

Heart of the Stirling



SHIRE OF GNOWANGERUP

Executive Manager Infrastructure and Assets

POSITION DESCRIPTION



POSITION DESCRIPTION

1. POSITION DETAILS	
Position: Manager Works	Position classification: LGIA Level 11
Directorate: N/A	Employment type: Contract
Department: Infrastructure and Assets	Location: Shire Depot
2. ORGANISATIONAL RELATIONSHIPS	
Responsible to:	Chief Executive Officer
Supervision of:	Works Coordinator Assets Project Manager Depot Administrator
Internal and External Liaison:	
Internal	Shire staff and Elected Members
External	Ratepayers Government agencies General public
3. POSITION OBJECTIVES	
<ul style="list-style-type: none"> • Manage the assets and infrastructure program. • As part of the executive team positively influence organisational culture. • Lead and manage the assets and infrastructure team. 	
4. KEY DUTIES / RESPONSIBILITIES	
<ul style="list-style-type: none"> • Develop and coordinate the capital works and road maintenance programs. • Manage parks and gardens, public open spaces and reserves. • Develop the annual and long term works programs and prepare supporting budgets. • Oversee the development of asset maintenance and replacement schedules. • Ensure works are completed on time and to budget. • Monitor expenditure and report on variances. • Lead in safety and ensure compliance with WHS legislation. • Ensure Works staff are adequately trained and possess required certifications. • Ensure that appropriate grants are submitted and acquitted. • Ensure reports are written and delivered as required to Council and Executive. • Other duties as directed by the Chief Executive Officer. 	
5. SKILLS and EXPERIENCE	
Qualifications:	
<ul style="list-style-type: none"> • Tertiary qualification and/or extensive experience in infrastructure and asset works programs. • Traffic management. • Unrestricted Western Australian C class licence. 	

Experience:

- Project and contractor management
- Implementing infrastructure (road and bridges) works programs including job costing.
- Delivery of asset maintenance programs.
- Preparing tenders, quotations and scope of works.
- Leading and managing an outdoor workforce.
- Preparing and managing Opex and Capex budgets.
- Experience with Microsoft programs in particular Outlook, Excel and Word.

Skills:

- Capacity to deal with complex issues, formulate strategy and provide high level advice to the Executive and Council.
- Time and organisational management.
- Negotiation and conflict resolution.
- Written and verbal communication encompassing report writing and presentations.
- Ability to work collaboratively on projects and in problem solving.
- Highly developed emotional intelligence.
- Highly developed skills in leading and influencing an outdoor workforce.

Knowledge:

- Asset management and infrastructure operations.
- Infrastructure building (roads and bridges) and asset maintenance programs.
- Waste management.

6. EXTENT OF AUTHORITY

Operates under the limited direction of CEO within established guidelines, procedures and policies of Council as well as the statutory provisions of the Local Government Act 1995, subsidiary regulations and other relevant legislation.

7. WHS REQUIREMENTS

- Follow all Workplace Health and Safety guidelines, policies and procedures.
- Ensure own safety and avoid adversely affecting the safety and health of any other person through any act or omission at work.

Approved by the Chief Executive Officer

Date: ____ / ____ / _____