



POSITION DESCRIPTION

Position:	Works & Services Coordinator
Dated:	November 2023
Department:	Works & Services
Reporting To:	General Manager
Direct Reports:	Workshop Coordinator Works Foreman Works Officers Infrastructure and Safety Administration Officer Town Maintenance Supervisor Waste Management Supervisor
Salary Level:	Technical/Executive

PRIMARY OBJECTIVE:

Ensure strategic and operational delivery of Works & Services plans in conjunction with the broader management team and direct reports.

Areas include:

1. Roads & Streets - includes roads, bridges, footpaths, kerbs & drainage.
2. Town Maintenance
3. Quarries
4. Waste
5. Buildings & Facilities
6. OH&S
7. Stormwater systems
8. Parks and Reserves
9. Plant and Equipment
10. Private Works
11. Inventory
12. Asset Management
13. Human Resources

SPECIFIC DUTIES:

- 1 Ensure an exceptional level of safety awareness and safety culture is embedded in all Works & Services activities.
- 2 Ensure a high level of confidentiality and sensitivity in dealing with client files.
- 3 Compliance with relevant legislation in the carrying out of the role i.e., *Local Government Act, Privacy Act, Right to Information Act* and similar.
- 4 Set programs and priorities on jobs in the Infrastructure Department on a weekly, monthly, and annual basis.

- 5 Oversee and implement the asset & infrastructure management plan and any maintenance required to be carried out on Council owned property or facilities.
- 6 Leadership of the Works & Services staff, which includes carrying out HR processes.
- 7 Project Manage programs and budgets to ensure effective and efficient operations.
- 8 Manage Roads to Recovery Grants and all grant related administration in collaboration with Corporate Services and the General Manager.
- 9 Develop and coordinate the delivery of a plant, equipment and inventory plan that delivers maximum safety, efficiency and capability to employees and the public.
- 10 Preparation of Works & Services budget, financial and non-financial documentation, including submissions, reporting and liaison for funding/service assistance or agreements.
- 11 Work in conjunction with Contract Accountant to facilitate councils building maintenance program and operational projects.
- 12 Contribute and develop the strategic and annual operational plan for both the Works & Services department; and implement this with the management team and direct reports.
- 13 Report against the Annual Plan quarterly and ensure reports are accurate and provided to management within the required timeframes.
- 14 Deliver excellent customer service through exemplary communication with public and internal stakeholders.
- 15 Lead and support the team to achieve maximum output against the Works and Services capital programs including on or before time and at or under budget.
- 16 Liaise with consultants and contractors as needed to ensure works and services activities are progressed in accordance with plans and compliance requirements.
- 17 Ability to conduct meetings and represent Council on advisory committees, hearings and or other relevant functions/meetings.
- 18 Respond to general requests by the General Manager for Councillor purposes on Works and Services.
- 19 Attend to callouts after work hours, work overtime and organise the availability of employees for work after hours as required.
- 20 Develop and implement policy and procedure as it relates to Works and Services activities.

LEVEL OF ACCOUNTABILITY:

The incumbent works autonomously and is the expert in the Works and Services Department. Advice given in this area will be relied upon for Council decision making.

ORGANISATIONAL RELATIONSHIP:

Internally the role works closely with other senior officers as part of the management team namely the General Manager, Corporate Services Coordinator, Community Services Coordinator and Development Services Coordinator.

The role is equally focussed on internal and external stakeholders including:

- Community, local organisations, and businesses,
- Staff
- State, Federal, Local Government authorities/departments,
- Consultants and contractors,
- Suppliers,
- Councillors

KNOWLEDGE, SKILLS, AND EXPERIENCE:

Essential

- 1 Qualifications in an appropriate field i.e., civil certificates, engineering, business.
- 2 At least 8-10 years combined experience in any of the following: Road Construction, works and services or civil works.
- 3 Highly developed skills in road, footpath, drainage construction, maintenance works, plant, and equipment.
- 4 Demonstrated experience in implementing, maintaining, and driving a high level of safety culture.
- 5 Exceptional communication, negotiation, and conflict resolution skills.
- 6 Experience in leading staff and administering related HR processes.
- 7 Excellent project management and problem-solving skills.
- 8 Experience with the Microsoft office suite and various computer software and programs.
- 9 Holds a current C class (at minimum) drivers' licence.

Highly Desirable

- 10 Demonstrated experience in senior management teams that has led a successful, performance driven organisational culture.
- 11 Demonstrated ability to develop and implement strategic and annual plans that deliver on time and within budget.
- 12 Experience in dealing with civil works consultants, contractors, government agencies.
- 13 Experience in parks, gardens, and street maintenance works.
- 14 Experience in waste collection, transfer and disposal works.
- 15 Knowledge of best practise for procurement processes.
- 16 Experience in co-ordinating plant, machinery and building maintenance.