



# POSITION DESCRIPTION

Operations & Assets  
**Works Manager**

**December 2024**

<b>POSITION</b>	Operations & Assets Works Manager	<b>DIVISION</b>	Operations & Assets
<b>AWARD</b>	Local Government Industry Award (IA) 2020	<b>BAND</b>	Contract 3-5 Years

## POSITION SUMMARY

The Operations & Assets Works Manager role is pivotal in leading and driving the safe, effective, and efficient delivery of the Shire's annual infrastructure maintenance, construction, and renewal programs.

Reporting to the Executive Manager Operations & Assets, the Works Manager is responsible for the effective and efficient delivery of the Shire's annual civil construction and maintenance programs which include the Shire's road network, drainage, footpaths, foreshores and other related infrastructure.

This position is also responsible for the coordination and development of the Operations & Assets team and includes staff supervision, and workforce scheduling, reporting, and budgeting.

## VALUES STATEMENT

The Shire of Gingin's corporate values are to be guided and informed by our belief in and Commitment to **TRACK:**

- Teamwork** - Working in collaboration to achieve our goals.
- Respect** - Working together with honesty and empathy towards others.
- Accountability** - Taking ownership and responsibility in what we do.
- Commitment** - Be professional and diligent in what we do.
- Knowledge** - Be skilled and innovative in what we do and continue to learn.

## CORPORATE ACCOUNTABILITY

- Comply with the Shire's Code of Conduct, management directives, and approved policies and procedures.
- Exercise discretion and maintain confidentiality in dealing with sensitive and high-level issues.
- Display and promote activities that will positively influence team culture and business performance.
- Deliver effective use of the Shire's resources within the levels of accountability.
- Ensure that all aspects of service delivery align with and progresses the Shire's Strategic Community Plan, Corporate Business Plan and Service Delivery Plans.
- Services are managed in-line with the Shire's Customer Service Charter and in an efficient manner.

## REQUIREMENTS OF THE POSITION

**\*Selection Criteria** – in a separate document please outline your ability to meet the requirements of each item in the 3 tables below as part of your application for this position.

QUALIFICATIONS	ESSENTIAL	DESIRABLE
Tertiary qualifications within a relevant Civil Engineering discipline with possession of, or progress towards qualifications in project management.	<input type="checkbox"/>	<input checked="" type="checkbox"/>
Current Basic Worksite Traffic Management certificate.	<input checked="" type="checkbox"/>	<input type="checkbox"/>
Current Traffic Controller certificate	<input checked="" type="checkbox"/>	<input type="checkbox"/>
Current “C” and “HR” class driver’s licences.	<input checked="" type="checkbox"/>	<input type="checkbox"/>
White Construction Safety Awareness Card.	<input checked="" type="checkbox"/>	<input type="checkbox"/>
Current National Police Clearance (under 3 months).	<input checked="" type="checkbox"/>	<input type="checkbox"/>

EXPERIENCE & KNOWLEDGE	ESSENTIAL	DESIRABLE
Minimum 5 years’ demonstrated civil works management experience.	<input checked="" type="checkbox"/>	<input type="checkbox"/>
Demonstrated experience in leading and managing outside workforce teams, which include leading hands, road construction and road maintenance staff.	<input checked="" type="checkbox"/>	<input type="checkbox"/>
Extensive experience in road-making, as well as operating road maintenance plant and machinery.	<input checked="" type="checkbox"/>	<input type="checkbox"/>
Experience in managing local government funding arrangements for Roads to Recovery, Regional Road Group and Black Spot (including grant applications, progress claims and funding acquittals).	<input checked="" type="checkbox"/>	<input type="checkbox"/>
Knowledge of traffic management requirements for civil works.	<input checked="" type="checkbox"/>	<input type="checkbox"/>
Working knowledge and understanding of local government regulations, local laws, and policies, as applicable to the Works division.	<input checked="" type="checkbox"/>	<input type="checkbox"/>
Demonstrated experience in using and maintaining asset management systems and registers eg, RAMM.	<input checked="" type="checkbox"/>	<input type="checkbox"/>
Experience using Microsoft Office computer system (Word and Excel).	<input checked="" type="checkbox"/>	<input type="checkbox"/>
Experience using SynergySoft computer system.	<input type="checkbox"/>	<input checked="" type="checkbox"/>

SKILLS & ATTRIBUTES	ESSENTIAL	DESIRABLE
Highly developed public relations, interpersonal, and conflict resolution skills.	<input checked="" type="checkbox"/>	<input type="checkbox"/>
Strong problem solving, negotiation, and decision-making skills.	<input checked="" type="checkbox"/>	<input type="checkbox"/>
Strong organisational and budgeting skills.	<input checked="" type="checkbox"/>	<input type="checkbox"/>
Developed written, literacy, and numeracy skills.	<input checked="" type="checkbox"/>	<input type="checkbox"/>

## DUTIES & RESPONSIBILITIES

As directed by the Executive Manager Operations & Assets this position undertakes the following duties and responsibilities:

### **Project Management & Coordination:**

- Efficiently coordinate and manage the Shire's works programs and infrastructure projects, ensuring seamless execution and alignment with organisational goals.
- Monitor project timelines and budgets closely to ensure works are completed on time, within budget, and in compliance with engineering procedures and adherence to project management principles.
- Administer contracts for construction and maintenance works meticulously, ensuring contractual obligations are met and quality standards are maintained.
- Supervise and actively participate in the maintenance, upgrade, and construction of sealed and unsealed roads, ensuring quality outcomes and compliance with specifications.
- Oversee operations of staff across the road construction and maintenance, townsite maintenance (Upper and Lower Coastal) and administration ensuring efficient workflow and resource allocation.
- Supervise footpath construction and maintenance activities, ensuring safety standards and quality benchmarks are upheld.
- Establish and prioritise works programs on a weekly, monthly, and annual basis, ensuring strategic alignment and efficient resource allocation.
- Program and supervise maintenance activities for parks and gardens, including coordinating street sweeping operations, ensuring cleanliness and aesthetics of public spaces.
- Verify and ensure the accuracy of daily Operations & Assets staff timesheets, ensuring precise tracking of labour hours and resource utilisation.
- Undertake the role of project coordinator for various Shire projects, ensuring effective coordination, communication, and successful project delivery.

### **Resource Management:**

- Ensure the effective deployment of the Shire's resources, optimising resource allocation to maximise efficiency and productivity.
- Oversee the utilisation and maintenance of Shire plant, equipment, and vehicles, ensuring they are well-maintained and utilised optimally to support operational activities.
- Manage staff responsibility for materials, tools, equipment, and vehicles, ensuring accountability and proper utilisation of resources to support operational needs and project requirements.

### **Safety & Compliance:**

- Regularly conduct audits of work practices to ensure the safety of employees and compliance with Occupational Health & Safety legislation.
- Develop and implement operational practices and guidelines for work and safety improvements, aiming to reduce incidents and promote a safer work environment.
- Actively participate in Occupational Health and Safety programs as outlined by the Shire of Gingin, demonstrating commitment to safety protocols.

- Facilitate and document safety meetings on a regular basis, ensuring all safety measures are communicated and adhered to by staff.
- Promptly investigate and resolve workplace hazards and incidents/accidents, aiming for zero incidents and maintaining a safe work environment for all employees.
- Ensure achievement of performance targets as determined by audits, with documented evidence of compliance and improvement.

### **Financial Management:**

- Collaborate with Corporate Services in the preparation of the Operations & Assets annual budget, ensuring alignment with financial objectives and constraints.
- Contribute to the formulation of the Shire's annual and 5-year works program, aiming for efficient resource allocation and project prioritisation.
- Provide informed recommendations on plant replacement and equipment procurement, optimising resource utilisation and operational efficiency.
- Monitor works expenditure against budget provisions, promptly identifying and reporting any variances to facilitate proactive financial management.
- Prepare accurate estimates and quotations for works, ensuring cost-effectiveness and adherence to budgetary constraints.

### **Staff Management & Development:**

- Foster a positive culture aimed at enhancing productivity, measured through observable improvements in workflow and team dynamics.
- Implement targeted procedures to enhance productivity, evidenced by measurable increases in output and efficiency.
- Conduct comprehensive employee training, development, and performance reviews, with documented progress and improvement areas.
- Regularly review subordinate leave taken and report any discrepancies, ensuring accurate record-keeping and compliance with policies.
- Maintain accurate employee and contractor records, ensuring compliance with relevant regulations and facilitating efficient workforce management.

### **Reporting & Documentation:**

- Effectively prepare and evaluate Engineering Tenders, ensuring adherence to procurement guidelines and achieving optimal outcomes.
- Accurately complete timesheets and allocate works appropriately, enabling precise tracking of resource utilisation and project costs.
- Regularly review and assess daily running sheets for road construction and maintenance crews, identifying areas for improvement and ensuring adherence to project schedules.
- Ensure strict compliance with the Shire's purchasing policies and procedures, mitigating risks and promoting transparency in procurement processes.

- Support the review and implementation of the Shire's Asset Management Plan and Workforce Plan, contributing to strategic planning and resource optimisation.
- Identify infrastructure requiring attention and promptly report findings, contributing to proactive maintenance and asset management.

### **Stakeholder Engagement:**

- Address ratepayer and public inquiries and complaints promptly, striving for timely resolutions and customer satisfaction.
- Collaborate in initiatives to enhance the Shire as outlined in the Community Strategic Plan, achieving measurable progress towards community goals.
- Provide valuable input in the development of forward strategies and budgets, aligning with stakeholder needs and organisational objectives.

### **Other Duties:**

- Due to workload or during critical incidents (eg, road traffic accidents, weather, fire, or man-made events) there may be a requirement, with minimal notice, to work over-time or on weekends/public holidays.
- Fulfill any other duties within the scope and level of the position as directed by the Executive Manager Operations & Assets and authorised Executive Staff, demonstrating flexibility and adaptability in meeting organisational needs.

## **WORK, HEALTH & SAFETY**

Participate, contribute, and demonstrate personal commitment to safe practice that is compliant with Duty of Care requirements under the *Work, Health & Safety Act 2020* and other relevant regulations, codes of practice, and guidance notes. These include but are not limited to:

- Providing a safe working environment free of hazards for employees, volunteers, contractors, and visitors.
- Ensuring employees are adequately trained, assessed as competent for relevant tasks, and supervised.
- Actively promoting a safe and healthy workplace, and lead by example.
- Promptly reporting all workplace hazards and incidents/accidents.
- Operating plant, equipment, appropriate devices, and protective equipment in accordance with demonstrated safety procedures and proper instruction.
- Ensuring appropriate safety clothing issued by the Shire is correctly worn, used, and maintained as applicable.
- Ensuring all contractors relevant to the division are appropriately verified and inducted, and ensure the delivery of quality work and safe practices in accordance with operational procedures as required.
- Actively participating in the Shire's Work Health & Safety programs and ensure self and others' work in accordance with the Shire's Work Health & Safety Policy.
- Carrying out all duties in accordance with the Shire's Work Health & Safety Policy and health instructions.

## EXTENT OF AUTHORITY

Operates under the general direction of the **Executive Manager Operations & Assets** within established guidelines, procedures, and policies of the Shire, as well as statutory provisions of the various Acts and other legislation.

## ORGANISATIONAL RELATIONSHIPS

### Responsible to:

- Executive Manager Operations & Assets

Number of Staff Positions Supervised Directly: 21

Number of Staff Positions Supervised Indirectly: 0

INTERNAL	EXTERNAL
Chief Executive Officer	Contractors
Executive Managers	Ratepayers
Other Shire Employees	Members of the Public
Elected Members	Government Departments

## POSITION ACKNOWLEDGEMENT & ACCEPTANCE

The details contained in this document are an accurate statement of the position's responsibilities and requirements.

**Employee's Name:** \_\_\_\_\_  
(BLOCK LETTERS)

**Employee Signature:** \_\_\_\_\_ **Date:** \_\_\_\_\_

**Signature:** \_\_\_\_\_ **Date:** \_\_\_\_\_

**Scott Wildgoose**  
**CHIEF EXECUTIVE OFFICER**



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