

### Manager Works

Incumbent	VACANT							
Department	Engineering							
Main Purpose of the Role	To manage the effective and efficient completion of Councils annual capital works program undertaken by Council's operational staff. To manage the maintenance of Council assets by Council operational staff To manage the Road Maintenance Council Contract (RMCC) with Transport for New South Wales (TfNSW) for the maintenance of NSW State Roads.							
Reports to	Director Engineering							
Staff Supervised	5 Directly, 52 Indirectly							
Hours of Work	Full Time – 70 hours per fortnight							
Salary	Grade	21	Band	3	Level	4	Step	
Last Reviewed	June 2025							

## Part 1 – Operational Duties

- Develop and manage annual capital works programmes to achieve Council's Management Plan requirements that are to be undertaken by Operational Staff within the Works Department
- Prepare estimates for the Engineering Works Department for projects and operational/maintenance programs
- Report monthly to the Director Engineering on any significant variances in actual expenditure from approved budget estimates, and develop/manage options to meet budgetary requirements
- Responsible for grant reconciliation and reporting for all projects that are undertaken by the Works Department
- Identify, recommend and implement opportunities for improving the effectiveness and efficiency of the Works Department to the Director Engineering
- Ensure the effective and efficient management of the physical resources of the Works Department (e.g., plant, stores and equipment)
- Verify all accounts for work completed, materials supplied and wages due on the functions of the Works Department
- Keep the Director Engineering informed on the current state of activities within the works section, highlighting any matters that may impact on Council's operations
- Manage all activities of the RMCC (Road Maintenance Contract) with TfNSW through the RMCC Coordinator
- Attend to enquiries and provide accurate advice/information to internal and external customers as required
- Manage and provide effective leadership to Works Operational staff
- To investigate and report upon complaints against the Works Department
- Prepare correspondence and written reports to Council as required by the Director Engineering
- Attend Council Meetings and other Public Meetings as required
- Undertake specific projects as directed by the Director Engineering
- Undertake other duties delegated by the Director Engineering.

### Authority and Accountability

- Policy and procedures are readily available but the job holder is required to choose the appropriate processes. Unusual problems may be referred for clarity of policy or direction
- Decisions made by the job holder affect the work and activities across a major function or a number of Departments
- Critical planning is required since modifications would be extremely difficult and costly for the organisation
- The job holder develops a complete budget for a section or a specific project
- This job controls expenditure which includes salary and non-salary costs of between \$1m and \$10m per annum.

### Judgement and Problem Solving

- Problems are solved by using research, analysis, and evaluation of information which is often not readily available. Judgement is important as there is often no right or wrong solution
- The job holder must evaluate a variety of issues in more complicated situations. Considerable investigation and adaptive thinking will be required.

### Management Skills

- The job holder has direct supervision of a team of employees performing similar tasks
- The person initiates action in the following work areas:
  - Evaluating performance
  - Approving overtime
  - Appointing employees
  - Handling employee complaints
  - Disciplinary actions
  - Terminating employment.
- The job holder approves and makes final decisions in the following work areas:
  - Assigning work activities
  - Coaching and advising
  - Identifying training needs
  - Authorising timesheets
  - Approving leave.
- The job holder supervises 5 people directly & indirectly 52 people.

### Interpersonal Skills

- This job requires written communication skills which enable the job holder to write correspondence, reports and submissions that require original sentence and paragraph construction and wording
- Responsibility for providing information to customers and assisting with service problems
- Responsible for frequent co-ordination of and communication with other workers to gain co-operation for work production or service quality
- This job requires communication skills which enable the job holder to perform the following activities:
  - Exchange/explain information
  - Explain situations
  - Advise, recommend or counsel
  - Train one-to-one
  - Sell, persuade, influence
  - Negotiate agreements
  - Resolve conflict

- Counsel on problems
- Participate in meetings/group discussions
- Conduct meetings/lead group discussions
- Make formal presentations or speeches to both internal and external bodies.

### Essential Criteria for Appointment

- Tertiary qualifications in Civil Engineering, or extensive experience in the management of public infrastructure works
- Demonstrated experience in Contract administration
- Demonstrated organisational and time management skills
- Strong negotiation and conflict management skills
- Well-developed report writing and communication skills
- High level computer literacy with a demonstrated working knowledge of Word and Excel in a Windows environment
- Knowledge and understanding of the principles and practices of EEO and RWHS, and an ability to apply them to the work practices
- Possess and maintain a current Class C driving licence.

### Core Competencies

- Demonstrated ability to access and retrieve computer data (BSATEC102A)
- Demonstrated ability to operate a range of office equipment to complete routine tasks (BSATEC101A)
- Demonstrated ability to follow defined Work Health and Safety (WHS) policies and procedures (LGACORE102A)
- Demonstrated ability to provide service to customers in a local government environment (LGACORE103A)
- Demonstrated ability to work effectively in the local government context (LGACORE104A)
- Demonstrated ability to work with others in local government (LGACORE105A).
- Demonstrated ability to construct roads and pavements (LGAWORKS306A)
- Demonstrated ability to participate in negotiations (LGADMIN421A)
- Demonstrated ability to prepare tender documentation (LGACOM409A)
- Demonstrated ability to develop, implement and review operational plans (LGACORE601A)
- Demonstrated ability to administer contracts (LGACOM401A)
- Demonstrated ability to provide quality and timely advice to council (LGACORE501A)
- Demonstrated ability to develop, implement and review policies and procedures (LGACOM603A)
- Demonstrated ability to manipulate and analyse data within geographic information systems (LGAPLEM508A).
- Demonstrated ability to measure cost of providing and maintaining council's assets (LGAGOVA613A)
- Demonstrated ability to monitor and finalise works projects (LGAWORK601A)
- Demonstrated ability to undertake project investigation (WK55003)
- Demonstrated ability to determine and prioritise a council works program (LGAWORK603A)
- Demonstrated ability to prepare project documentation (WK55007).

- Demonstrated ability prepare detailed works project documentation (LGAWORK502A)
- Demonstrated ability to undertake project investigation (LGAWORK503A).
- Demonstrated ability to provide advocacy and representation (LGADMIN528A)
- Demonstrated ability to assist in establishing council's corporate and strategic directions (LGAGOVA601A).

## Part 4 – RWHS Responsibilities Accountabilities and Authorities

If you are responsible, either permanently or in an acting capacity for the supervision of other employees, the following responsibilities, authorities and accountabilities set out hereunder form part of your position description in addition to those of employees.

### RWHS Responsibilities

- Set a high standard and provide leadership that progresses Council's Work Health Safety and Rehabilitation program to achieve its stated objectives by encouraging the involvement of all people in achieving a safe and healthy workplace
- Program training for site specific needs
- Achieve set work health and safety objectives and develop plans to implement programs and procedures to ensure compliance with the relevant health and safety legislation and standards
- Provide the necessary resources, plant and equipment to ensure the highest standard of health and safety where appropriate, and within the budget made available by Council
- Ensure all plant, equipment and/or procedures used in the conduct of work are regularly inspected and tested to verify that they conform to standard, legislative requirements and/or specifications
- Promote and support rehabilitation in the workplace and identify and make available suitable duties for employees who are part of Council's Rehabilitation Program
- Ensure RWHS is an agenda item at all team meetings
- Keep employees informed of health, safety and rehabilitation matters
- Ensure corrective action is taken to control workplace hazards
- Investigate all accidents and incidents in accordance with Council's procedures and take appropriate action
- Ensure all equipment purchased meets Council's RWHS requirements and is maintained and inspected in accordance with Council's policies and procedures
- Assess risk associated with all hazards identified and ensure appropriate controls are implemented to eliminate or reduce the risks.

### RWHS Accountabilities

- Implementing, monitoring and maintaining the Council's RWHS program
- Planning, identifying and providing site specific training to employees
- Providing transitional duties/employment for injured workers as an integral part of the return to work process
- Implementing corrective action to control workplace hazards.

### RWHS Authorities

- To fix any problems/hazards within your scope of responsibility and financial delegation
- To immediately report any problem/hazards outside of your scope of responsibility or financial delegation to your Manager, Supervisor or Team Leader for immediate action
- Take such actions as required to ensure Council's RWHS Management Systems are followed and are part of the continuous improvement process.

### Critical Physical Factors

The following Critical Physical Factors are an indication of the types of duties expected of an employee fulfilling this role. Employees and candidates should be aware that they may be required to perform tasks up to and including these Critical Physical Factors as an inherent requirement of their employment.

- Ability to lift 15kgs floor to shoulder height occasionally
- Ability to squat and kneel on one or both knees for regular periods of up to 10 minutes and to crawl to access confined spaces
- Capacity to maintain fine hand use during periods of sustained computer use
- Capacity to sit for sustained periods
- Ability to climb ladders frequently.

### Work Environment

- Dealing with the public
- Communicate frequently in person, by phone or Microsoft Teams
- Frequently operating office equipment including computer, photocopier

### Work Hazards

- The person is likely to carry out field inspections which may include walking on uneven surfaces and in areas having difficult terrain
- Some work areas may have offensive smells and appearance, eg waste water treatment plants and landfills
- Driving motor vehicles
- Working in wet conditions.



### Delegations

- As per Delegations Register

### Special Conditions of Employment

Grading for this position has been assessed to incorporate the Civil Liability Allowance in accordance with Clause 15, XV (c) of the Local Government (State) Award 2017.

- Health Monitoring for the purposes of meeting legislative and procedural requirements must be undertaken periodically. These requirements may include, but are not limited to:
  - Pre-Employment (including urine screening for Alcohol & Other Drugs, Spirometry and Serology) and Exit-Employment Medicals;
  - Bi - Annual Audiometric (hearing) Testing;
  - Bi - Annual Skin Checks
  - Bi – Annual Hazardous Chemical Screening
- All positions within Council are subject to random saliva testing for Alcohol & Other Drugs (AOD) as per Councils AOD Policy

### Additional Duties

- Nil