
Diamantina Shire Council

POSITION DESCRIPTION



SUSTAINABLY DEVELOPING THE OUTBACK

1.0 TITLE:	Works Coordinator
2.0 AWARD:	Queensland Local Government Industry (Stream A) Award - State 2017
3.0 SECTION:	Administrative, Clerical, Technical, Professional, Community Service, Supervisory and Managerial Services
4.0 DESCRIPTOR	Supervisory Managerial Services
5.0 CLASSIFICATION:	Level 5
6.0 DEPARTMENT:	Infrastructure
7.0 BRANCH:	Works
8.0 LOCATION:	Bedourie

9.0 POSITION OBJECTIVE

To ensure Council's road assets are efficiently and effectively constructed and maintained within financial and scheduling constraints.

10.0 REQUIREMENTS OF THE POSITION

a) Skills/Capabilities

- Demonstrated ability to analyse, diagnose and solve problems especially with regard to Councils road assets.
- Proven time management and organisational skills in a high pressure, target-driven environment.
- Demonstrated ability to read and interpret engineering and road plans and use levelling equipment
- Ability to use a grade laser level, smart level and dumpy level;
- Sound written and interpersonal communication skills, including formal report writing, negotiation, conflict resolution and consultation.
- Demonstrated basic level of skills in the use Microsoft Office products including Word, Excel and Outlook.
- High levels of analytical and problem solving skills to resolve complex issues.
- Demonstrated ability to lead, manage and supervise a work team, motivate staff and monitor processes and outcomes in a customer service environment.
- Ability to work unsupervised and manage the outputs of various individual teams

b) Knowledge

- Comprehensive knowledge of the statutory requirements relevant to road maintenance and construction.
- Sound understanding of Cultural Heritage issues in relation to road maintenance and construction.
- Sound understanding of Department of Transport and Main Roads procedures and standards in relation to road maintenance and construction.
- Knowledge of or the ability to obtain an understanding of applicable local government policies and procedures including the Local Government Act 2009.
- Workplace health and safety systems and processes.
- Quality Assurance requirements and procedures.

c) Experience and/or qualifications

- Civil Engineering qualifications or significant experience in road construction and maintenance
 - Minimum of 10 years previous experience managing road maintenance and construction projects including rural roads
 - Current C class drivers license
 - White Construction Card
-

11.0 KEY RESPONSIBILITIES OF THE POSITION

- 1) Supervise all staff within area of responsibility to ensure the delivery of efficient, effective and high quality road works. Note that to deliver on this key responsibility, it will be necessary for the incumbent to routinely stay in Council mobile accommodation on job sites remote from the administration centre during the work roster.
- 2) Effectively manage staff to achieve council objectives including participation in recruitment, performance review and disciplinary processes.
- 3) Ensure cultural heritage on job sites is managed in accordance with Council and Main Roads procedures.
- 4) Prepare, monitor and control job budgets in consultation with the Infrastructure Manager.
- 5) Ensure that road projects are delivered on time, on budget and at the required quality.
- 6) Provide regular progress reports on all road works projects to the Strategic Services Coordinator for inclusion in and update of the works program.
- 7) Report on the condition of all Shire and Main Roads to the Infrastructure Manager and routine log road defects in accordance with Council procedures.
- 8) Assist with the completion of flood damage estimates for Main Roads and Shire Roads after flood events in consultation with Council's Consulting Engineer.
- 9) Assist in the identification of the scope of DTMR works and prepare estimates for Road Maintenance Performance Contract (RMPC) negotiation.
- 10) Arrange and coordinate roadworks contractors to ensure they are utilised in an effective and efficient manner for each job.
- 11) Ensure that the use of council resources (staff and plant) is maximised
- 12) Ensure all works staff are advised of correct job costs and complete time sheets and plant usage sheets in an accurate and timely fashion.
- 13) Ensure all works staff complete required quality and workplace health and safety documentation including tool box talks, pre-starts etc.
- 14) Lead, manage and supervise and actively contribute to a work team, motivate staff and monitor processes and outcomes in a customer service environment.
- 15) Raise issues with the Infrastructure Manager and provide recommendations and reports to management to aide their resolution.
- 16) Ensure administration tasks are completed in a timely manner and records are maintained as required, particularly the approval of daily timesheets, plant sheets, fuel issue sheets and requisitions for stores.
- 17) Communicate, solve and discuss work issues with other Supervisors.
- 18) Assist with prompt responses to customer requests/enquiries and project a helpful and positive image of the Council and its staff.
- 19) Ensure that Councils Quality Assurance System is adhered to.
- 20) Comply with all Councils policies including but not limited to the Code of Conduct, Drug and Alcohol policy, Smoking policy and Workplace Bullying and Harassment Policy.
- 21) Perform other Council work as directed

Workplace Health and Safety Responsibilities

- 22) Ensuring a safe work environment and safe system of work are provided for all employees, contractors, visitors and volunteers.
- 23) Implementing, maintaining and monitoring the WH&S Management Plan and MAPs within your area of responsibility.
- 24) Being aware of KPIs that have been set by management.
- 25) Assisting with the development and implementation of departmental WH&S policies, procedures and work instructions.

- 26) Providing information to employees through team meetings, toolbox talks or information sessions in relation to WH&S.
- 27) Conducting hazard inspections at all relevant workplaces in accordance with the 'Hazard inspection Matrix'.
- 28) Ensuring risk assessments are conducted and recorded for all identified hazards, or prior to the implementation of new work practices, hazardous substances, or plant. Also, as required, assisting or participating in the carrying out of risk assessments on identified hazards.
- 29) Ensuring all incidents, serious bodily injuries, work-related illnesses or dangerous occurrences are reported to the WH&SA within the required timeframes.
- 30) Identifying employee training needs and ensuring that no employee is required to undertake a task without first receiving training in the safe method of work, or adequate safety instructions.
- 31) Ensuring all new employees and internal transferees are given job induction training and appropriate job safety instructions.
- 32) Enforcing the wearing of all required personal protective equipment and ensuring that the equipment is worn correctly.
- 33) Ensuring a high standard of housekeeping is maintained within their area of control.
- 34) Ensuring that no hazardous substance is purchased or used without first carrying out a risk assessment and gaining approval from the relevant person.
- 35) Ensuring all employees under their control are aware of first aid locations, fire protection facilities, evacuation and other emergency procedures.
- 36) In liaison with the Workplace Rehabilitation Coordinator, implementing rehabilitation procedures and facilitating early return to work for injured employees. Also assisting with the identification of positions that are suitable for rehabilitation placements.
- 37) Attend WH&S Committee meetings as required.

Note: An employee may be directed to carry out such duties as are within the limits of the employee's skill, competence and training. All employees have a legal obligation and are required to observe Council policies and procedures in relation to Code of Conduct, Confidentiality, Anti-Discrimination, Equal Employment Opportunity; Workplace Health & Safety; Employee Welfare; the Environment and Service Delivery Standards. Employees must also fulfil all recordkeeping responsibilities in accordance with relevant Information Standards and associated guidelines.

12.0 KEY SELECTION CRITERIA

- 1) Substantial experience in the construction and maintenance of rural roads;
- 2) Substantial experience in the construction and maintenance of DTMR roads and relevant processes and procedures
- 3) Ability to manage multiple road construction and maintenance projects.
- 4) Leadership and coordination skills, with the ability to stimulate a high level of performance and foster teamwork across a varied and multidisciplinary workforce.
- 5) Sound oral and written communication skills with the ability to prepare succinct reports.
- 6) Proven time management, organisational, conflict resolution and negotiation skills.
- 7) Sound level of computer skills, including MS Office Suite and specifically MS Project.
- 8) Demonstrated understanding of and commitment to Quality Assurance & WHS principles and practices.
- 9) Current Queensland C class driver's licence.

Note: As part of any recruitment for this position, Council may require the applicant to undertake a Criminal Records Check, Working with Children Check, Physical fitness/medical test, drug or alcohol test, relevant skill test, personality profile and/or psychometric testing prior to appointment. It is a condition of employment with DSC that all applicants agree to this requirement before appointment. Some positions require incumbent to undergo mandatory immunisation or provide medical documentary evidence of suitable immunisation as the work environment may involve exposure to areas identified as "at risk" work areas.

13.0 ORGANISATIONAL RELATIONSHIPS / ACCOUNTABILITY

Reports to: Infrastructure Manager

Supervises: Roadwork Gangers, Patrol Grader Leading Hand, Roadworks Contractors

Internal Liaisons: Workshop Coordinator, Works Office staff, Administration Office staff, Storeperson

External Liaisons: State and Local Government authorities as appropriate, contractors, community groups, and members of the general public.

14.0 EXTENT OF AUTHORITY

As per Council's Delegation Register

15.0 APPROVALS

Reviewed By: Trevor Stewart
Infrastructure Manager

Approved by: Leon Love
Chief Executive Officer

Signed: _____

Date: ____/____/____

I, **[Name]** have read and understood this Position Description – Works Coordinator and accept the objectives and responsibilities of this position.

Applicant signature: _____

Date: ___/___/___