

POSITION DESCRIPTION

1. POSITION DETAILS

Position:	Manager Operations
Directorate:	Technical Services
Department:	Technical Services
Position classification:	9
Employment type:	Contract
Location:	Depot

2. ORGANISATIONAL RELATIONSHIPS

Responsible to:	Executive Manager Technical and Rural Services
Supervision of:	Maintenance Team Depot Team Construction Team Parks and Gardens Team Contractors/Consultants
Internal and External Liaison:	
Internal	Chief Executive Officer All works staff Other Shire Staff
External	Government agencies and departments Non-government agencies and departments General public

3. POSITION OBJECTIVES

- Support the Executive Manager Technical and Rural Services in the sound management of the technical services staff.
- Manage and oversee the construction and maintenance programs of all works, parks and gardens and other assets, to ensure efficient utilisation of people and plant in a safe and effective manner.
- Identify and implement appropriate actions to maintain and upgrade Council roads, parks and gardens, infrastructure, built and natural environment and other public assets in accordance with statutory requirements and internal procedures.
- Work with the foreman and team leaders and other Shire departments to plan and implement programs and meet goals.
- Ensure Technical and Rural Services objectives are consistent with the Council's Strategic Plan.
- Demonstrate a commitment to work safely, effectively and efficiently by ensuring all duties are carried out in a professional manner consistent with the Code of Conduct and Shire of Narrogin's policies and procedures.
- Achieve strategic outcomes relative to this department.

4. KEY DUTIES / RESPONSIBILITIES

Technical

- Manage the maintenance programmes and capital works projects of the Technical and Rural Services Department, including budget planning.
- Attend after hours call-outs and affect after hours works as required in accordance with Shire policies and procedures.
- Work with the Maintenance Foreman to design and implement parks landscapes in the Shire, along with the mowing, reticulation, horticulture, tree pruning and general maintenance programs.
- Conduct asset inspections and audits as required, to ensure compliance with statutory requirements and Shire procedures, in liaison with the Executive Manager and Foreman.
- Develop work schedules and establish and maintain service levels.
- Oversee the use and maintenance of Shire plant and equipment safely, including ensuring appropriate and timely inspections are maintained and completed and plant and equipment is kept in a clean and tidy condition.
- Provide technical input to development of subdivisions to the Executive Manager Technical and Rural Services.
- Ensure that purchasing of plant and equipment and the use of contractors is carried out in line with Shire's policies and legislative requirements.
- Provide written reports to Executive Staff and/or Council
- Facilitate requests for quotes (RFQ's) and tenders including evaluation, supervision and compliance in conjunction with the Executive Manager.
- Any other tasks determined as appropriate to the position.

Management and Leadership

- Monitor and manage performance of all Technical and Rural Services depot staff.
- Provide leadership to employees including; support and mentoring to Forman/Team Leaders, recruitment of employees, performance management, general employee administration (i.e. leave applications, timesheets etc.), identification of on-the-job training and direction, formal training, promotion of job rotation and multi-skilling.
- Support the Technical and Rural Services team through positive team participation and by assisting in other areas when required to assist with workload, provide backup, or advice in area of expertise.
- Liaise with, external contractors and other agencies as required.
- Chair the monthly Technical and Rural Services team "Toolbox Meetings".

Heading Customer Service

- Effective relationship management of key stakeholders (Ratepayers, Shire of Narrogin staff, external agencies, contractors and elected members when required).
- Respond to customer queries (personal, phone and written) and prepare correspondence as required.
- Attend meetings with community groups (sometimes out of normal working hours) as required.
- Prepare correspondence to external stakeholders as required.

5. SELECTION CRITERIA

Qualifications:

- Tertiary qualifications in relevant discipline i.e. Civil Road Construction, or that which the Shire finds acceptable, or a minimum 5 years experience in a similar Local Government role.
- Worksafe Construction and Safety Awareness Training Card.
- Hold a current unrestricted "C" class drivers licence.
- Worksite Traffic Management certificate.
- Current First Aid qualifications.

Experience:

- Relevant experience in municipal infrastructure assets i.e. Road construction/maintenance or other relevant industry.
- Working knowledge and experience in relevant Occupational Health and Safety regulations.
- Extensive experience in the safe operation and user maintenance of relevant plant/equipment.
- Advanced knowledge of parks & gardens maintenance procedures, civil construction and minor works.
- Advanced supervisory experience and a demonstrated ability to supervise, direct, organise and educate subordinate staff.
- Experience in road network management including gravel sheeted roads
- Experience in facilitation of RFQ's, tenders and local government procurement.
- Working experience of Main Road Regional Road Group Funding and the Roads to Recovery funding process.
- Experience in recruitment and industrial processes.
- Experience in the management of wastewater reuse and irrigation systems.(Desirable)

Skills:

- Advanced verbal communication, negotiation report writing, interpersonal and conflict resolution skills.
- Surveying skills including the use of levels.
- Advanced Computer literacy skills.
- Large scale project management principles and experience

Knowledge:

- Ability to read and interpret technical/engineering plans including AutoCAD and road engineering plans.
- Knowledge of Asset Management systems such as RAMM.
- Accounting principles.ie. budget preparation and monitoring.

6. EXTENT OF AUTHORITY

- Operates under the general direction of the Executive Manager Technical and Rural Services within established guidelines, procedures and policies of Council as well as the statutory provisions of the Local Government Act and other relevant legislation.
- Authorise purchase orders for goods and/or services relevant to Technical Services up to the value of \$30,000 in accordance with Shire policy, internal procedures and the annual adopted budget.
- Authority to instruct and report on the performance of Technical Services staff.

7. OSH REQUIREMENTS

- Ensure that all staff fully comply with all Occupational Safety and Health and any other applicable legislation.
- Oversee safety management practices across the Department in conjunction with the relevant OSH representatives.
- Ensure compliance with Main Roads and WA Traffic Management standards.
- Lead by example to achieve compliance with OSH.
- Undertake risk assessment, hazard identification and control and participate in accident/incident/near misses investigation and documentation.
- Promptly report and investigate all accidents, incidents, near misses and hazardous situations arising in the course of work.
- Ensure all employees and contractors are suitably qualified and hold the correct licences to carry out the work.
- Ensure employees/contractors are suitably trained to conduct duties.
- Maintain Safe Work Procedures for the Department and ensure compliance with Safe work method statement and standard operating procedures, safety management procedures and plans.
- Ensure own safety and avoid adversely affecting the safety and health of any other person through any act or omission at work.
- Assist with the Work Injury Management Program.
- Identify and assess possible hazards, recommend and initiate appropriate solutions.

8. SALARY PACKAGE

Employment is offered under a performance based contract for up to a 5 year period with a 2 year option and a remuneration package comprising the following:

OPERATIONS MANAGER	MINIMUM	MAXIMUM
Cash	\$ 85,000	\$ 95,000
Super 9.5%	\$ 8,075	\$ 9,025
Matching Superannuation Max (5.5%)	\$ 4,675	\$ 5,225
Housing Allowance	\$ 7,800	\$ 10,400
Vehicle Private Use	\$ 10,000	\$ 10,000
	\$115,550	\$129,650

Plus a relocation allowance of \$3,500