



EXECUTIVE MANAGER INFRASTRUCTURE POSITION DESCRIPTION

1. POSITION DETAILS	
Position: Executive Manager Infrastructure	Position classification: Neg. Contract
Directorate: N/A	Employment type: 5 year contract
Department: Infrastructure	Location: Woodanilling
2. ORGANISATIONAL RELATIONSHIPS	
Responsible to:	Chief Executive Officer
Supervision of:	Leading Hand Grader Operator Grader Operator/General Hand Plant Plant Operator/General Hand x 2 Gardener/General Hand x 2 General Hand/Tip Attendant x 1
Internal and External Liaison:	
Internal	Chief Executive Officer Executive Manager Corporate Services Accountant Elected Members Contractors CESM Other employees
External	Adjoining Local Governments Service Authorities Consultants Professional Engineer and Technical Staff Contractors Community Members



3. POSITION OBJECTIVES

- Responsible to the Chief Executive Officer for the day-to-day supervision of the Shire of Woodanilling's (Shire) Works Department (Works) operations in accordance with statutory requirements and Council Policy.
- Assist in the formulation of the long-term direction of the Shire's Works Program including assistance in the preparation of Council's Integrated Plans.
- Liaise with the Chief Executive Officer to ensure that the Road Construction and Maintenance Programs are completed to the required standards, providing quality roads and services to the community and road users.
- Provide leadership and management to Council's construction and maintenance, parks and gardens, waste facility, and cleaning staff to ensure productivity and quality results are achieved.
- Maintenance of Shire reserves and facilities.
- Manage the operation and maintenance of all Plant & Equipment in accordance with the Shire's 10 Year Plant Replacement Program and relevant policies and procedures.
- Complete works, as directed, to assist the Shire of Woodanilling in achieving its goals.
- Demonstrate a commitment to work safely, effectively and efficiently by ensuring all duties are carried out in a professional manner consistent with the Shire's Code of Conduct and policies and procedures.

4. KEY DUTIES/RESPONSIBILITIES

- Assist with planning and budgeting of annual and five-year programs for Works that are aligned with the Asset Management Plan and Long Term Financial Plan.
- Monitor and maintain expenditure in accordance with Council's budget and Purchasing Policy.
- Manage and monitor duties and workloads of Outside Staff.
- Undertake annual performance reviews for Outside Staff.
- Ensure required paperwork is completed for the Outside Staff including daily timesheets, stock sheets, Safe Work Method Statements (SWMS), etc.
- Oversee recruitment processes and staff inductions for Outside Staff.
- Ensure the requirements of the *Work Health and Safety Act 2020 (WHS Act)*, *Work Health and Safety (General) Regulations 2022 (WHS Regulations)*, and Council Policy #47 - Work Health and Safety (Council WHS Policy) are met and coordinate WHS safety meetings.
- Prepare monthly written reports to Council and attend Council meetings and other relevant meetings as required by the Chief Executive Officer.
- Prepare the agenda for the Transport, Plant and Works Committee as required.
- Coordinate the relevant annual road bus tours for review of road conditions, as required, for Elected Members.
- Organise on-the-job and structured training for Outside Staff.
- Coordinate and manage Council's Road Construction and Maintenance program in a timely, cost effective and efficient manner.
- Oversee road seal, design and construction quality.
- Organise all necessary permits such as "dial before you dig", clearing and other assorted permits.

- Plan and schedule Works Program within agreed budget.
- Manage Roads to Recovery and Regional Road Group programs including nominating roads, writing grant proposals/applications, supervising construction, organising labour/contractors, managing approved budgets, submitting claims, and acquitting annual programs.
- Continually seek grant funding for roads and construction programs associated with infrastructure.
- Manage the Waste Facility and Landfill.
- Manage and oversee the Shire's Reserves, Town Dam & facilities.
- Manage grants and other defined projects, with the Chief Executive Officer.
- Manage and ensure cemetery works are performed correctly.
- Ensure the RAMS (Road Asset Management System) database is well managed and up to date.
- Work without direct supervision.
- Assist in other areas as directed by Chief Executive Officer.

5. PARTICIPATE IN THE FOLLOWING FUNCTIONS/TASKS

- Development, approval and implementation of major projects where appropriate.
- Periodical review and post completion reporting of major projects.
- Establishing and maintaining quality and effective relationships with community groups, stakeholders, business and government organisations, ratepayers and residents, and staff.
- Quality and efficient completion of tasks.
- Compliance with traffic management requirements.
- Reporting to government agencies, as required.
- Integrated Planning and Reporting documentation, processes and review.
- Government and non-government liaison.
- Community and Council information communication.
- Preparation of Council agenda reports.
- Shire venue/facility maintenance.
- Payment and purchasing authorisation.

6. SKILLS AND EXPERIENCE

Qualifications:

- Applicable tertiary qualifications and/or more than 5 years' experience in civil engineering, construction and maintenance with a comprehensive knowledge of gravel road management and construction.
- Current C class Motor Driver's Licence.

Knowledge and Experience:

- Asset Management Planning.
- Extensive knowledge of road construction and maintenance practices.
- Comprehensive knowledge of engineering techniques related to road and drainage works.

- Comprehensive knowledge of Acts, Local Laws, Policies (internal and external) and engineering specifications relating to construction and maintenance.
- Comprehensive knowledge of contract management (including tenders) and administration.
- Knowledge of traffic management practices and standards.
- Comprehensive knowledge of Human Resource principles and Work, Health and Safety legislation.
- Sound knowledge of purchasing and procurement processes in a Local Government context.
- Extensive knowledge in the preparation and management of construction, maintenance and operating budgets.
- Desirable - have at least 5 years' practical work experience within a Local Government setting.
- Essential - have at least 3 years' practical supervisory experience.

Skills:

- Effective presentation and public speaking.
- Leadership.
- Sound financial and budget management.
- Negotiating/influencing.
- Sound level of communication (written and verbal).
- Research and grant applications.
- Managing vision and purpose.
- People management.
- Report writing.

7. EXTENT OF AUTHORITY

- Authorised to incur budget expenditure in accordance with financial authorisation set by the CEO, Council's Purchasing Policy and other relevant policies or procedures.
- Authorised to prepare and sign correspondence in accordance with policies and procedures.
- Authorised to sign timesheets in accordance with policies and procedures.
- Prioritise work to ensure all tasks are performed within a satisfactory timeframe.
- Perform duties under the general direction of the Chief Executive Officer within policy, procedure and legislative requirements.
- Relieve for the Chief Executive Officer as required.

8. WHS REQUIREMENTS

- Lead with the requirements of the *WHS Act*, WHS regulations, and Council WHS Policy in conjunction with the Executive Manager Corporate Services, for the whole of the organisation.
- Follow and advocate all WHS guidelines, policies and procedures and provide and maintain safe workplaces, plant, and systems of works to mitigate hazards, incidents, and injuries.
- Work in a safe manner and do not do anything that will adversely affect the safety of yourself or another person.
- Ensure all hazards, incidents and injuries are promptly reported, investigated and managed in a timely way and in accordance with procedures.
- Comply with the Shire of Woodanilling's Work Health and Safety policy and procedures.

- Ensure employees are provided with the necessary instruction, information, training and supervision to enable work to be carried out safely, ensuring Pre-Starts are undertaken and Safe Work Method Statements and Job Safety Analysis sheets are complied with.

Approved by

Chief Executive Officer

Date: ____/____/____