDGET	\$4M
CREATED	June 2022

## POSITION PURPOSE

Lead, manage and contribute to the professional performance of Gilgandra Shire's Infrastructure Services section by being responsible for the coordination, resourcing and managing the construction, maintenance and/or repair of roads in both the urban and rural areas of the shire for both local and state owned items of infrastructure.

### Our Vision

A vibrant region to  
*Live > Enjoy > Grow*  
that is inclusive,  
resilient and  
progressive

### Our Values

- > Integrity
- > Leadership
- > Vision

## KEY ACCOUNTABILITIES / DUTIES

### OPERATIONAL RESPONSIBILITIES

- > Develop and maintain high level relationships with other Government agencies
- > Appear and act in a presentable manner when dealing with other Council Staff and/or members of the public
- > Carry out duties with a high degree of autonomy and without direct supervision
- > Lead and participate in multi-disciplinary projects and initiatives to ensure the effective implementation of outcomes
- > Embrace continuous improvement in the areas of safety, quality, environment and customer service
- > Ensure that the large capital projects are planned, undertaken and signed off in accordance with recognised project management practices
- > Be able to communicate at all stages the progress of large capital projects in accordance with recognised project management practices
- > Coordinate with other sections of the Infrastructure Department or Council to deliver aspects of major projects or events
- > Liaise with and report to the NSW Resources Regulator and landowners as Council's officer responsible for Gravel Pits
- > Develop estimates and manage private works as commissioned
- > Manage Council's Wet and Dry Plant Hire tender and ensure that procurement is in accordance with the Local Government Act, Regulation and Council's Procurement and Disposal Policy
- > Be familiar with and abreast of provisions of the Local Government Award and employee related Council policies as they change from time to time
- > Ensure safe, effective and efficient operation of Council's road activities to achieve a high level of productivity and a finish to satisfy the customers' expectation on the Council's rural and urban network
- > Manage delivery of the Roads Maintenance Council Contract (RMCC) on behalf of Council for TfNSW, including the preparation of management plans, Works Proposals, Hold Point Releases, Quantity Agreements, Ordered Works and Routine Maintenance claims
- > Organise and be involved in the development of Council's WHS system, including formulation of Safe Work Method Statements, worksite risk assessments and regular safety audits
- > Manage all roads related budgets associated with Natural Disaster Claims, RMCC, Block Grant, Repair, R2R and any other State or Federally funded programs that arise from time to time in conjunction with Council's operational funds
- > Manage staff, including recruitment, appraisals and performance management in accordance with the Local Government Award and Council's Policies
- > Train, coach and develop Coordinators to ensure that all team leaders and crew members are effectively undertaking local capital projects and routine maintenance tasks relating to road, bridge and urban streets, stormwater and drainage structures and roadside furniture
- > Work with the Works Coordinators and ensure that all maintenance teams are staffed with reliable and competent staff members, including timely recruitment and interview panel participation

- > Subject to the Director Infrastructure's approval, engage appropriate contractors and sub-contractors and ensure that their services are provided in a safe, effective and efficient manner that are controlled, monitored and costed appropriately
- > Promote Council's positive and delivery orientated image whilst meeting and consulting with members of the public, contractors, sub-contractors or clients
- > Communicate in a respectful and courteous manner with internal and external stakeholders
- > Oversee and complete the paperwork associated with grants claim submissions, time sheets, plant sheets, daily running sheets, contractors' records, all risk assessment forms and the like
- > Closely monitor all types of leave ensuring that all leave taken complies with the latest Local Government Award and Council's Policies relating to the taking of leave
- > Ensure that all incidents are appropriately reported, investigated and accurately documented in a timely fashion
- > Assist with the implementation and ongoing road asset management processes associated with local, regional and State owned roads
- > Maintain, for each financial year, a record of all asset works undertaken with maintenance, renewal or upgrade funding for completion of required returns presented to Council's public Auditors and submitted to the Department of Local Government
- > Ensure that all customer enquiries are responded to promptly

## SELECTION CRITERIA

### ESSENTIAL CRITERIA

- > Degree in Civil Engineering and/or equivalent relevant work experience
- > Current Driver Licence
- > Possession of a WH&S Construction Induction Certificate (White Card)
- > Experience in estimating costs for civil works, particularly relating to roads and drainage
- > Previous experience with managing civil work relating to classified, local rural and urban roads, including associated drainage aspects
- > Previous experience in contract management, including tender preparation, evaluation and contract administration.
- > Previous experience with staff management, including the ability to lead, guide and monitor team performance
- > Strong program and project management abilities, including managing multiple and competing budgets, schedules and resourcing
- > Demonstrated understanding and commitment to WHS, quality standards and environmental issues
- > Sound organisational skills with ability to manage own workload in an environment with competing work priorities
- > Ability to write detailed reports relating to one or a number of civil items or work or projects
- > Sound interpersonal skills with the ability to liaise with the public, internal stakeholders and staff at all levels
- > Ability to prepare for and conduct meetings and lead group discussions

- > Good understanding of computers having the ability to use Microsoft software programs such as Word and Excel, communicate with emails and submit progress claims and acquittals via funding portals
- > Possess the personal drive to complete tasks without the necessity of adhering to standard work hours

#### DESIRABLE CRITERIA

- > Previous experience in the delivery of Roads Maintenance Council Contracts (RMCC) for TfNSW
- > Possession of Prepare Work Zone Traffic Management Plan accreditation
- > Have the ability to use minor survey equipment
- > Have the ability to read, understand and implement the requirement of various construction plans and specifications
- > First Aid Certificate
- > Experience with training, coaching and supervising construction and/or maintenance staff and contractors
- > Demonstrated experience with the responsibility for multiple teams and projects
- > Experience and understanding or demonstrated willingness to become familiar with the principles of asset management
- > Knowledge of the recognised local government long term financial planning management practices, procedures and processes

#### AUTHORITY AND ACCOUNTABILITY

- > The jobholder may work away from Council premises and is required to make autonomous decisions usually influenced only by Council policy, Council's operational plan, the situation and relevant legislative framework. Independent action is required.
- > Decisions made by the job holder affect the work and activities of others within the department.
- > The work of the jobholder influences and supports the community within a specified service line through the application of technical skill and/or application of regulatory requirements.
- > The job holder is responsible for ensuring that Council and operational standards and processes requirements are met at an operational level.
- > The job holder develops a complete budget for a department, including personnel requirements.
- > The job holder should balance expenditure and revenue across a Department's budget or the budget of a major project.
- > This job has contract management responsibility from \$1m to \$5m.

## JUDGEMENT AND PROBLEM SOLVING

- > Problems are solved by evaluating and analysing readily available information. Judgement is important as there is often no right or wrong solution.
- > The job holder must evaluate a variety of issues in more complicated situations in consultation with other stakeholders.. Considerable investigation and adaptive thinking will be required.
- > Significant planning is required to coordinate with various organisational units including relevant external stakeholders or multiple resources.
- > Understand the current and desired market positioning and strategic business direction of the organisation and apply business principles to the Department(s) to achieve these aims.

## MANAGEMENT SKILLS

- > Lead two or more work teams or a section through other supervisors or team leaders.

## INTERPERSONAL SKILLS

- > This job requires written communication skills which enable the job holder to write detailed correspondence, reports and submissions that require original sentence, paragraph construction and wording.
- > The job holder is required to anticipate and pre-empt customer requirements and do utmost to meet these. In addition, the jobholder is responsible for monitoring and evaluating the effectiveness of customer service provided and recommends modifications to improve service.
- > The job holder is required to provide service to internal customers as a regular part of the job. Service includes answering queries, providing documentation, sourcing advice and referring queries to appropriate personnel.
- > Responsible for establishing and communicating project team goals and objectives, and implementing the achievement of plans.

## CORPORATE WIDE ACCOUNTABILITIES

### WORK HEALTH AND SAFETY

All employees are responsible for the Work Health and Safety (WHS) for Gilgandra Shire Council and their duties include:

- > Complying with Council's WHS policies and procedures
- > Working with due diligence and consideration to safeguard their own health and safety and the health and safety of others
- > Reporting an potential hazards, incidents or injuries to their Supervisor or People and Culture within 48 hours
- > Participating in any WHS consultation arrangements
- > Complying with any Return to Work Plan if injured and supporting rehabilitation in the workplace
- > Correctly using all personal protective equipment
- > Complying with emergency and evacuation procedures and site rules if applicable

## SUSTAINABILITY AND TRANSFORMATIONAL CHANGE

Staff will give equal priority to improving and enhancing Council's economic, social and environmental outcomes by integrating sustainability and transformational change into all decision making processes. This includes continuously increasing efficiencies, reducing resource use, sustainable procurement, maintaining service levels and protecting our natural assets. It is expected that all staff can demonstrate awareness and participation in sustainable and transformational change work practices.

## CODE OF CONDUCT AND EQUAL EMPLOYMENT OPPORTUNITY

Staff will, at all times, adhere to:

- > Council's adopted Code of Conduct
- > Council's Equal Employment Opportunity and Workplace Bullying policies to adopt a fair and equitable workplace free of illegal discrimination, harassment and bullying behaviour.

## ACCEPTANCE

I, \_\_\_\_\_ confirm I have read and understood the Position Description. As the incumbent of this position, I agree to work with the requirements of the position and will abide by Gilgandra Shire Council's policies and procedures.

I understand this Position Description is designed to guide the responsibilities and activities to be undertaken in this position and is not intended to be an exhaustive list. I acknowledge that the organisation, in response to changing priorities, may vary tasks and responsibilities from time to time.

Signature: \_\_\_\_\_ Date: \_\_\_\_\_