



COBAR SHIRE COUNCIL

DRAFT JOB DESCRIPTION

TITLE: Works Manager

EMPLOYEE:

CLASSIFICATION: Band 3 Level 4

DATE: November 2008

Note: This is not a static document, Management reserves the right to review and amend this job description in consultation and mutual agreement with the position holder from time to time as the need arises.

JOB SUMMARY

- Management of the works operations within Council's Engineering Department, specifically regional and local roads, bridges and traffic facilities, parks, gardens and sporting fields, town streets, footpaths, street trees, urban drainage systems and street furniture, Cobar and village cemeteries.
- Planning, estimating, organising, supervision, cost control and overall management of Council's roads, parks and gardens and town facilities within Cobar.

JOB RESPONSIBILITIES

- Responsible to: Director of Engineering Services
- Responsible for: Urban Maintenance and Construction Supervisor
Rural Maintenance and Construction Supervisor
Town and Rural Overseer (Euabalong)
Works staff as required
- The position is part of the Engineering Department. This Department is responsible for the management of the following areas:-
 - Parks, gardens and sporting fields;
 - Town streets, footpaths, street trees, urban drainage systems and street furniture;

- Cobar Airport and village Approved Landing Areas;
 - Cobar and village cemeteries;
 - Swimming pool;
 - Water reticulation and sewerage collection systems in Cobar and villages;
 - Water filtration and sewerage treatment plants;
 - Classified and Shire roads, bridges and traffic facilities;
 - Workshop and depot facilities at Cobar and Euabalong;
 - Engineering administration services.
- As a member of this Department the person may be directed to carry out such duties that are within the limits of the employee's skill, competence and training, to assist the Department in meeting its overall objectives.
 - Management reserves the right to transfer staff internally to undertake duties as work programmes dictate required staff levels. Wages/Salaries payable following such a transfer shall be in accordance with the NSW Local Government (State) Award 2007 and shall be at least equal to the entry level of the positions Band/Level/Grade or higher dependent on the employee's individual skill level. Council has proposed this modification in order to be flexible towards undertaking work programmes and to all for covering absences of other employees absent on sick, annual or long service leave.

SPECIFIC ACCOUNTABILITIES

1. MANAGEMENT AND SUPERVISION

- 1.1 Effective management of the activities of Council's operations area, ensuring that allocated maintenance programmes and construction projects are executed in accordance with prepared plans, specifications, annual works programmes and quality targets and Council guidelines including Engineering designs plans, EMPs, TCPs and Quality Assurance documents.
- 1.2 Develop annual works programmes within one month of budget approval and review quarterly on formal basis for report to Council.
- 1.3 Timely attention to, and reporting of, matters requiring corrective action.
- 1.4 Works completed in accordance with prepared plans, within approved budget and time constraints.
- 1.5 Work completed to approved quality requirements and Council guidelines.
- 1.6 Ensure overall efficiency by the appropriate use of innovative maintenance and construction techniques and the use of contractors.
- 1.7 Attend appropriate field days, product demonstrations and displays.
- 1.8 Attend seminars in maintenance and construction practices.
- 1.9 Keep up to date in developments in Contract Administration.
- 1.10 Communicate goals and objectives of projects with other Council staff.
- 1.11 Trialing of new products and techniques where economically feasible.

- 1.12 In conjunction with senior staff, minimise Council's liability to litigation by implementing safe work practices, reviewing and implementing regular inspection programs and effective maintenance work practices, ensuring adherence of staff to safe work practices/standards and ensuring public safety on roads, streets and public places, within budget limitations and compliance with OH&S Act 2000 and reporting any noncompliance to the senior management
- 1.13 Inspection of worksites at least once fortnightly.
- 1.14 Review work practices annually to include safe work practices.
- 1.15 Inspections of public areas completed regularly, reports prepared and filed.
- 1.16 Liaise with various outside bodies and Government Departments associated with Council's activities and with the general public to project and promote an efficient and courteous image of the Engineering Section and Council.
- 1.18 Ensure Community satisfaction by direct contact with the general public.
- 1.20 Cooperate and liaise with appropriate staff and public.
- 1.22 Prepare contract and quotation documents, administer contracts and undertake the role of Site Supervisor as directed or required.
- 1.23 Manage works supervisors to ensure the effective planning and undertaking of all maintenance and construction works from receiving plans and documentation. This is to include the facilitation and co-ordination resources of all types to ensure the timely, economic and satisfactory completion of all works to the "best practice" principles.
- 1.24 Provide input for Project meetings and regular Supervisors meetings within the time specified.
- 1.25 Active liaison with other staff in positive team atmosphere.
- 1.26 Maintain an awareness of Project Management techniques.

2. FINANCIAL AND OTHER REPORTING

- 2.1 Provide management information by monitoring estimates of cost; detailed programmes of works including resource allocations, cash flows and review; controlling expenditure including monitoring, forecasting and reporting on construction and maintenance activities and taking corrective action as required to ensure compliance with annual management plans and allocated budgets.
- 2.2 Reports, estimates and other relevant documents prepared accurately and within agreed time constraints.
- 2.3 Review expenditures monthly for all programmes and more frequently for critical projects, and make necessary adjustments in consultation with other relevant staff.
- 2.4 Annual forecast of expenditures prepared within one month of budget approval and reviewed quarterly.
- 2.5 Correct costing and allocation details provided on all paperwork (including timesheets) within control.

3. HUMAN RESOURCES

- 3.1 To manage staff to achieve productivity, job satisfaction, technical excellence and job safety by implementing training programs in consultation with the Human Resources section and other staff.
- 3.2 Lead and motivate staff, encouraging the use of Equal Employment Opportunity principles and Occupational Health and Safety Practices.
- 3.3 Provide advice and counselling, monitor performance and take corrective action as required. Consult with Human Resources staff, if necessary.
- 3.4 EEO principles included in staff promotions, training, performance review and job allocations.
- 3.5 Formal performance reviews of staff completed as required and informal appraisals carried out regularly.
- 3.6 Communicate current OHS practices and WorkCover Authority requirements to Supervisors and other staff.
- 3.7 Keeping abreast of OH&S practices and EEO principles.

4. RECORD KEEPING

- 4.1 Ensure that accurate records are kept and accountable documents (plant and running sheets, wages timesheets, daily running sheets, etc.) are certified and delivered to appropriate staff within agreed time constraints.
- 4.2 Invoices and orders completed, certified and delivered to appropriate staff by Thursday of each week.
- 4.3 Liaise with staff to set or change time constraints.
- 4.4 Ensure all records are filed appropriately in the Central Records System.

5. PLANT AND EQUIPMENT

- 5.1 To ensure Council's plant, vehicles and equipment is operated and to operate Council's vehicle in accordance with the Motor Traffic Act, Council's Code of Practice for the Operation of Plant and Vehicles and the relevant guidelines of the WorkCover Authority and the Occupational Health & Safety Act 2000.

6. OH&S RESPONSIBILITIES

- 6.1 Ensure all appropriate actions are taken to implement Council's OHS policy and procedures to satisfy legislative requirements by promoting the policies and procedures in the workplace.
- 6.2 Ensure regular monitoring of OHS performance in area of responsibility by conducting workplace inspections, developing a hazard register, conducting audits where appropriate, holding regular team meetings and using hazard reporting processes.
- 6.3 Commitment to OHS by participating in formal and informal discussions, workplace visits, hazard investigations, etc
- 6.4 Undertake accident/incident investigations
- 6.5 Liaise with OHS representatives in relation to workplace health and safety issues.
- 6.6 Improve health and safety performance by initiating action based on audit, inspection results and feedback from staff.

- 6.7 Undertake regular inspections to assist in the identification of hazards by developing a schedule of inspections and implementing them.
- 6.8 Attend health and safety meetings, as required.
- 6.9 Provide new employees with health and safety induction training and specific job training, where required.
- 6.10 Facilitate the rehabilitation of injured workers.
- 6.11 Ensure employees are aware of the health and safety management systems and specific workplace hazards by holding regular meetings with staff, conducting random inspections to ensure correct health and safety procedures are being implemented by staff.
- 6.12 Provide staff with a clear definition, in writing and by explanation, of all work procedures.
- 6.13 Develop health and safety procedures, where required.

SKILL DESCRIPTORS

AUTHORITY AND ACCOUNTABILITY

- Accountable for the effective management of major sections or projects within the Engineering Department.
- Job holder gives advice to executive level and to Council on major areas of policy or on key issues of significance to the organisation.
- The position's influence has an important role in the overall performance of the Department.
- Decisions will either be guided by practices, procedures and precedent or will be made in consultation with the immediate supervisor. This job requires some planning since activities and resources need to be co-ordinated.
- Knowledge of the structure, functions and processes of the whole organisation is required to competently complete the tasks required in the job. Decisions made by the job holder affects the work and activities of others within the organisation.
- This job is responsible for controlling expenditure. The job holder also specifies requirements as an input to budget development and has a shared responsibility for generating non-standard revenue.

JUDGEMENT AND PROBLEM SOLVING

- The jobholder will determine the framework for problem-solving or set strategic plans with minimal review by senior management.
- The position may represent senior management or Council in the resolution of problems.
- Responsible for oversight of problem solving and assessment of the quality of judgements made by less qualified staff.
- Problems are solved by applying standards/established practices and procedures or operating instructions. The job holder is required to recommend and make normal improvements to existing methods and techniques.

SPECIALIST KNOWLEDGE AND SKILLS

- Jobholder will require knowledge and skills for the direction and control of key functions of Council or major functions within the Engineering Department.
- The position will require expert knowledge and skills involving elements of creativity and innovation in addressing and resolving major issues.
- In depth specialist knowledge and with a high level of demonstrated competency is required in the following areas:
 - ✓ Contract Management
 - ✓ Project Management
 - ✓ Strategic Planning
 - ✓ Analysis and Design
 - ✓ Survey
- In addition, the job holder requires a thorough understanding and competence in the following knowledge areas in order to solve day to day problems:
 - ✓ Human Resource Management
 - ✓ Local Government Act, 1993
 - ✓ EEO principles and OH&S practices
 - ✓ Employee Relations
 - ✓ Training & Development

MANAGEMENT SKILL

- Jobholder will direct professional or other staff in the planning, implementation and review of major programs, as well as participating as a key member of a functional team.
- The job holder is expected to co-operate with co-workers in creating smooth workflow, including assisting with each others work when necessary.
- The job holder is required to supervise contractors and has contract management responsibility.

INTERPERSONAL SKILL

- Skills to motivate and lead staff are required.
- Ability to negotiate on important matters with a high degree of independence.
- Ability to liaise with the public and external groups and organisations.
- The job holder is responsible for providing information to external customers and assisting with routine service problems.
- This job requires communication skills which enable the job holder to perform the following activities:
 - ✓ Explain situations
 - ✓ Exchange/explain information
 - ✓ Train staff

- The job holder is required to interact with the following groups or individuals within the council on a regular basis and for the purpose shown below:

Provide or obtain information:

- ✓ General Manager
- ✓ Department/Division Heads
- ✓ Section Managers/Line Managers
- ✓ Other Council Employees
- ✓ Government Departments
- ✓ General Public

- The job holder is required to interact with the following groups or individuals outside the council and for the purpose listed below:

Provide or obtain information:

- ✓ Members of the public
- ✓ Commercial/industrial/development representatives (eg vendors, builders)
- ✓ Community organisations - service clubs etc
- ✓ Consultants, solicitors & other professionals
- ✓ Other Councils

QUALIFICATIONS AND EXPERIENCE

- The preferred qualification for this job is an Engineering Degree. It would be expected that the person would have between five and six years relevant work experience.
- Specialist knowledge to plan, develop and control major elements of the job.

SELECTION CRITERIA

ESSENTIAL CRITERIA

- Class C Licence
- Degree in Civil Engineering plus minimum of three years experience or Diploma qualification from an Australia higher education institute or equivalent overseas qualification suitable for acceptance as a Member of the Institution of Engineers, Australia.
- Demonstrated commitment to implement OH&S practices & EEO principles
- Demonstrated leadership skills to manage and motivate staff to work as individuals or as part of a team
- Demonstrated ability to research and prepare original detailed reports and correspondence
- Demonstrated ability to investigate, apply knowledge, problem solve and to make decisions
- Demonstrated ability to set and achieve goals within time constraints
- Demonstrated ability to manage road construction and road maintenance projects
- Proven knowledge and experience in contract management
- Proven organisational and time management skills

- Highly developed communication skills and ability to liaise with all stakeholders as well as prepare reports and correspondence
- Demonstrated ability to manage project costs and control and develop budgets/estimates for individual projects

DESIRABLE CRITERIA

- Demonstrated experience in the preparation of tender documentation
- Demonstrated experience in quality assurance in construction industry
- Understanding of OH&S and environmental management on construction works
- Knowledge of the Local Government Act 1993 and other legislation relevant to the functions of the department and organisation as a whole
- Post graduate qualifications in Management or other relevant discipline

CONDITIONS OF EMPLOYMENT

SALARY

The position has been evaluated as being in the range of Band 3 Level 4 in accordance with the NSW Local Government (State) Award 2007.

HOURS

Council's indoor staff work a 35 hour week based on a nine-day fortnight.

SMOKE FREE WORK ENVIRONMENT

Council operates a smoke free environment in a Council offices, vehicles, etc.

MEDICAL CERTIFICATE

It will be necessary to undergo a pre-employment medical examination at Council's cost.

PERFORMANCE AND DEVELOPMENT REVIEW

A performance and Development Review will be undertaken on a yearly basis utilising performance indicators outlined above and will include formulation of a career path and training plan.

VERIFICATION

This section verifies that the position holder and supervisor have read the above position description and are satisfied that it accurately describes the position.

Position Holder: Name _____
 Signature _____ Date / /

Supervisor: Name _____
 Signature _____ Date / /