



**Position Description
July 2021**

Works Manager

Shire of McKinlay

PO Box 177 Julia Creek 4823

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INFORMATION PRIVACY

Council advises that some of the personal information submitted by applicants for this position will be added to our database for communication and administrative purposes only, and will not be disclosed to any parties other than those involved in the selection process. You may access this information by contacting Council on (07) 47467 166.



McKinlay Shire Council is the southern gateway to the Gulf. The Shire spans some 41,000 square kilometres and townships include Julia Creek (the main hub of the Shire) and Nelia on the Flinders Highway and McKinlay and Kynuna on the Matilda Highway.

McKinlay Shire has a population of approximately 1000 residents. Its main industries are Cattle grazing, beef, and mining ventures at Cannington (the most concentrated silver/lead mine in the world), Eloise Mine and tourism.

Our vision

A Vibrant Community –

A focus on the health, wellbeing and general quality of life for the community.

A Strong Economy –

A focus on economic development to create employment growth and opportunity.

A Sustainable Environment –

A focus on the Shires built and natural environments and supporting infrastructure.

A Well Managed Shire –

A focus on Councils leadership and management of the Shire and its assets.

To do this, we will:

- ✓ Develop a learning organisation which provides a satisfying, rewarding and secure career for our employees while fostering teamwork, person growth and respect for the individual.
- ✓ Support and promote economic developments
- ✓ Support and promote community developments
- ✓ Develop assets and infrastructure
- ✓ Achieve environmental sustainability
- ✓ Improve financial security

Our Organisational Structure

The McKinlay Shire is represented by 5 Councillors and managed by the Chief Executive Officer in accordance with the Local Government Act and various other Acts and regulations. The staff complement is 70 with an annual budget of \$19m.

Position Description

Works Manager

Title:	Works Manager
Directorate:	Engineering, Environment and Regulatory Services
Remuneration Package:	Senior Contract (up to 3 years) Salary Package \$125,000 - \$135,000
Reports to:	Director Engineering, Environment and Regulatory Services (DERS)
Supervises:	Foreman (Maintenance, Road Construction and RMPC), Supervisory staff (Parks & Gardens, Workshop) and external contractors/consultants as required
Hours:	76 hour fortnight, Monday - Friday. With additional hours as necessary to complete the requirements of the role, or as directed by the Director Engineering & Regulatory Services.

Position Objective

This position is responsible for the planning and delivery of maintenance and capital works for urban and rural roads; parks and gardens.

The position contributes to the overall performance of the Engineering and Regulatory Services Directorate

Key Responsibilities

- Develop and implement maintenance works schedules;
- Coordinate all maintenance and construction works;
- Maximise the utilisation of available resources;
- Develop, implement and monitor appropriate key performance indicators or milestone achievements;
- Ensure all maintenance and construction works 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 DERS on the programming of works and the utilisation of resources;
- Manage the delivery of Council's RMPC, RPC, 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 DERS within the scope of the position, skills and experience of the individual.

Key Attributes and Experience

- 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.

Qualifications

- Demonstrated experience as a Works Manager or similar role;
- Experience in Local Government or similar area;
- Current unrestricted Manual "C" Class driver's licence is mandatory;
- Construction White Card or 30215 Blue Card is mandatory;
- Possess formal qualifications in Civil Engineering or related discipline; or
- Certificate IV Civil Construction or related qualification and extensive experience is highly desirable.

Workplace Health and Safety Obligations for Employees and Officers

- To comply with Workplace Health and Safety Standards at all times
- Take reasonable care for their own health and safety and that they do not adversely affect the health and safety of other persons.
- Participate in WHS activities such as incident investigations, WHS Audits, inspections, risk assessments, WHS meetings, and review of WHS performance.
- Provide leadership and set a high standard for WHS
- Comply with any reasonable instruction and cooperate with any reasonable policy or procedure relating to health and safety at the workplace.
- Contribute ideas and suggestions that promote safety awareness.
- Act on all reported incidents, hazards and maintenance issues to ensure corrective action is undertaken immediately.

- Report and action unacceptable workplace behaviours such as harassment and bullying.
- Allocate resources to allow improvements to be implemented to eliminate or control workplace risks.
- Ensure all supervisors and employees follow McKinlay Shire Council's WHS policy and procedures.

Selection Criteria

SC1 Management knowledge and skills:

- Demonstrated sound leadership and management skills;
- A practical knowledge of human resource management practices including equal employment opportunity and performance management;
- An understanding of general award conditions;
- A practical knowledge of Workplace Health & Safety and applicable legislation;
- Demonstrated experience in a supervisory role sufficient to be able to provide leadership and effective day-to-day management of the works and utility services staff and associated contractors;
- Highly developed record keeping, problem solving and time management skills,
- A demonstrated ability to effectively manage multiple construction and maintenance projects;
- An understanding of the compliance issues associated with environmental and cultural heritage management plans;
- Demonstrated experience in plant management, asset management, waste management;

SC2 Communication and Negotiation Ability:

- Sound communication, interpersonal and negotiation skills that would enable the effective provision of advice, information and assistance to Council, the CEO, staff, the public and contractors;
- Effective dispute resolution practices and procedures;

SC3 Computer Skills:

- Well developed computer skills including a working knowledge of the Microsoft Office software suite including Microsoft Project and Local Government Financial Management Systems;

SC4 Engineering Skills:

Thorough knowledge of:

- construction practices as they relate to municipal projects such as roads, streets, water & sewerage;
- stormwater drainage construction and principals;
- local area traffic management techniques;
- project planning, costing, budgeting and staff supervision, and

- contract management including specification and tender document preparation – specifically RPC and RMPC;

SC5 Educational Qualifications or Relevant Experience:

- Minimum Advanced Diploma in Civil Construction and demonstrated relevant experience or;
- Substantial relevant experience in municipal works, utility services management and Road Construction/Maintenance and a project management skillset or;

SC6 General:

- A willingness to continue to upskill through current and ongoing continued professional development programs;
- Hold a current 'C' class driver's license.
- Hold a Construction Safety White Card

Desirable

- Bachelor Engineering (Civil or equivalent);
- Formal qualification in Project Management