



SHIRE OF
MERREDIN
INNOVATING THE WHEATBELT

POSITION DESCRIPTION

Works and Services Manager



1. **TITLE and POSITION NUMBER:** Works and Services Manager (050)
2. **LEVEL:** 10 as per the [LGIA 2020](#) now a registered Agreement with the WA State Industrial Commission (01/01/2023).
3. **TERM:** Permanent/ Full Time
4. **DEPARTMENT/SECTION:** Engineering Services

5. **POSITION OBJECTIVES**

The Works and Services Manager (WSM) will support the Executive Manager Engineering Services (EMES) to achieve strategic outcomes relative to the department. They will be responsible for the direct supervision of the outdoor work crew, including direct oversight of the Town Supervisor and Construction Supervisor.

The WSM will work with the Asset Management Officer, supervisors, leading hands and other Shire departments to plan and implement programs and meet goals set by the EMES. They will identify and implement appropriate actions for the maintenance, renewal and upgrade of Shire roads, footpaths, drainage, parks and gardens, built and natural environment and other public assets in accordance with statutory requirements and internal procedures.

The WSM will demonstrate a commitment to Workplace Health and Safety (WHS), effectively and efficiently ensuring all duties are carried out in a safe and professional manner that is consistent with the Shire's Code of Conduct, as well as its policies and procedures.

6. **REQUIREMENTS OF THE POSITION**

- Working knowledge and understanding of local government regulations, local laws and policies, as applicable to the Engineering Services unit.
- Experience in managing local government funding arrangements for Roads to Recovery, Regional Road Group and Black Spot (including grant applications, progress claims and funding acquittals)
- Experience in planning, development and implementation of projects.
- Understanding of local government accounting, and related administrative requirements.
- Workplace Health and Safety and Risk Management knowledge and awareness.
- Experience in a similar or related role, with demonstrated ability to use initiative and problem solve.
- Ability to develop and implement workplace procedures and staff schedules.
- Proven leadership skills, with the ability to manage multi-disciplinary teams.

7. KEY DUTIES/RESPONSIBILITIES

7.1 Technical

- Manage on-going maintenance programs and allocated capital works projects, including budget planning.
- Complete grant applications and acquittals relevant to role and allocated projects.
- Attend after hours callouts and affect after hours works as required in accordance with Shire policies and procedures.
- Work with the Town Maintenance Supervisor to develop and implement parks and gardens maintenance programs, including but not limited to; mowing, reticulation, horticulture, tree pruning, spraying programs and general maintenance.
- Work with the Construction Supervisor to develop and implement maintenance programs, including but not limited to; regular road maintenance, seasonal grading programs, verge maintenance, drain cleaning, road/verge spraying programs and general maintenance.
- Oversee asset inspections and audits as required, to ensure compliance with statutory requirements and Shire procedures, in liaison with the Executive Manager and Asset Management Officer.
- Develop work schedules that establish and maintain service levels in collaboration with Supervisors.
- Oversee the safe use and maintenance of Shire plant and equipment, including ensuring timely inspections are completed and plant and equipment is kept in a clean and tidy condition.
- Provide technical input for the development of subdivisions to the Executive Manager Engineering Services.
- Ensure that purchasing of plant and equipment and the use of contractors is carried out in line with Shire's policies and legislative requirements.
- Provide written reports to Executive Staff and/or Council.
- Facilitate requests for quotes (RFQ's) and tenders, including their evaluation, supervision and compliance in line with Shire's policies and legislative requirements.
- Any other tasks determined as appropriate to the position.

7.2 Management and Leadership

- Monitor and manage performance of all Engineering Services outdoor staff and the Asset Management Officer.
- Provide leadership to employees including; support and mentoring, recruitment, performance management, general employee administration (i.e. leave applications, timesheets etc.), identification of on-the-job training and direction, formal training, promotion of job rotation and multi-skilling.
- Support the Engineering Services team through positive team participation and by assisting in other areas when required to assist with workload, provide backup, or advice in area of expertise.
- Liaise with external contractors and other agencies as required.
- Chair the monthly Outdoor work staff team "Toolbox Meetings".

- Act as the EMES during periods of leave or vacancy, where requested to do so.

7.3 Heading Customer Service

- Effective relationship management of key stakeholders including Ratepayers, Shire of Merredin staff, external agencies, contractors and elected members when required.
- Respond to customer queries (personal, phone and written) and prepare correspondence as required.
- Oversee requests submitted via the Snap Send Solve application, ensuring that reporting back to customers occurs.
- Attend meetings with community groups as required.
- Prepare correspondence to external stakeholders as required.

7.4 Safety Responsibilities

- Ensure all team members actively comply with statutory and legal requirements in the areas of risk management, including Work Health & Safety.
- Ensure all injury management processes and legislation are followed correctly, including the direct reporting of injuries, accidents and near misses, in an appropriate and timely manner.
- Investigate and report on incident/accident/near miss and hazard reports, taking corrective measures including the implementation of new work procedures where necessary.
- Ensure that all accidents, workers compensation issues and other incidents are reported and documented.
- Develop a safe work environment by directing and monitoring work practices.
- Ensure all employees, volunteers and work placements are informed, instructed and trained in the safe use of all plant, machinery, equipment, substances and materials, via supervisors.
- Ensure inspections of work sites, plant and equipment are conducted regularly.
- Actively participate in the review of Safe Work Method Statements (SWMS) and Safe Work Procedures (SWP).
- Ensure that action is taken to control identified hazards and recommend control strategies to senior management where hazard control requires resources beyond the delegated authority.
- Attend Work Health & Safety meetings, as required, and provide information on safety issues that affect the Outdoor workforce to the Executive Manager Engineering Services.
- In conjunction with Supervisors, run regular and ongoing toolbox meetings for the Outdoor workforce.

8. ORGANISATIONAL RELATIONSHIPS

Responsible to: Executive Manager Engineering Services

Supervision of: Construction Supervisor

Town Maintenance Supervisor
Leading Hands
Construction and Town Maintenance staff
Contractors and Consultants

Internal and External Liaison:

Internal: Chief Executive Officer
Executive Managers
Other Staff and employees
Councillors

External: Government agencies
General Public
Contractors and Suppliers
Other non-government organisations

9. EXTENT OF AUTHORITY

Operates under the general direction of the Executive Manager Engineering Services within established guidelines, procedures and policies of Council, as well as the statutory provisions of the Local Government Act and other relevant legislation.

Authorises purchase orders for goods and/or services relevant to Engineering Services up to the value of Delegated Authority in accordance with Shire policies, internal procedures and the annual adopted budget.

Authority to instruct and report on the performance of Outdoor works staff.

10. SELECTION CRITERIA

Essential

Qualifications/Requirements

- Tertiary qualifications in relevant discipline i.e. Civil Road Construction (or similar), or a minimum 3 years' experience in a similar Local Government role.
- Worksafe Construction and Safety Awareness Training Card.
- Hold a current unrestricted "C" class drivers' licence.
- Worksite Traffic Management certificate or willingness to obtain.
- Current First Aid qualifications or willingness to obtain.

Experience and Skills:

- Relevant experience in municipal infrastructure assets management i.e. road construction/maintenance or similar.
- People management experience and a demonstrated ability to supervise, direct, organise and develop subordinate staff.
- Demonstrated knowledge of Workplace Health and Safety regulations.
- Demonstrated experience in the safe operation and user maintenance of relevant

plant/equipment.

- Demonstrated knowledge of parks and gardens maintenance procedures, civil construction and minor works.
- Experience in road network management including gravel sheeted roads.
- Experience in facilitation of RFQ's, tenders and local government procurement.
- Advanced communication skills, including interpersonal and conflict resolution skills.
- Advanced report writing and computer literacy skills.
- Demonstrated ability to read and interpret technical/engineering plans including AutoCAD and road engineering plans.

Knowledge:

- Demonstrated knowledge of project management principles.
- Accounting principles i.e. budget preparation and monitoring.

Desirable

- Experience in the management of wastewater reuse and irrigation systems.
- Knowledge of the Main Roads Regional Road Group Funding and the Roads to Recovery funding process.
- Surveying skills including the use of levels.
- Knowledge and experience using asset management systems such as RAMM.

11. CONDITIONS OF EMPLOYMENT INFORMATION

- Prior to commencing duties, the Officer will be required to provide a satisfactory National Police Clearance and Pre-employment Medical Examination (including drug test).
- Annual Leave is in accordance with the indicated Award of this position.
- Uniforms to be provided in accordance with Shire Policies.
- Superannuation will be paid to your nominated super fund as per the Superannuation Guarantee Legislation and relevant Shire Policies.
- All employees are required to contribute to a culture of safety and take reasonable care for the physical and psychological health and safety of themselves and others at work.
- All employees are covered by, and are expected to comply with, the *Work Health and Safety Act 2020* and *Work Health and Safety (General) Regulations 2022* along with the Shire's Work Health and Safety Policy.
- All staff must understand and comply with the Shire Staff Induction, Code of Conduct, Policies, Procedures and Protocols.
- All other conditions in accordance with the indicated Award/Agreement of the position and must comply with the [Industrial Relations Act 1979 \(WA\)](#) and the [Minimum Conditions of Employment Act 1993 \(WA\)](#).

NOTE: All parties are to sign and date the areas provided to indicate their mutual agreement of

the requirement of this position.

<i>New Employee</i>	New Employee Signature:	Date:
<i>Current Manager</i>	Manager's Signature:	Date:
<i>Chief Executive Officer</i>	CEO's Signature:	Date: