

Position Title:	Works Coordinator - Civil		
Position Code:	P071-1	Evaluated:	10/07/2020
Award Classification:	Band:	2	Level: 3
Salary System Grade:	Grade:	4	Minimum Level: 2
Approved:	Matthew Lysaught		Date: 23/06/2020

Primary Purpose of the Position

The Works Coordinator - Civil plans and schedules work resources and activities in an efficient and effective manner appropriately integrating the rolling operational and capital program for civil works. The Works Coordinator - Civil provides direct supervision of Works Supervisors, and provides technical and professional civil construction and maintenance advice and operational guidance to staff.

Job Specific Key Accountabilities



The following Job Specific Key Accountabilities provide a high-level description of the outcomes that the incumbent of this position is expected to deliver. These accountabilities are outcomes focused, and should be considered alongside Council's **Our People Capability & Behaviour Framework**:



1. Direct supervision of Works Supervisors, and overall supervision of Works staff and external service providers for civil works, including road construction and maintenance, bitumen maintenance, and structures to ensure all tasks are completed in a timely manner, and to ensure that all quality, environmental, work health and safety, and budget control requirements are achieved.
2. Ensure an effective, planned and coordinated approach to operational maintenance and improvement in civil works, in accordance with the budgeted levels of service.
3. Assist in the preparation of project estimates, provide technical advice, and work within the approved operational and capital budgets. Report variations to the Senior Works Coordinator, and recommend strategies to correct adverse expenditure trends.
4. Assign work activities and appropriate resources, and provide leadership, training and advice to Works Supervisors and Works staff. Ensure all work-related and site-related legal responsibilities, such as Dial Before You Dig and working near overhead power lines controls, are complied with. Ensure only appropriately qualified and experienced staff are allocated to tasks.
5. Monitor compliance of a range of contractors through the carrying out of regular, documented site inspections as required by specifications and standards. Engage suitable external service providers when required, in consultation with the Senior Coordinator Works.
6. Ensure all relevant work health and safety documentation, such as safe work method statements, project site inductions, and toolbox meetings, are current and accurate, and appropriate records are maintained. Ensure that the investigation of injuries and incidents are carried out in a timely manner, and that agreed and authorised improvements are implemented and closed off.
7. Ensure staff probationary reviews are completed in an accurate and timely manner for new staff, ensure performance and Council's SPIRIT behavioural values are maintained through daily staff interaction and the Pulse performance management software, and ensure compliance with staff Return to Work plans.
8. Any other such duties that are commensurate with the employee's skill level, competency and training.

Key Capabilities

The Muswellbrook Shire Council **Our People Capability & Behaviour Framework** applies to all Council employees. This position requires the following level of capabilities and behaviours in accordance with the Framework:



The following 3 capabilities have been selected from the Framework at the level indicated above, as **Key Capabilities** for this job. Key Capabilities are the capabilities in which occupants must demonstrate immediate competence. The behavioural indicators provide examples of the typical behaviours expected to be displayed in this position and should be read considered alongside the Job Specific Key Accountabilities:

Muswellbrook Shire Council Capability Framework		
Group and Capability	Capability & Behaviour Descriptors	
 People Management	Leadership – Lead strategically with vision and celebrate success	<ul style="list-style-type: none"> Assist team to understand the reasons behind decisions in relation to organisational direction Ensure the team priorities lead to the achievement of successful outcomes that aligned to goals Celebrate success and high performance
 Core	Achievement – Achieve quality outcomes in line with organisational objectives	<ul style="list-style-type: none"> Plan and use the available resources to complete work tasks within acceptable budget, timeframes and standards Understand objectives and prioritise work accordingly Identify and suggest system or process improvements within your own functional area
 Core	Ethical Behaviour - Be professional, ethical and demonstrate behaviour in line with Council's SPIRIT Values	<ul style="list-style-type: none"> Represent Council in an honest, ethical and professional way, demonstrating Council's SPIRIT Values Understand and act in accordance with legislative and policy frameworks Recognise, seek advice and report misconduct, illegal and inappropriate behaviour



Key Tickets, Qualifications and Other Skills

1. Certificate IV qualification in civil or equivalent in related field.
2. Substantial relevant experience in coordinating civil maintenance work teams and resources, or supervising site-based civil teams, or other appropriate, relevant experience.
3. Substantial previous experience in the preparation and maintenance of relevant safe work method statements and site-based safety documentation, and in developing and maintaining traffic management plans.
4. Ability to read and interpret landscape design drawings.
5. Advanced oral and written communication skills, and the ability to resolve conflict.
6. Demonstrated advanced competence in computer operations, including word processing and spreadsheets, and competence in the use of Microsoft Office (or equivalent) software.
7. Current Class C driver's licence.
8. Demonstrated experience and/or capability to deliver the Job Specific Key Accountabilities (above).
9. Demonstrated Developed level key capabilities as defined in the Key Capabilities Table (above).