



POSITION DESCRIPTION

Deputy Works Manager

DEPUTY WORKS MANAGER

POSITION TITLE:	Deputy Works Manager
POSITION NUMBER:	3004
AWARD:	Queensland Local Government Industry (Stream A) Award – State 2017
AWARD CLASSIFICATION:	6 (Above Award)
REPORTS TO:	Works Manager
DEPARTMENT:	Infrastructure & Environment
LAST REVIEWED:	October 2021

ABOUT US

Our communities are famous throughout Australia for being the friendliest in North West Queensland. Our towns are well serviced, our natural resources are used wisely, our local economy is diverse and strong, and the local government administration works collaboratively with us to achieve our aspirations.

Our Commitment

We inspire people to
create a better future.

Our Vision

Whether you live here or visit, you will
see how much we value our natural
beauty, how connected our communities
are, and how balanced growth makes
this the best place in the world.

We Value



Honesty



Integrity



Accountability

OBJECTIVE OF THIS ROLE

This position is an assistant role to the Works Manager and is responsible (in co-ordination with the Works Manager) for the planning and delivery of maintenance works and minor capital projects for rural roads; town streets; parks and gardens; buildings; and water and sewerage.

The position contributes to the overall performance of the Infrastructure and Environment Department of Cloncurry Shire Council.

REPORTING LINES

- This position reports to the Works Manager.
- This position works closely with subordinates and other managers.

GENERAL RESPONSIBILITIES

- Provide technical assistance to the Works Manager.
- Maintain the reputation and work performance on the Council work teams under your



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supervision.

KEY RESPONSIBILITIES IN THIS ROLE

Assist the Works Manager to:

- Develop and implement maintenance works schedules;
- Coordinate all maintenance works and minor construction projects;
- Maximise the utilisation of available resources;
- Develop, implement and monitor appropriate key performance indicators or milestone achievements;
- Ensure all maintenance works and minor construction projects are completed within approved budget, on time and to a high standard;
- Ensure that all workplace health and safety standards are communicated to and followed by the workforce and contractors;
- Ensure Council has a well-trained and competent workforce;
- Liaise with all appropriate internal and external stakeholder groups before, during and after maintenance and minor construction works are completed;
- Provide input into the development, implementation and review of Council policies, operations plan, budget and internal processes and procedures;
- Manage and investigate complaints relating to Council's external workforce and defective infrastructure;
- Prepare monthly reports on the activities within the area of responsibility;
- Liaise with Project Managers on the programming of works and the utilisation of resources;
- Manage the delivery of Council's RMPC, R2R and TIDS programs;
- Overall management of the workshop;
- Provide input into Council's future works program;
- Ensure accurate maintenance records are kept;
- Ensure all relevant legislative requirements are followed;
- Ensure all Council policies and procedures are understood and followed;
- Other related duties as directed by Director Infrastructure and Environment within the scope of the position, skills and experience of the individual.

KEY SELECTION CRITERIA

- Possess high level leadership skills to ensure the effective delivery of maintenance and minor capital projects;
- Possess demonstrated technical skills and ability to impart such knowledge;
- Possess a high level of interpersonal, written and verbal communication skill to the extent required to communicate with those with varying levels of education and understanding;
- Possess well developed literacy and numeracy skills;
- Possess good computer skills relevant to the position;
- Possess the ability to maintain confidentiality in relation to Council business.
- Possess demonstrated knowledge and understanding of civil construction and maintenance works;
- Possess demonstrated knowledge and understanding of legislative requirements relevant to this position;
- Possess demonstrated knowledge for forward planning and implementation;
- Possess an understanding of financial management of maintenance and minor capital projects;
- Possess demonstrated knowledge of Workplace Health & Safety obligations, risk management and public liability.

QUALIFICATIONS, EDUCATION AND LICENCES REQUIRED

Mandatory:

- A current Police Clearance
- Hold and maintain an unrestricted C class driver's licence.



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- Demonstrated experience as a Works Manager or similar role;
- Construction White Card or 30215 Blue Card is mandatory.

Desirable:

- Possess formal qualification in Civil Engineering with RPEQ registration; or Certificate IV Civil Construction or related qualification is highly desirable.
- Experience in Local Government or similar area.

WORKPLACE HEALTH & SAFETY OBLIGATIONS

All Cloncurry Shire Council employees have an obligation to uphold workplace health and safety when working for the Council. Under Section 28 of the *Work Health and Safety Act 2011* ("Act") an employee shall:

- take reasonable care for his or her own health and safety; and
- take reasonable care that his or her acts or omissions do not adversely affect the health and safety of other persons; and
- comply, so far as the worker is reasonably able, with any reasonable instruction that is given by the person conducting the business or undertaking to allow the person to comply with this Act; and
- cooperate with any reasonable policy or procedure of the person conducting the business or undertaking relating to health or safety at the workplace that has been notified to workers.

All employees of the Cloncurry Shire Council will be required to uphold the obligations mentioned above. Additionally, any specific workplace health and safety issues that pertain to the type of work being performed including due diligence as outlined under section 27 of the *Act*.

Please sign below if you have read, understood, and accepted the responsibilities of this position as outlined in this position description.

Name

Signature

Date