

Draft Job Band/Level and Grade (5% Incremental)

Title: **Works Manager**

Employee Name:

Job Code:

Band/Level & Grade: Band 3 Level 4

	<i>Employees level of skills</i>	<i>Agreed level of skills</i>	<i>Supervisors asses-ment</i>
Grade 1:			
Class C Licence			
Trade qualification or Civil Engineering degree or equivalent			
Knowledge and skills to manage Council's works operations			
Demonstrated commitment to implement OH&S & EEO			
Demonstrated ability to manage and motivate staff			
Demonstrated ability to research and prepare original detailed reports and correspondence			
Demonstrated ability to investigate, apply knowledge and problem solve and to make decisions			
Proven knowledge and experience in contract management			
Demonstrated ability to manage project costs and control and develop budgets/estimates for individual projects			
Grade 2			
Demonstrated experience in preparation of tender documentation			
Demonstrated experience in quality assurance systems			
Demonstrated ability to resolve conflicts in a professional manner			
Demonstrated experience in Microsoft applications			
Grade 3			
Proven ability to act effectively as a manager			
Demonstrated ability to prepare policy & procedural docs for Council			
Demonstrated ability to produce reporting documentation			
Demonstrated ability to prepare strategic plans			
Proven knowledge and experience in contract management			
Grade 4			
Demonstrated ability in project management			
Demonstrated initiative and flexibility			
Demonstrated experience in survey and design			
Ability to manage assets			
Proven analytical and conceptual problem solving skills			
Degree/Diploma in Civil Engineering			
Commitment to environmental management on construction works			