
Diamantina Shire Council

POSITION DESCRIPTION



1.0 TITLE:	Works Manager
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 CLASSIFICATION:	Level 7
5.0 DEPARTMENT:	Infrastructure
6.0 BRANCH:	Works
7.0 LOCATION:	Bedourie

8.0 POSITION OBJECTIVE

To ensure civil infrastructure and road works projects are efficiently and effectively managed to achieve high level results within Council's operational objectives.

9.0 REQUIREMENTS OF THE POSITION

a) Skills

- Demonstrated high level analytical skills with the ability to analyse, diagnose and solve problems to resolve complex issues
- Proven time management and organisational skills in managing various projects
- Demonstrated ability to read and interpret engineering and road plans
- Sound written and interpersonal communication skills, including formal report writing, negotiation, conflict resolution and consultation
- Demonstrated skills in the use Microsoft Office products
- Demonstrated ability lead, manage and supervise work teams, motivate staff and monitor processes outcomes in a customer service environment
- Ability and manage the outputs of various individual teams
- Ability to resolve conflict with positive outcomes

b) Knowledge

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

c) Experience and/or qualifications

- Civil Engineering qualifications or equivalent experience in road construction and maintenance
 - Minimum of 10 years' experience managing road maintenance and construction projects including rural roads
 - Current Queensland C Class Drivers Licence
 - White Construction Card
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10.0 KEY DUTIES / RESPONSIBILITIES

a) Managerial

- Develop and manage infrastructure works programs to meet the objectives of Council operations ensuring road projects are delivered on time, on budget and at the required quality
- Prepare, monitor and manage job budgets in consultation with the Director of Infrastructure Services
- Provide comprehensive reporting on all road works projects to Management for Council reports
- Provide reports on the condition of all Shire and Main Roads to the Director of Infrastructure Services
- Report on the scope of DTMR works and prepare estimates for Road Maintenance Performance Contract (RMPC) negotiation
- Provide flood damage estimates for Main Roads and Shire Roads after flood events in consultation with Council's Consulting Engineer
- Develop, implement and manage work practices and operations procedures for various projects ensuring work area outcomes
- Ensure statutory adherence on job sites is managed in accordance with Council, Main Roads and Cultural Heritage processes
- Assist with prompt responses to customer requests/enquiries and project a helpful and positive image of the Council and its staff
- 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 and Quality Assurance System.
- Manage and coordinate roadworks supervisors, employees and contractors to ensure they are utilised in an effective and efficient manner for each job
- Effectively manage staff to achieve council objectives including participation in recruitment, team motivation, performance reviews and disciplinary processes within Council's policies and procedures
- Ensure administration tasks are completed in a timely manner and records are maintained, including approvals and accuracy of daily timesheets, plant sheets, fuel issue sheets, stores requisitions, quality and workplace health and safety documentation including tool box talks, pre-starts etc.
- Perform other Council work within your capabilities as directed

b) Workplace Health and Safety

- Undertake the responsibilities relevant to the position as specified in Schedule 1 – WH&S Obligation and Responsibility Statement as amended from time to time.

c) Quality Management

- Ensure obligations and responsibilities are met within Council's quality management framework.

d) Risk Management

- Comply with Council's Risk Management Policy and Framework;
- Positively contributing to Council's risk management culture;
- Perform duties in a manner which is within an acceptable level of risk, as determined by Council's Risk Management Framework;
- Support the integration of risk management into all aspects of their activities and functions;
- Undertake and participate in risk management training as required;
- Make risk control and prevention a priority when undertaking tasks;
- Ensure that risks are identified, managed and controlled appropriately within their role; and
- Monitor and report on risks or risk treatments in accordance with Council's Risk Management Framework.

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.

11.0 KEY SELECTION CRITERIA

- 1) Substantial experience in the construction and maintenance of rural and DTMR roads and relevant legislative knowledge
- 2) Ability to manage multiple road construction and maintenance projects
- 3) Leadership and coordination skills, with the ability to stimulate a high level of performance and foster teamwork across a varied and multidisciplinary workforce
- 4) Performance management experience
- 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.

12.0 PHYSICAL DEMAND CATEGORY

SEDENTARY WORK						
Light Duty	Frequent lifting / carrying of objects weighing up to 5kgs.					<input type="checkbox"/>
Work	Frequent lifting / carrying of objects weighing up to 10kgs.					<input type="checkbox"/>
Heavy Work	Frequent lifting / carrying of objects not exceeding 25kgs					<input checked="" type="checkbox"/>
WORK ENVIRONMENT						
ATTRIBUTE			MANOEUVRE	FREQUENT	OCCASIONAL	NONE
Chemicals	<input checked="" type="checkbox"/> YES	<input type="checkbox"/> NO	Bending	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Cold	<input type="checkbox"/> YES	<input checked="" type="checkbox"/> NO	Squatting	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Dampness	<input type="checkbox"/> YES	<input checked="" type="checkbox"/> NO	Climbing	<input type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>
Fumes/gases	<input type="checkbox"/> YES	<input checked="" type="checkbox"/> NO	Twisting	<input type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>
Heat / Humidity	<input checked="" type="checkbox"/> YES	<input type="checkbox"/> NO	Reaching	<input type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>
Heights	<input type="checkbox"/> YES	<input checked="" type="checkbox"/> NO	PLANT OPERATION			
Noises	<input type="checkbox"/> YES	<input checked="" type="checkbox"/> NO	Maximum seat rating of 120kgs			
SPECIFIC ACTIONS REQUIRED			AUDIO – VISUAL DEMANDS		REPETITIVE MOTIONS	
This job may include:						
Standing/Walking	Sitting	Driving	Hearing		<input type="checkbox"/>	Foot Movement
<input type="checkbox"/> None	<input type="checkbox"/> None	<input type="checkbox"/> None	Depth Perception		<input type="checkbox"/>	Fine Manipulation
<input type="checkbox"/> Occasional	<input checked="" type="checkbox"/> Occasional	<input type="checkbox"/> Occasional	Colour Discrimination		<input type="checkbox"/>	Pushing/Pulling
<input type="checkbox"/> 1-4 hrs	<input type="checkbox"/> 1-4 hrs	<input type="checkbox"/> 1-4 hrs	Peripheral Vision		<input type="checkbox"/>	Finger Dexterity
<input checked="" type="checkbox"/> 4-6 hrs	<input type="checkbox"/> 4-6 hrs	<input checked="" type="checkbox"/> 4-6 hrs				Simple Grasping
<input type="checkbox"/> 6-8 hrs	<input type="checkbox"/> 6-8 hrs	<input type="checkbox"/> 6-8 hrs				

13.0 PROFESSIONAL DEVELOPMENT OPPORTUNITIES

Qualification	Pathway	Pathway Professional Development
Relevant tertiary qualifications relevant to this position in civil engineering.	This position has the potential to progress to a director level.	Further tertiary qualifications in engineering or similar to progress to a director level. Formal leadership qualifications

14.0 ORGANISATIONAL RELATIONSHIPS / ACCOUNTABILITY

Reports to: Director of Infrastructure Services

Supervises: Civil, Construction and Road Maintenance Crews, Roadwork Supervisors, Roadworks Contractors and Works Office staff

Internal Liaisons: Council Directors, Managers, Finance tea, and Administration Office staff

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

15.0 EXTENT OF AUTHORITY

As per Council's Delegation Register

16.0 APPROVALS

Approved by: **Director of Infrastructure Services**

Signed: _____

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

Applicant signature: _____

Date: ____/____/____