



## WORKS MANAGER

### POSITION DESCRIPTION

#### 1. POSITION OVERVIEW

The position of *Works Manager* plays a pivotal role within the organisation. This is a senior position, reporting directly to the Chief Executive Officer.

The principal role of the position is to plan, organise, lead and control the outside works operations of the Shire. This primarily involves the supervision of road construction and road maintenance works, parks and gardens, the management of the outside works team, responsibility for the engagement and supervision of contractors and ensuring that plant and equipment is maintained in good operating condition.

In addition, the position involves the management and supervision of cleaning staff, contract ranger duties and building maintenance works.

#### 2. POSITION DESCRIPTION

**2.1 TITLE:** Works Manager

**2.2 LEVEL:** Senior Employee (Negotiated contract of between 1 and 5 years)

**2.3 DEPARTMENT/SECTION:** Works and Services

#### 3. POSITION OBJECTIVES:

**3.1** To plan, organise, lead, control and report on all operational functions of the outside works, building maintenance works, cleaning and Ranger services, in accordance with statutory requirements and the directions and policies of the Shire of Menzies.

- 3.2** To manage and provide direct leadership and supervision to staff employed in the areas of outside works, Ranger services and building maintenance and cleaning functions.

**4. REQUIREMENTS OF THE POSITION:**

**Skills**

- a) Developed team development and leadership skills;
- b) Developed time management skills;
- c) Developed verbal and written communication skills;
- d) Developed public relations and interpersonal skills;
- e) Developed problem solving and conflict resolution skills; and
- f) Knowledge and experience in preparing and supervising road construction and maintenance programs, managing contracts and project management.

**5. KEY DUTIES / RESPONSIBILITIES:**

- 1. Assist in the preparation of annual budget and program of works in consultation with the CEO;
- 2. Prepare cost estimates for proposed annual program of works;
- 3. Prepare submissions for grant applications in consultation with the CEO;
- 4. Plan and implement all town public works and building maintenance works as and when required;
- 5. Supervise all aspects of preparing, setting out, ordering of materials and equipment, establishing campsites, locating suitable gravel and water supplies and all other matters associated with implementing the road construction and maintenance program. Be on site at construction work sites when practicable;
- 6. Monitor quality and progress of works and ensure that works are completed within budget parameters and specified timeframes;
- 7. Maintain accurate records of works activities, including labour and plant hours (to facilitate works costing allocations), check and authorise all time sheets submitted by works staff, cleaners and building maintenance staff;
- 8. Ensure optimum use of the plant and staff in carrying out works and services;
- 9. Engage contractors to carry out work where required, in consultation with the CEO;
- 10. Prepare plant replacement programme in consultation with the CEO;
- 11. Ensure that all Shire plant is maintained in a manner that is both consistent with the manufacturer's specifications and generally acceptable standards of preventative maintenance;
- 12. Supervise and assess performance of works staff, cleaners and building maintenance staff;
- 13. Appoint works staff and cleaners in consultation with the CEO;
- 14. Recommend and implement suitable training programmes for outside staff;
- 15. Obtain traffic data by means of traffic classifiers and maintain records of same;
- 16. Ensure that the provisions of Occupational Safety and Health Act 1984 and Occupational Safety and Health Regulations 1996, are complied with;

17. Liaise with the CEO in relation to staffing matters, work priorities, ordering of goods and services, work specifications and other works matters;
18. Supervise private works carried out by the Shire;
19. Prepare a monthly report for consideration at each ordinary meeting of Council detailing the status of the works programme and Shire plant;
20. Attend meetings of Council as required;
21. Ensure that domestic refuse collection is carried out weekly and that refuse sites are maintained according to license conditions;
22. Prepare and implement an annual maintenance and repair program for the Shires houses and other buildings, as required;
23. Supervise the workload of the Shire's contract Ranger and carry out duties as an authorised and registered officer under the provisions of the Dog Act 1976 and Regulations as required;
24. Ensure that Contractors engaged on roadwork's and ancillary duties meet the requirements stipulated in their terms of engagement;
25. Ensure that works staff are properly trained and hold the requisite licences for their respective positions;
26. Ensure that all necessary clearances have been obtained before clearing bush or excavating gravel;
27. Ensure that buildings, equipment machinery and vehicles comply with Worksafe WA requirements;
28. Authorise and erect road signs and street signs;
29. Close or restrict the use of roads during wet weather or during bushfires;
30. Coordinate and manage responses to emergency situations (e.g.: flooding of roads/ bushfires); and
31. Ensure that the airstrips managed by the Shire are maintained in a safe operating condition.

## **6. ORGANISATIONAL RELATIONSHIPS:**

### **6.1 Responsible to:**

Chief Executive Officer

### **6.2 Supervision of:**

- Works Staff;
- Cleaners;
- Building Maintenance Staff;
- Contract Ranger;
- Contractors

### **6.3 Internal and External Liaison:**

#### **Internal:**

- Chief Executive Officer
- Deputy Chief Executive Officer
- Manager of Finance and Administration
- Other Staff

**External:**

- Electors and General Public
- Councillors
- Government Departments and Agencies
- Suppliers
- Contractors

**7**     **EXTENT OF AUTHORITY:**

Operates under the direction of the Chief Executive Officer within established guidelines, procedures and policies of Council.

**8**     **SELECTION CRITERIA:**

**Essential:**

1. Knowledge and experience of job costing and budgeting for works;
2. Knowledge and experience of road construction and road maintenance techniques, including safety signage;
3. Working knowledge of plant operation and maintenance programs;
4. Good verbal and written communication skills;
5. Time management and organisational skills.
6. Hold a current HR, HC or MC Class Driver's Licence;

**Desirable:**

1. Experience with use of personal computers;
2. Experience with use of traffic classifiers;
3. Capable of operating earthmoving plant and equipment.
4. Demonstrated ability to work in a cross - cultural environment.
5. Experience in contract management and supervision.
6. Experience in dealing with a variety of staff.

**9**     **KEY PERFORMANCE INDICATORS:**

The following *Key Performance Indicators* (against which the performance of the Works Supervisor will be reviewed annually), apply to this position:

- Management of Road Construction & Road Maintenance Programs
- Effectively Managing Staff
- Maintaining Road Plant
- Meeting Occupational, Health & Safety Requirements
- Ensuring that budget and tender thresholds are not exceeded and the provisions of the Shire's *Purchasing Policy* are adhered to.
- Proactive and positive interaction with stakeholders including staff, elected members, electors, members of the public and government departments and agencies

- Meeting agreed timelines

**10** **PERFORMANCE REVIEWS:**

The Chief Executive Officer shall conduct a review of the incumbent annually and at other times as deemed appropriate; and shall review and update the *Position Description* and *Key Performance Indicators* as necessary.