



## **POSITION DESCRIPTION**

<b>POSITION TITLE</b>	MANAGER ROADS
<b>DEPARTMENT</b>	INFRASTRUCTURE AND ENGINEERING SERVICES
<b>REPORTS TO</b>	DIRECTOR INFRASTRUCTURE AND ENGINEERING SERVICES
<b>STATUS</b>	FULL TIME
<b>HOURS OF DUTY</b>	MONDAY - FRIDAY 8.00AM – 4.30PM
<b>GRADE</b>	19 Entry - Step 5 (Plus Civil Liability Allowance) On-Call Roster Leaseback Motor Vehicle Available
<b>LOCATION</b>	NARROMINE SHIRE DEPOT
<b>LAST PD REVIEW</b>	SEPTEMBER 2016

### **POSITION OBJECTIVE**

The Objective of this position is to contribute to the overall effectiveness of Council by the implementation of Council's annual and long term works program relating to roads, bridges and traffic infrastructure.

To manage the works and services of Council's operations, encompassing civil works for rural and urban maintenance and construction programs within the Infrastructure and Engineering Services Department.

To provide professional technical support and assistance over a variety of engineering tasks for the management of Council's civil operations and implementing asset management programs through planning, project management, budgeting, direct supervision and coordination of services.

To provide a high quality level of customer service to Narromine Shire Council's internal and external stakeholders in a professional and courteous manner.

## KEY ACCOUNTABILITIES AND DUTIES

### Shall include but not be limited to:

- Manage Council's civil operations within urban and rural maintenance and construction activities.
- Manage the project and delivery process including delivery of contract works to ensure nominated road, bridge or traffic infrastructure and/or maintenance projects are developed and delivered to agreed time, cost, quality and scope requirements.
- Prepare and monitor operational and capital works budgets and expenditure within the scope of the position.
- Assist in the development, implementation and Maintenance of Council's Quality Assurance System.
- Develop, implement, monitor and review quality control plans and strategic plans for roads, bridges and traffic infrastructure.
- Conduct regular site inspections of relevant work places to ensure compliance with the QA documentation and Roads Standards Manual.
- Provide input into Councils plant replacement program.
- Prepare reports on the achievements of the milestones for the Annual Report.
- Review expenditure within the operations area monthly and report actuals against adopted budget and monitor and control activities against budget
- Maintain the contractual and funding relationship with RMS and other funding authorities and clients.
- Manage cash flow for RMS and grant funds
- Prepare monthly expenditure reports
- Expenditure on projects to be within +/- 5% of approved allocation
- Fulfil the role of Mine Manager in accordance with Council's licenced gravel pits.
- Ensure all employees are involved with the development of safety documentation, SWMS and risk assessments
- Undertake the review of work activities and safe work method statements to ensure that Council work methods and WHS documentation comply with legislative requirements, address all safety issues whilst being as efficient as possible and accurately reflect actual work procedures Implement a safety management plan for the project which shall include; Work activity training, General induction, site orientation, work safety briefings and the promotion of safety
- Comply with the obligations under the Workplace Health and Safety Act and regulation 2011 and the Workplace Injury Management and Workers Compensation Act 1998.
- Provide professional and operational advice to the civil operations team in the areas of roads, bridges and traffic infrastructure.
- Provide strong leadership and support to the civil operations team to develop cohesive working relationships and contributing to the development of team goals, priorities to enhance team performance and maintain team harmony.
- Team development, and ability to coach workers to improve their individual efficiency and performance
- Effectively manage staff, provide training and career development opportunities and foster teamwork to support the development of a motivated, skilled, innovative and continuously improving workforce.
- Communicate, consult and collaborate with customers, colleagues, stakeholders and partners and maintain good working relationships to influence and drive agreed outcomes on projects and contracts.

- Monitor work performance of internal and external work teams to ensure work is completed to appropriate standard.
- Negotiation, conflict resolution and problem solving
- Ensure personnel comply with relevant Antidiscrimination, Equal Employment Opportunity (EEO) and Work Health and Safety legislation.
- Undertake and complete annual staff assessments.

#### **KEY PERFORMANCE INDICATORS**

- Delivery of planned maintenance schedules and capital improvement works for civil assets, within the approved budget and agreed timeframes and to the required standard.
- Legislative and Council policy requirements are professionally completed and maintained within specified timeframes.
- Ensure employees supervised have adequate and relevant resources to carry out their duties.
- Accuracy – a high level of attention to detail in all areas.
- All liaison carried out in a professional manner being a positive ambassador for Narromine Shire Council.
- Follow Council's policies and procedures.
- Other targets, as agreed, are achieved.
- Any other duties as directed by the DIES.

#### **DELEGATIONS OF AUTHORITY**

- Authorise expenditure within designated budget up to approved level.

#### **GENERAL DUTIES/RESPONSIBILITIES**

- Monitor budget expenditure and prepare progress reports as required for all areas of responsibility.
- Implement appropriate corrective actions to address areas of non-performance of systems and/or staff.
- Participation in the Narromine Local Traffic Committee as required.
- Undertake specific projects as specified or required.
- Administer contract works in accordance with statutory obligations.
- Respond to 'out of hours' emergency calls and co-ordinate essential works as required
- Implement human resource management and Council policies and practices to provide a consistent, corporate approach.
- Ensure the timely implementation of Council's decisions and policies.
- Ensure quality customer service is a primary focus in all activities.
- Respond to enquiries from the community in a courteous and timely manner.
- Actively participate in cross section communication and planning.
- Promote the image of Council as courteous, responsive and efficient.
- Initiate and respond to correspondence within timeframes as specified by Council's policy.
- Provide professional and technical advice as required.
- Ensure work practices and work environment meet statutory and corporate Workplace Health and Safety requirements.
- Maintain and Comply with Council's Equal Employment Opportunity policy.
- Comply with Council's Code of Conduct.

**SELECTION CRITERIA**

**Essential:**

- Degree qualifications in Civil Engineering or equivalent
- Demonstrated extensive experience in civil engineering specifically related to roads and roads infrastructure in Local Government
- Demonstrated experience in Civil Engineering Survey and Design
- Demonstrated success in managing and motivating staff and developing a customer-focused, productive team culture.
- Experience in management of quarry/material production and utilisation
- Experience in the preparation and presentation of technical reports and submissions
- Experience in the supervision and management of staff
- Working knowledge of technical specifications, project scheduling techniques, project cost estimating and project management.
- Knowledge of Quality Assurance processes and systems.
- Demonstrated ability to manage staff and contractors to ensure that works and services are carried out to the appropriate standards, within budget, and on time.
- Sound working knowledge of asset management principles.
- Experience in establishing and managing a budget that supports Council's strategic and corporate directions, including consultation with various work teams, accountability for expenditure and revenue, and participation in forecasting and budget management processes.
- Proficient written and verbal communication skills
- Thorough knowledge and understanding of WHS requirements.
- High level of computer literacy, including demonstrated experience using, word processing, spreadsheets, databases, email and internet.
- Ability to work in a team environment.
- Construction Induction "White" Card
- Class 'C' Drivers Licence.

**Desirable:**

- Experience in Local Government
- Post Graduate studies in Management
- Knowledge of legislation relating to roads and road infrastructure
- Experience in strategic planning.
- Experience in Geographical Information Systems
- Strong organisational skills.

**Acknowledgement**

I have read and understood the contents of this position description and accept the following:

- This position description is not to be considered as a complete list of responsibilities and that other duties may be required consistent with my grade/classification from time to time.
- My position is dynamic and that continuing development, change and improvement of processes, practices, knowledge, skills and behaviours is expected by Narromine Shire Council.
- My position will develop over time and this position description will facilitate this development as a 'living document' that I will actively invest in.

<p><b>Signed</b></p> <p>_____</p> <p style="text-align: right;"><b>Date</b> _____</p> <p><b>Employee</b></p>	<p><b>Signed</b></p> <p>_____</p> <p style="text-align: right;"><b>Date</b> _____</p> <p><b>Supervisor</b></p>
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