

Heart of the Stirlings



SHIRE OF GNOWANGERUP

Works Coordinator

POSITION DESCRIPTION



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1. POSITION DETAILS

Position:	Works Coordinator	Position classification:	LGIA Level 8
Directorate:	N/A	Employment type:	Permanent/Fulltime
Department:	Works and Infrastructure	Location:	Shire Depot

2. ORGANISATIONAL RELATIONSHIPS

Responsible to:	Executive Manager Infrastructure and Assets
Supervision of:	Works staff, parks and gardens staff and contractors, maintenance staff, waste contractors and ranger services
Internal and External Liaison:	
Internal	Shire staff
External	Ratepayers Public utility providers Contractors Other stakeholders General public

3. POSITION OBJECTIVES

Reporting to the Executive Manager Infrastructure and Assets, the Works Coordinator role is accountable for the planning, coordinating and delivery of a diverse range of works and services across Shire of Gnowangerup operational areas.

The position is responsible for coordinating the efficient and sustainable delivery of works in the areas of asset maintenance and construction, project management, waste services and airport.

4. KEY DUTIES / RESPONSIBILITIES

- Provide sound leadership and ensuring safe work practices for all works staff and contractors.
- Responsible for the day-to-day supervision of works staff and contractors and their ongoing performance management.
- Check and ensure the accuracy of staff daily timesheets.
- Supervise the maintenance and construction of roads drainage, footpaths, building maintenance, parks and gardens and any other Shire facilities.
- Develop and implement routine maintenance schedules and works procedures across all works areas.
- Undertake the role of project manager for various Shire works projects under instruction from the Executive manager Infrastructure and Assets.
- Manage the operations of the Shire's waste facilities and services, including regular rubbish and recycling collections, landfill sites and effluent ponds/network.
- Develop and maintain the annual and long term works program.
- Provide technical advice and assistance for engineering projects on Council's assets.
- Coordinate waste management projects.

- Coordinate and supervise airport maintenance activities and reporting.
- Fulfill the role of Aerodrome Reporting Officer.
- Assist with the preparation of the Infrastructure and Assets annual budget.
- Assist with the preparation of Councils annual and five year works program.
- Provide advice on plant replacement and equipment.
- Monitor and report on relevant budget maintenance and construction budget allocations.
- Coordinate after hour works call outs and organise the availability and attendance of employees.
- Embrace the Shires Customer Service Charter.
- Participate in initiatives undertaken to achieve the goals of the Shire of Gnowangerup Strategic Plan.
- Any other duties consistent with the level of this position as requested by the Executive Manager Infrastructure and Assets or the Chief Executive Officer.

5. SKILLS and EXPERIENCE

Qualifications:

- Relevant qualifications in an area of civil construction or waste management, or extensive demonstrated experience in a civil construction work environment.
- Certificate in Frontline Management or demonstrated experience in leading teams.
- Traffic Management Accreditation.

Experience:

Essential

- Road maintenance and construction
- Managing budgets
- Leading and managing teams
- Scheduling and programming works
- Proficient in managing Work Health and Safety in the workplace

Desirable

- Waste Management
- Airport / Aerodrome Reporting Officer
- Asset management reporting

Mandatory

- Hold a current national "C" class drivers licence

Skills and Knowledge:

- Well developed collaboration, engagement, and communication skills.
- Effective change management skills.
- Competent computer skills and a working knowledge of Microsoft Office.
- High level of emotional intelligence.

6. EXTENT OF AUTHORITY

Operates under the direction of the Executive Manager Infrastructure and Assets within established guidelines, procedures, and policies as well as the statutory provisions of the Local Government Act 1995, subsidiary regulations, and other relevant legislation.

7. WHS REQUIREMENTS

- Follow all occupational workplace health and safety (WHS) 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: ____ / ____ / ____

Signed by Employee

Date: ____ / ____ / ____

Name: