



POSITION DESCRIPTION

MANAGER OF WORKS

Directorate	Engineering
Grade	21
Employment Type	Full Time
Reports to	Director of Engineering
Staff Supervision	3 directly, 18-25 indirectly

Position Summary

The objective of this position is to provide engineering support to the Engineering Department.

Key Responsibilities

1. Supervise, control and manage works staff (and advise Director of Engineering appropriately), including Plant Supervisor and Storeperson.
2. Plan and schedule engineering works and services. Monitor project budgets and advise DE accordingly.
3. Provide engineering works and services for Council and customers via day labour.
4. Provide monthly updates on projects and services to DE and TfNSW.
5. Carry out administration duties. Assist DE with budget planning.
6. Prepare and supervise bitumen and sealing contracts.
7. Implement Council's and legislative Work Health and Safety policies and regulations.
8. Prepare and advise DE on a 5-year sealing program.
9. Organise and supervise contractors for the provision of works and services.
10. Prepare civil infrastructure replacement program.
11. Production Manager of Quarries:
 - All quarries operated in accordance with the Mines Act.
 - All staff and contractors briefed on all Work Health and Safety compliance requirements.

Work Health and Safety (WHS)

All employees have an obligation to:

- work with due care and consideration to safeguard their own health and safety and the health and safety of others, and report any potential hazards, accidents/incidents and near misses that may occur or they become aware of during the course of their work to their Manager/Supervisor
- have an understanding of the WHS requirements associated with their employment, and related legislation within scope of their position description
- complete and understand the relevant Safe Work Method Statements and Safe Operating Procedures required in their position with Council
- use and maintain all safety equipment and personal protective equipment (PPE) in accordance with relevant standards
- have an understanding of WHS and related legislation within the scope of their position description

Ethical Behaviour

Staff are required to comply with the Council's adopted Code of Conduct

In this regard employees are required to:

- Carry out their responsibilities with professionalism, objectivity, and integrity and in the best interests of the community
- Efficiently and effectively serve the Council
- Maintain the confidentiality of information received in the course of their duties
- Observe fairness and equity in all official dealings with the public and with other Council employees
- Avoid real or apparent conflicts of interest

Position requirements

Authority and accountability

Demonstrate a knowledge of the structure, functions and processes of the Engineering Department to competently complete the tasks required and to make decisions which affects the work and activities of others within the department

Demonstrate the ability to work within a budget.

Demonstrate the ability to choose the appropriate process from available policy and procedures.

Demonstrate the ability to undertake significant planning to co-ordinate with various organisational units or multiple resources.

Demonstrate the ability to make decisions in accordance with practices, procedures and precedent or in consultation with the Director of Engineering and to plan the co-ordination of activities, resources and works scheduling.

Demonstrate knowledge of the infrastructure functions and processes of Lockhart Shire Council to competently complete the tasks required and to make decisions that affect the works and activities of others within the department and Council.

Judgement and problem solving

Demonstrate the ability to:

- make judgements, interpretations based on analysis of information and straightforward situations he or she will improve and develop methods and techniques.

Specialist Knowledge and Skills

Demonstrate a high level of understanding and competence in the following knowledge areas in order to solve day to day problems:

- Asset Management Systems
- Construction Planning

Management Skills

This position directly supervises 3 personnel and indirectly supervises 18-25 personnel.

The position holder:

- approves and makes final decisions in assigning work activities.
- is required to effectively supervise between 1 and 5 contractors.
- must demonstrate the ability for frequent co-ordination of and communication with other workers to gain co-operation for work production or service quality.
- must demonstrate the ability to initiate action in the following work areas:
 - evaluating performance
 - coaching and advising
 - identifying training needs
 - handling employee complaints
 - disciplinary action

Formal Contacts and Significance

The position holder is responsible for providing information to external customers and assisting with routine service problems.

This position requires communication skills which enable the position holder to perform the following activities:

- Explain situations
- Advise, recommend or counsel
- Counsel on problems
- Participate in meetings/group discussions
- Conduct meetings/lead group discussions
- Exchange/explain information

Demonstrate the ability to communicate effectively in performing the following activities:

- exchange/ explain information
- explaining situations
- participating in meetings/group discussions

Position Criteria

Essential Selection Criteria

Qualifications, Certificates and Licences

- NSW Driving Licence Class C or equivalent.
- General Induction for Construction Workers Certificate.
- Tertiary qualifications in Engineering or related area

Experience, Skills and Knowledge

- At least five (5) years relevant work experience.

Desirable Selection Criteria

Experience, Skills and Knowledge

- Experience in project, financial and personnel management.

Qualifications, Certificates and Licences

- Traffic Control – Worksite Planning (Orange Card).
- Mines Production Manager Permit.
- First Aid Certificate.

Equal Employment Opportunity

Lockhart Shire Council is committed to the development and implementation of its Equal Employment Opportunity Management Plan which is designed to develop a more creative and skilled workforce to provide better services to the community.

Councils Policy, Guidelines and Procedures

Employees are required to comply with Council Policies, Management Guidelines and Procedures.

Disclaimer

This document reflects the major elements and responsibilities of this position and is not designed to be prescriptive in nature. Employees can therefore expect to undertake other duties in addition to those identified. Employees are also required to align their behaviours with our workplace principles.

Certification and Acknowledgement

I understand and will perform the tasks/responsibilities required of the position and confirm that I have no injury, disability and/or other reason which would prevent me from undertaking the job to the performance standard required by Council

Name of Supervisor/Manager
(please print)

Name of Incumbent
(please print)

Signature of Supervisor/Manager

Signature of Incumbent

Date

Date