



**SHIRE OF  
TRAYNING**

*Rock Solid*

## POSITION DESCRIPTION

<b>Position Title</b>	Manager of Works
<b>Department</b>	Engineering
<b>Award/Agreement</b>	Negotiated Contract of Employment
<b>Classification</b>	N/A
<b>Status/Hours</b>	Full-time

### Position Objective

To direct and control all aspects of works construction and maintenance and to ensure all tasks budgeted by Council and as directed by the Chief Executive Officer are carried out in an efficient and timely manner to a high standard.

To provide professional assistance, information, advice and reports to the Council, Chief Executive Officer, staff, public, public authorities and others and to be an active contributing member of the Senior Executive Team.

### Key Responsibilities and Duties

Key Areas of Accountability	
<b>Key Duties</b>	<ul style="list-style-type: none"><li>• To effectively manage and supervise the total Works Program in terms of quality, timeliness, internal training and budget parameters, utilising the Shire's workforce and contractors.</li><li>• Ensure a safe work place is maintained and that there is compliance with Workplace Health &amp; Safety legislation.</li><li>• Monitor productivity of labour and plant, ensuring all works staff efficiently carry out their duties and follow instructions. Make appropriate changes to ensure operations are performed in an efficient and effective manner.</li><li>• Monitor all items of plant and arrange servicing/repairs to ensure that plant is operating at its optimal level and within Budget parameters.</li><li>• Ensure plant operators and vehicle drivers comply with the Road Traffic Act and Regulations.</li><li>• In conjunction with the Chief Executive prepare the Works Annual Budget and monitor budget expenditure within the areas of responsibility. Report any identified anticipated discrepancies to the Chief Executive Officer at the earliest opportunity.</li><li>• Ensure that all relevant policies, specifications, standards and budgets within the areas of responsibility are adhered to.</li></ul>

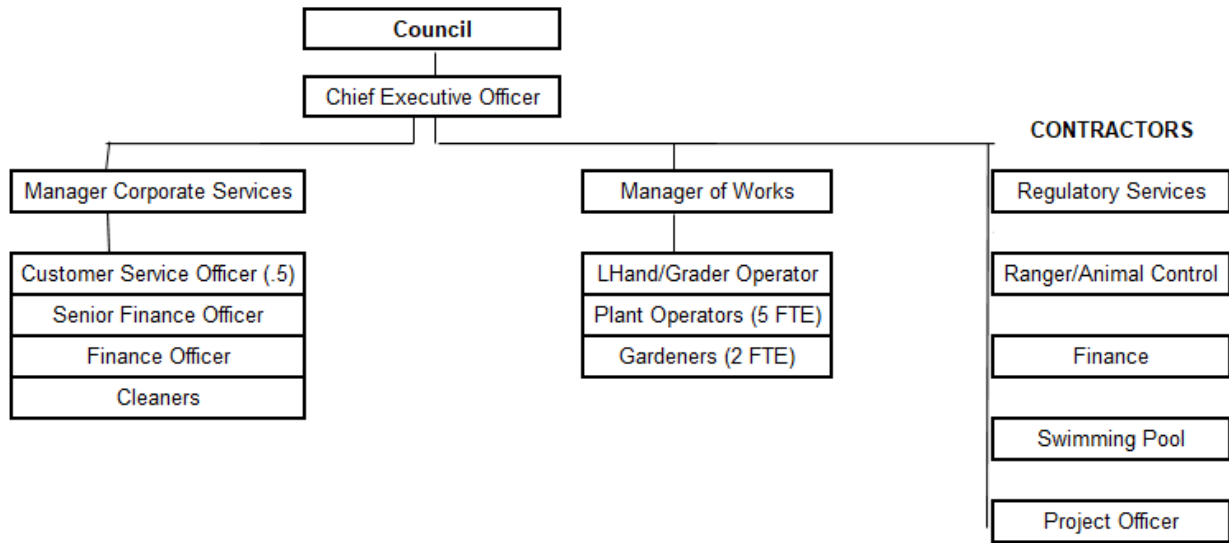
- |  |   |
|--|---|
|  | <ul style="list-style-type: none"><li>• In conjunction with the Chief Executive Officer, assist with the preparation of the Shire's Annual and 5 year works program and funding submissions and acquittals.</li><li>• Provide advice on plant replacement and equipment, and in conjunction with the Chief Executive Officer, manage the Shire's adopted 10 Year Plant Replacement Program.</li><li>• Arrange the attendance of Staff to emergency call-outs outside normal work hours. Ensure adequate staff resources are available for such callouts.</li><li>• Check and ensure the accuracy of daily timecards for all relevant employees.</li><li>• In conjunction with the Chief Executive Officer, conduct the appointment, promotion, written reprimand, dismissal and performance review of staff in the Works section.</li><li>• Prepare a monthly written report to Council.</li><li>• Attendance at Council Meetings and Councillors Forums (usually once a month except January)</li><li>• Liaise with the general public and Government Departments, Agencies, Utilities and external consultants on all aspects of Works and related areas of responsibility.</li><li>• To operate at a consistently high level of efficiency and effectiveness.</li><li>• All other duties consistent with the senior level of this position and as authorised by the Chief Executive Officer.</li></ul> |
|--|---|

## Position Requirements

Skills	Knowledge	Experience/Qualifications
Developed leadership and decision – making skills	Sound practical knowledge of Local Government Works, Programming and Implementation	Desirable to have at least 2 years practical supervisory experience
Team developed skills	Working knowledge of Works Budgeting and Materials estimating	Experienced in the construction and maintenance of roads for local or public authorities or private contractors
Well-developed communication skills, both written and verbal	Working knowledge of plan and design interpretation and use of	Experienced in footpath and drainage construction and maintenance works
Developed time management and organisation skills	Sound knowledge of the safe and efficient operation of heavy plant and the maintenance of heavy plant	Essential – “HR” class drivers licence
Good public relations and interpersonal skills	Sound knowledge of Local Government Law and other relevant legislation in respect of working on Streets, Roads and Reserves	
Development problem solving and conflict resolution skills	Knowledge of Workplace Health & Safety and Equal Employment Opportunity requirements	
Computer literacy	Working knowledge of information technology	
	Knowledge of the functions of Local Government	
	Working knowledge of Local Government law and meeting procedure	

**Organisational Relationship**

# Shire of Trayning Organisation Structure 2023



Responsible to	Responsible For
Chief Executive Officer	Leading Hand, Plant Operators, Gardeners and Town Maintenance Crew

**Internal/External Liaison**

Internal	External
Councillors	Rate Payers
Chief Executive Officer	General Public
Other Staff	Contacts with the Shire
	Government Departments
	Local Government Agencies
	External Consultants

**Extent of Authority**

Operate under limited direction of the Chief Executive Officer within established guidelines, procedures and policies of Council as well as statutory provisions of the Local Government Act 1995 and other relevant legislation.

Operate in accordance with delegated authority as assigned by the Chief Executive Officer. All written reprimands, dismissals or appointments must be authorised by the Chief Executive Officer.

Ability to authorise and generate purchase orders in accordance with established procedures and policies.

Selection Criteria	Essential	Desirable
<b>Skills</b>		
Developed leadership and decision making skills	<input type="checkbox"/>	
Practical experience in the construction and maintenance of roads, footpaths and gardens	<input type="checkbox"/>	
Practical experience in the supervising of Road Construction and Maintenance projects and Town Works	<input type="checkbox"/>	
Practical experience in developing planning, implementing and finalising projects	<input type="checkbox"/>	
Experience in planning and budgeting projects	<input type="checkbox"/>	
Team Building skills	<input type="checkbox"/>	
Well-developed communication skills, both written and verbal	<input type="checkbox"/>	
Developed time management and organisational skills	<input type="checkbox"/>	
Excellent public relations & interpersonal skills	<input type="checkbox"/>	
Developed problem solving and conflict resolution skills	<input type="checkbox"/>	
Practical experience in using computers and relevant software packages	<input type="checkbox"/>	
Working knowledge of plan and design interpretation and reading of levels	<input type="checkbox"/>	
Sound knowledge in the operation and maintenance of heavy plant and equipment	<input type="checkbox"/>	
Knowledge of Workplace Health & Safety and Equal Employment Opportunity requirements	<input type="checkbox"/>	
“HR” class drivers licence	<input type="checkbox"/>	
Working knowledge of Local Government law and meeting procedure		<input type="checkbox"/>
Working knowledge of Awards, disciplinary, dispute resolution procedures and performance review procedures		<input type="checkbox"/>
Working knowledge of human resource development (ie training programmes)		<input type="checkbox"/>
Mechanical knowledge		<input type="checkbox"/>
Surveying qualifications		<input type="checkbox"/>
<b>Experience/Qualifications</b>		
Essential to have at least 2 years practical supervisory experience	<input type="checkbox"/>	
Experienced in the construction and maintenance of roads for local or public authorities or private contractors	<input type="checkbox"/>	
Experienced in footpath and drainage construction and maintenance works	<input type="checkbox"/>	
Essential – “HR” class drivers licence	<input type="checkbox"/>	
Desirable to have undertaken formal training / studies in supervision / management / plant operation / traffic management		<input type="checkbox"/>

**SIGNED** by

\_\_\_\_\_  
\_\_\_\_\_

Chief Executive Officer

Name of Chief Executive Officer

**SIGNED** by

\_\_\_\_\_  
\_\_\_\_\_

Employee

Name of Employee

in the presence of

\_\_\_\_\_  
\_\_\_\_\_

Witness

Name of Witness