



POSITION DESCRIPTION

Manager of Works and Services

Location	Works Depot
Department	Works and Services
Salary	Local Government Industry Award 2010 Negotiated
Reports to	Chief Executive Officer
Supervision of	Works and Service Staff
Revision	2
Date	8 July 2019

Approval of Position Description

<i>Document Owner</i>	<i>Position</i>	<i>Reason for Review</i>	<i>Review Date</i>	<i>Additional Comments</i>
Neville Hale	Chief Executive Officer	New Document	29 May 2019	
Stuart Holey	Chief Executive Officer	Revised	8 July 2019	



Manager of Works and Services
Shire of Cunderdin
Readvertised

The Shire of Cunderdin is a vibrant Wheatbelt country community that offers all the benefits of small town living (secure & family friendly), and within close proximity to the City.

The Shire of Cunderdin is seeking to recruit a suitably qualified person with a hands on approach to fill the role of a Manager of Works and Services.

As Manager of Works and Services you will develop and lead the goals and objectives of the Shires infrastructure as set out in integrated plans, budgets, and capital works programs.

You will have experience and knowledge of the workings of local government and have relevant senior management experience as well as a sound knowledge of road construction and maintenance.

A performance based 3-year contract will be negotiated within the range of \$124,541 to \$145,566 inclusive of a cash component of \$95,000 to \$115,000.

Interested persons may obtain an Information & Selection Criteria Package from the Shire of Cunderdin website or by contacting Governance and Compliance Officer Kayla James on (08) 9635 2700 or email governance@cunderdin.wa.gov.au.

The Information Package may be downloaded from the Shire of Cunderdin website or obtained at the Shire of Cunderdin Administration Office.

Applications close 4pm Monday 29 July 2019.

The Shire of Cunderdin is an Equal Opportunity Employer.

1. ORGANISATIONAL RELATIONSHIPS

1.1 Responsible to: -

Chief Executive Officer

1.2 Supervision of: -

Works Crew

Gardeners

Building Maintenance Staff

Technical Officer

Transfer Station Staff

1.3 Internal and External Liaison: -

Internal

- Chief Executive Officer
- Other Executive Staff
- Other Staff

External

- Residents and Ratepayers
- Various Business Organisations (including Contractors to Council)
- Government Departments
- External Consultants.

2. EXTENT OF AUTHORITY

Operates under direct Supervision and within established guidelines, procedures and policies of Council as well as statutory provisions of the Local Government Act and other relevant legislation.

3. PURPOSE OF POSITION

1. To manage all aspects of Council's operations within the Works and Services Division in accordance with statutory requirements and Council Policy in a professional hands on manner;
2. To ensure the efficient, effective and professional provision of services provided by the Technical Services Division;
3. To monitor and appraise staff performance;
4. To provide professional advice, information, technical expertise and quality client service to Council, Chief Executive Officer and the entire organisation; and
5. To keep the Chief Executive Officer informed of all matters relevant to the proper management of the Works and Services Division

4. KEY DUTIES/RESPONSIBILITIES

To ensure the effective delivery of:

Works:

- To manage, undertake or supervise, all Council programs in relation to road construction and maintenance, footpaths, drainage and infrastructure, ensuring that all works are completed to a high standard
- To accurately record all improvement pertaining to the ROMAN/RAMM system
- To consistently submit applications for funding from State and Federal bodies in relation to roads, footpaths and drainage

Financial Management:

- Prepare the annual budget for the Works and Services Division in accordance with the Shire's budget adoption timeline
- Monitor on a regular basis expenditure and income for the Works and Services Division against the Adopted Budget and other works programs to ensure tight monetary control
- Ensure open, ethical and accountable procurement processes are undertaken by the Works and Services/Works Team

Regional Road Group:

- Represent Council on the Regional Road Group
- Keep RRG delegates informed as to meetings and matters pertaining to the functions of the RRG
- Submit funding applications and supporting documentation to maximise the Shire's road funding through the RRG.
- Submit road information returns to RRG, WALGA and Federal Government (Roads to Recovery) in a timely manner

Asset Management:

- Prepare and maintain the Shire's Asset Management Plan
- Ensure the Shire's Asset Register is current and accurate
- Undertake re-valuations of all Shire assets on a fair-value basis as and when required.
- Manage the maintenance of all Council buildings and infrastructure.

Parks and Gardens:

- To manage, undertake and supervise, all Council programs in relation to the construction and maintenance of parks, gardens, ovals and reserves
- To implement programs and continual improvement to enhance the appearance of the Shire's townscape

Waste Management:

- To manage, undertake and supervise, all Council waste management services to the community including compliance with license conditions for the and Cunderdin Refuse Facilities
- To effectively promote and manage the introduction and operations of recycling facilities within the Shire of Cunderdin

Mechanical Workshop/ Depot:

- To manage or supervise all functions at the works depot to ensure the efficient functioning of Council plant and machinery
- To ensure that all replacement processes for plant/machinery are in accordance with the Local Government Act 1995 and the Shire of Cunderdin Five Year Plant Replacement Program

Airport:

- Assume the role of Airport Manager and Reporting Officer
- Ensure that the Aerodrome Manual is consistently updated and that the airport is effectively managed according to the manual
- Ensure the effective management of the Cunderdin airport in relation to CASA, its relevant Acts and Regulations
- To effectively manage the operation of the Aviation Transport Security Act 2004
- Ensure that the operation of the refueling facility meets standard and run as efficiently as possible.

General:

- Provide professional advice and support to the Council, Chief Executive Officer, Management and other staff on all matters relating to the operations of the Works and Services and various

- strategic issues
- Provide administrative support in the preparation and recording of all matters relating to Works and Services, compliance in relation to Works and Services.
- As part of the Management group, provide briefings and reports on a broad range of issues in assisting to the good governance of the Shire of Cunderdin
- Represent the Shire of Cunderdin on various committees or working groups that contribute to the organisational objectives
- Be able to project manage various works and projects involving Shire Staff and contractors/sub-contractors

SELECTION CRITERIA

Qualification	Essential	Desirable
Grade 12	✓	
Recognised qualifications in civil engineering or related discipline or substantial completion towards the qualification is desirable, or combination of experience, expertise and competence sufficient to perform the duties of the position.		✓
Drivers Licence –“HR” Unrestricted		✓

Key Skills, Knowledge and Experience	Essential	Desirable
5 Years working experience in Local Government;		✓
Highly developed knowledge of general Local Government practices and procedures including local government law and meeting procedure;		✓
Highly developed knowledge of engineering standards and practices relating to design, construction, maintenance, replacement and management of infrastructure assets and plant;	✓	
Developed knowledge of contemporary human resources management issues and practices including Awards, disciplinary action and dispute resolution procedures as well as the principles of equal opportunity, diversity and occupational safety & health;	✓	
Developed knowledge of Council’s organisational structure and function;		✓
Well-developed understanding of Asset Management including preparation and maintenance of the Shire's Asset Management Plan as well as accuracy of the Asset Register, valuations of Shire assets and managing assets in accordance with the principles of the AMP;		✓
Developed knowledge of information technology including computer systems and software operations including Synergy Soft, ROMAN/RAMM, Civilcad/AutoCad, Invarion Traffic Management, spreadsheets and software packages;		✓
Developed knowledge of corporate and strategic planning;	✓	
Knowledge of contemporary financial management practices and techniques including budgeting and works costings;	✓	
Sound knowledge of funding sources, their application and administration processes including acquittals;	✓	

Personal Skills	Essential	Desirable
Demonstrated experience in the effective delivery of technical services to the community;	✓	
Well-developed team development and leadership skills;	✓	
Well-developed time management skills;	✓	
Well-developed verbal and written communication skills;	✓	
Well-developed public relations and interpersonal skills;	✓	
Well-developed decision making skills;	✓	
Well-developed problem solving and conflict resolution skills;	✓	
Well-developed negotiating skills;	✓	
Well-developed innovative skills;	✓	
Well-developed budgeting and financial management skills;	✓	

5 WORKING CONDITIONS/OHS CONSIDERATIONS

Occupational Safety and Health – comply with the Shire’s OSH Policy and other Shire OSH policies and procedures and legislation relevant to role and responsibilities. Observe safe work practices and operating procedures. In accordance with Shire’s and legislative requirements report any hazards, incidents or near misses in a timely manner.

6. OTHER RELEVANT FACTORS OR REQUIREMENTS

A Pre-Employment Medical Examination and current National Police Clearance Certificate will be required by the successful applicant.

It is advised that no formal offer can be made until your satisfactory completion of this employment condition.

7. COMMENTS

All employees are required to sign a declaration that they have read Council’s Induction Manual / Code of Conduct prior to the commencement of work or any reviews. This signed document will be placed on each employees payroll file as evidence of the fact that they have read and understood the requirements of the position and Council.

8. TERMS OF EMPLOYMENT

8.1

Position	Manager of Works	
Nature of employment	Full time –	
Term	3 years	
Remuneration Package	Salary (cash component)	\$95,000 to \$115,000 each year
	Motor vehicle (private use component)	\$16,191 each year

