Shire of Pingelly
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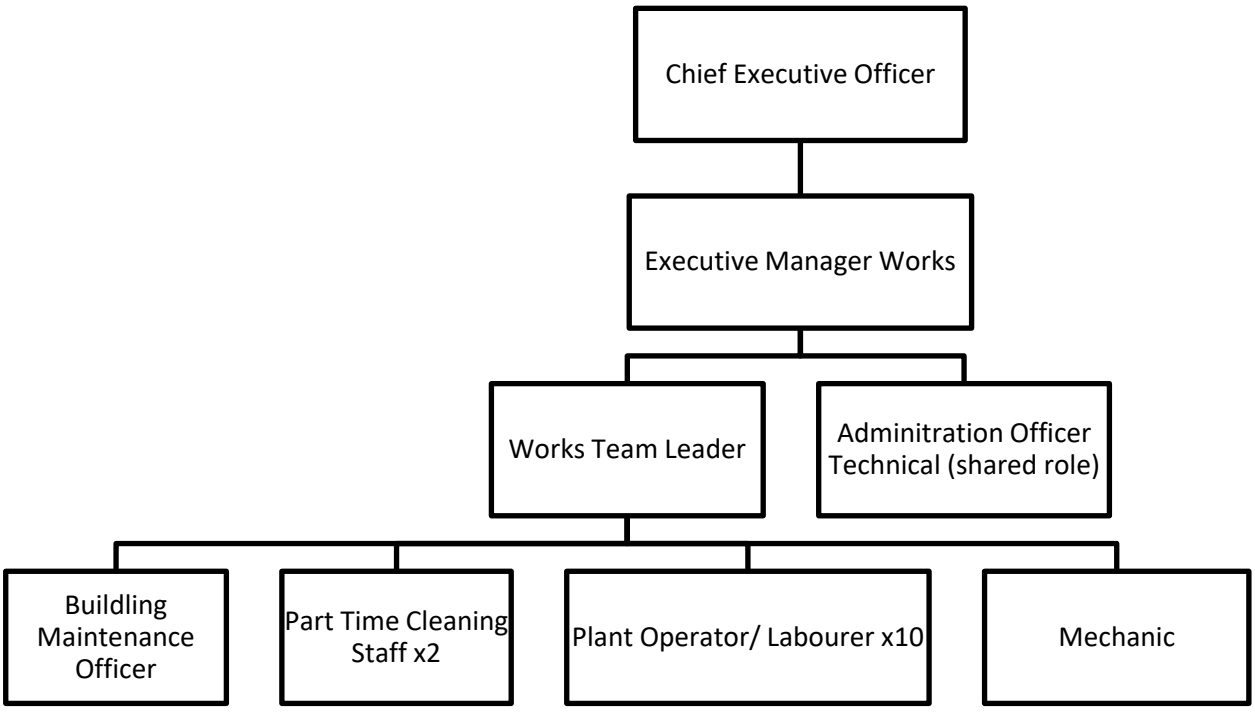
POSITION DESCRIPTION

Job Title:	Executive Manager Works
Department:	Works
Level:	Contract
Reports to:	Chief Executive Officer



ORGANISATIONAL VALUES

Accountable – being transparent and open, meeting commitments and expectations, being responsible for yourself, your actions and results.

Competence – consistent use of skills suitable for the role and task at hand, delivery on goals and commitments, making appropriate decisions and problem solving, maintaining high professional standards and skills.

Integrity – being honest, ethical, reliable, authentic in communication, actions and decision making.

Teamwork – complete our own tasks in a professional manner, willingly assist others, support the team and overall organisational team. Positive attitude and contributions to the workplace culture.

Respect – having care and due regard for all others, considering how your words and/or actions will impact them personally and professionally (including their reputation). Communication is open and civil, and conflict is addressed early and with empathy.

Adaptability – open, willing and able to adjust to change, learn new skills and approaches.

POSITION OBJECTIVES

Effectively manage and lead the Works Team and all activities within that area, providing effective, strategic and operational support in consultation with the Chief Executive Officer

Develop and implement an overall Asset Management Plan for the Shire of Pingelly in accordance with Council's strategic and corporate plans for the benefit of the community

Develop the strategic work programs, in consultation with the Chief Executive Officer, that support the Shire integrated planning frameworks goals and direction

Manage, supervise and oversee all operational resources, employees and contractors within the Works area and ensure that all works are carried out to deliver strategic outcomes

Liaise with the Chief Executive Officer on matters relating to strategic operations along with providing operational support and advice to council and employees in the relation to operational maintenance and development within the Shire of Pingelly

KEY RESPONSIBILITY AREAS

1. Leadership & People Management

1.1. Lead the recruitment process in selecting Department employees and ensuring suitability to the position including embracing Organisational Values

1.2. Ensure all Shire employees are formally inducted to the Shire's policies and process including outlining the responsibilities that pertain to them individually

1.3. Monitor and review employees performance annually along with providing counseling or advice where appropriate

1.4. Identify and provide ongoing mentoring and training for the development of departmental employees in agreed areas for career and personal development initiatives

1.5. Mentor department employees in developing and maintaining a sense of loyalty with team ownership including awareness of working within a diverse workforce

1.6. Lead required change in process, technology, efficiency and cultural in the work place

2. Financial Planning & Management

2.1. Ensure the Department's compliance with all relevant statutory financial management and reporting processes

2.2. Develop and deliver sound management of the Department's annual budget and long term financial planning for maintenance, capital projects, works, buildings, waste, cemeteries, plant and equipment

2.3. Ensure the implementation and development of the works programs to complement and achieve outcomes set out in the Integrated Planning Framework

3. Technical Outcomes

3.1. Take the lead in designing civil engineering projects and ensue the accurate construction using Australian standards and best practice

3.2. Deliver quality management to all Shire employees with open lines of communication and be confident in sharing skills and knowledge

3.3. Deliver quality time management by developing detailed programs to complete multiple quality projects on time

3.4. Deliver the capital works and maintenance programs in line with the approved annual budget and in accordance with applicable Standards and Technical Specifications

3.5. Prepare and manage tenders and contracts; develop project plans and manage contractors to achieve specified outcomes on time and on budget

3.6. Coordinate preparations for burials at the Shire cemeteries

4. Planning & Strategy Management

4.1. Assist the Chief Executive Officer in developing and delivering the strategic direction of Council through the Integrated Planning Framework and Policies for the Department

4.2. Ensure the development and review of the Integrated Planning Framework and Policies for the Department

4.3. Prepare and deliver the Department's funding submissions for Regional Road Group, Roads to Recovery, Black Spot, Department of Transport and Department of Sport and others

4.4. Management, development and implementation of asset management plans, processes and programs to deliver best practice outcomes for the Department and associated Service Units

4.5. Undertaking administration duties including timesheets, record keeping, work requests, asset data etc. relating to the Department

5. Corporate Governance & Quality Management

5.1. Ensure the Department complies with relevant statutory legislation regarding policy, compliance reporting, documentation and record keeping

5.2. Treat all councillor, stakeholders and customers with professionalism and dignity by ensuring all points of contact are dealt in a friendly timely efficient manner

5.3. Participate in the ongoing improvement of business processes by implementing and recommending improvements to systems and processes to ensure quality project standards and undertaken once.

5.4. Quality and accurate agenda items are produced and Council resolutions allocated to the Department are completed as required in a timely manner

5.5. Maintain open communication by providing information for the Shire news, corporate discussion, information bulletin, Councillor booklet and toolbox meetings

5.6. Attend Council Meetings and Corporate Discussions and provide updates on a regular basis

6. Occupational Health & Safety

6.1. Ensure that unit employees are not exposed to hazards and that accidents or significant incidents are properly and promptly reported

6.2. Ensure that relevant policies, procedures, standards and plans are in place and that staff and contractors comply with them including project specific plans where relevant

6.3. Ensure that relevant employees are consulted with regards to changes to premises, plant and equipment which may or will impact on their safety, health and the environment

6.4. Ensure that plant and equipment provided is in good condition and suitable for the purpose for which it is to be used

6.5. Ensure that there is competent and sufficient supervision to facilitate the work to be carried out in a safe manner as to avoid injury or harm to others and themselves

6.6. Ensure that any contractor engaged for the area of authority operates in accordance with Council's required safety and environmental standards

7. General

7.1. Other duties as required by the Chief Executive Officer

ORGANISATIONAL RELATIONSHIPS

This position reports directly to the Chief Executive Officer.

Internal Stakeholders

- Chief Executive Officer
- Senior Management
- Senior Officers
- Works Team Leader and employees
- Other relevant internal stakeholders

External Stakeholders:

- Council
- Relevant external stakeholders, government authorities and departments

This position commences in the Administration Office and/or other on site locations as required or directed by the Chief Executive Officer

EXTENT OF AUTHORITY

This position will be required to exercise a degree of autonomy but works under the direction of the Chief Executive Officer, and within established guidelines and policies of Council and relevant statutory Act requirements. This position has the authority for the Management of Department finances, employees and contractors on a daily basis.

This position may give direction (either directly or indirectly) to:

- Departmental employees and other Shire employees when requested
- Contractors services as required

Delegation

- Administer council policy as per delegation
- Enforces council local laws as per delegation
- Purchase goods and services as per council policy
- Any other delegations as per the delegation register

This position is required to undertake problem solving by:

Exercising initiative/judgement within documented techniques, precedents and guidelines
Assistance is available when required

This position may make recommendations on:

- Employee issues and operational concerns
- Suggested Capital and/or operational items for inclusion into budget submissions
- Operation in the Unit's structure and its effectiveness
- Recruitment and development of Unit staff
- Systems and procedures that impact on the provisions of quality service to internal/external customers

SELECTION CRITERIA

1. Essential

1.1. Tertiary qualifications and/or comprehensive experience, as relevant to the role. Confirmation of qualifications will be required.

1.2. Highly developed civil design skills and knowledge with the ability to review civil design and drainage management

1.3. Highly developed management and leadership skills with the ability to promote and work effectively in a team environment

1.4. Ability to keep and maintain accurate records and ability to prepare progress reports

1.5. The ability to assess safety concerns, coordinate conflicting priorities and initiate action

1.6. Experience in the delivery of Municipal Works within budget and time constraints

1.7. Experience in providing appropriate information/data regarding Asset Maintenance

1.8. Ability to coordinate the assessment of Planning and Building Applications pertaining to development or civil works

1.9. Proven ability to promote, maintain and improve the working environment and practices to ensure compliance with Industrial Awards, Occupational Safety and Health, EEO legislation and Council's Policies and Procedures

1.10. Competent computer skills including the use of Synergy, Microsoft Word, Outlook, Project, Excel, and internet applications

1.11. Highly developed numeracy, written and verbal communication skills

1.12. Sound interpersonal and customer service skills, with the ability to liaise with various agencies and hierarchies, and work in a team environment

1.13. Hold a current unrestricted C class national driver's licence

2. Desirable

2.1 Knowledge and experience in the preparation of Shire Planning Policy and Structures for future development

2.2 Experience in developing preconstruction designs and costings for civil and parks works for inclusion in Councils Annual Budget

2.3 Good knowledge of Australian Standards for Road Pavements, Drainage and Reticulation

2.4 Knowledge of Council's organisational structure, functions and policies

2.5 Sound knowledge of minor works contract administration

2.6 Knowledge of cemetery operations and practices

2.7 Proven experience in civil works, construction and maintenance activities, particularly roads, drainage, footpaths, plant/equipment including final trim grader operations

2.8 Hold a current Senior First Aid Certificate, HR' class driver's licence, White Card and Traffic Controllers/Management Certificate

Note: This Position Description will be reviewed annually as part of the performance review cycle and it is envisaged that they will occur every twelve months.

POSITION DESCRIPTION ADMINISTRATION	
Prepared By:	Chief Executive Officer
Supervisor:	Chief Executive Officer
Reviewed Date:	Annually