

# Position Description

## ROAD SERVICES MANAGER

### POSITION INFORMATION

<b>Directorate</b>	Infrastructure Delivery
<b>Reports To</b>	Director Infrastructure Delivery
<b>Position Number</b>	RS1
<b>Grade</b>	Grade 7 in Council's salary system
<b>Location</b>	Narrabri Shire
<b>Award</b>	Local Government (State) Award

### POSITION OBJECTIVE

To manage the Road Services Section, as an efficient and effective business unit providing maintenance, construction and contract management of road services, in accordance with statutory requirements, Council's Policies and Procedures, and its Strategic and Operational Business Plans.

The position is responsible for the management of Narrabri Shire Council road (including bridges) and storm water infrastructure, the position is also responsible for the oversight and management of Roads and Maritime Services Contracts on State and Regional Roads.

### KEY RESPONSIBILITIES

- Prepare operational maintenance and capital works construction programs (within time and cost targets) ensuring efficient and effective allocation of resources to provide; a safe, efficient effective, competitive, customer focused business unit, and achieve Council's annual Operational Plan objectives.
- Consult with customers and amend programs as required and in consultation with the Director Infrastructure Delivery and the Contracts and Systems Manager.
- Research the latest construction, maintenance and operating techniques and ensure that the Section's procedures reflect industry best practice.
- Identify and pursue grant funding that assists Council to achieve its management objectives and ensure the conditions of successful applications are met.
- Review transportation asset management plans and update long term asset maintenance strategy. The maintenance strategy shall identify maintenance and replacement of assets under the control of the Roads Services Section ensuring that assets are effectively maintained subject to available funding whilst also ensuring exposure to civil liability is minimised.
- Identify areas where funding shortfalls expose Council to civil liability and statutory non-compliance.
- Prepare specification, tender documentation, engage and supervise consultants and contractors.
- Prepare project briefs for Council's consideration when annual budgets are being prepared, and subsequently summaries and overviews of detailed designs or work instructions.
- Develop staff training and upgrading programs to support efficient and effective application of Budget.

### Management Duties

- Formulate, implement, control, monitor and report on performance against Council's Integrated Planning and Reporting suite of documents as well as other relevant strategies and action plans.
- Formulate, implement, control, monitor and report on performance against Council's adopted asset management plans.

- Formulate, implement, control, monitor and report on performance against Council's adopted budget, as relevant to the position.
- Establish and ensure relevance of adopted service delivery methods and associated levels of service.
- Lead the development and implementation of key programs and projects to achieve the Council's and community's vision for the Shire.
- Effectively communicate with, lead, develop and motivate staff.
- Manage employee performance.
- Provide accurate and timely information and advice to the Director of Infrastructure Delivery.
- Ensure awareness of management standards, industry reform and innovation.

#### **GENERAL**

- Comply with Council's Corporate Values, policies and procedures.
- In accordance with the Workplace Health and Safety Act employees must, while at work take reasonable care for their own health and safety; take reasonable care for the health and safety of others and comply with any reasonable instruction from Council.

#### **NOTE:**

- Employees may be required to participate in the on-call roster, weekend work, reasonable overtime and disaster and emergency situations when required.
- Employees may be required to undertake duties within the limits of their skill, competence and training, consistent with the applicable band and level within the Award, in any area of Council.

#### **REPORTING RELATIONSHIPS**

Direct Reports:	2
Indirect Reports:	39

#### **COMPLIANCE TRAINING AND LICENCE REQUIREMENTS**

This position needs to be able to attain and uphold the following licences/accreditations:

- Work Health and Safety General Construction Induction (White Card).
- NSW Roads and Maritime Service Prepare a Work Zone Traffic Management Plan.
- Current Class C Driver Licence.

#### **AUTHORITY & DELEGATIONS**

Authority and delegations applicable to this position are laid out in Council policies and delegations register which are updated from time to time. Refer to these controlled documents for specific information.

#### **SELECTION CRITERIA**

##### **Essential**

- Degree qualification in Civil Engineering.
- Minimum of seven years of post-graduate civil construction and maintenance industry experience.
- Well-developed ability and experience in leading and managing employees to meet organisational objectives.
- Excellent organisational and time management skills to meet operational requirements.

- Demonstrated familiarity and compliance with Legislation, Australian Standards, Design Guidelines and Codes of Practice relevant to safety, quality, environment and road services within Local Government.
- Demonstrated experience in project planning, budget control and report submissions related to road services.
- Demonstrated experience in tender/contract documentation preparation, review and supervision.
- High level of computer literacy with all Microsoft Office software programs (Word, Excel, Outlook, MS Project or similar) and Mapinfo (or similar).
- Current Class C Driver Licence.

**Desirable**

- Eligible for registration as a Chartered Professional Engineer.
- Management qualification.
- Local Government experience.

**DOCUMENT REVIEW DATE:    MAY 2017**

**VERSION: 2017.1**

I hereby agree that this role statement accurately reflects work requirements.

**AUTHORISATION**

Executive Manager

Human Resources: \_\_\_\_\_

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

Line Manager: \_\_\_\_\_

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

Director: \_\_\_\_\_

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

Employee: \_\_\_\_\_

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