



# Position Description

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<b>Job Title</b>	Manager Works Services
<b>Award:</b>	<i>Queensland Local Government Industry (Stream A) Award - State 2017</i>
<b>Division:</b>	Division 2 - Section 1 (Administrative, clerical, technical, professional, community service, supervisory and managerial services)
<b>Classification:</b>	– Over Award Rate, Department Head Category 5 (dependant on qualifications and experience)
<b>Salary Range</b>	
<b>Employment</b>	Fixed Term - 3 Years
<b>Department:</b>	Works Services
<b>Reports to:</b>	Chief Executive Officer
<b>Approved:</b>	Chief Executive Officer
<b>Version Date</b>	V3 – February 2025

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## POSITION OBJECTIVE

Reporting directly to the Chief Executive Officer, the position is responsible for managing the Works Services function of Council in accordance with legislation and statutory requirements. To effectively lead a comprehensive work force to deliver on key projects improving access within the Shire via Council and State controlled roads, timely delivery of key council infrastructure projects within budget and agreed timeframes, operation and performance of key council services including airport, water, wastewater and Parks and Gardens

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## POSITION SPECIFIC KEY RESPONSIBILITIES

### Works - Primary Functions

- Capital Budget
- Shire Roads
- TMR Roads

### Town Infrastructure

- Water
- Wastewater
- Waste management,
- Airport
- Town Infrastructure including Repairs and Maintenance
- Parks and Gardens
- Stores
- Town Cleaners
- Pest Management
- Further and other responsibilities as requested from time to time.

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## SELECTION CRITERIA

- Formal qualification in Engineering/ Infrastructure or equivalent work experience
- Comprehensive understanding of Shire and State roads including funding, Disaster works, design, construct, planning, work flows, contractor management and tender process
- Demonstrated excellent computer literacy, with proficiency in Microsoft Office 365 Applications Teams, Word and Excel
- Demonstrated excellent project management skills, including implementing projects to successful completion, and ability to prioritise tasks.
- Demonstrated excellent presentation skills, with the ability to convey complex information to a range of audiences
- Excellent attention to detail
- Demonstrated sophisticated communication and stakeholder liaison skills, especially in conveying community information
- Demonstrated conflict resolution skills with the ability to work collaboratively with a range of individuals and teams

## CORPORATE RESPONSIBILITIES

**Projects** – The specific projects set out in your **Performance Agreement** are in addition to those general responsibilities set out in this Position Description.

### **Policy and Procedural Responsibilities**

Be aware of, and act in accordance with all council policies and procedures.

### **Code of Conduct**

Adhere to behaviours, responsibilities, and actions identified within Council's Code of Conduct. Staff not adhering to the Code of Conduct may be subject to disciplinary action.

### **Work Health and Safety**

Comply with and enforce all work health and safety legislation, codes of practice, and Council policies, procedures and guidelines. Use appropriate protective clothing and equipment.

Ensure risks are identified and controlled for tasks, projects and activities that pose a health and safety risk within your area of responsibility.

### **Works**

- Manage and coordinate all works on Shire roads.
- Manage and coordinate all works on State roads.
- Lobby State for additional works.
- Lobby FNQROC for funding.
- Actively apply for QRA funding
- Ensure all QRA works are complete.
- Maintain the plant replacement.
- Attend meeting with the State  
attend meetings with FNQROC.
- QRA submissions for restoration works.
- QRA submissions for alternate funding – betterment, resilience etc.
- Apply for grants associated with Works.
- Time sheet costing and signing

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- Contractor sheet costing and approving
  - Invoice approvals
  - Staff management and employment
  - Contractor management and initial engagement
  - Reports as required.
  - Actively seek funding opportunities
  - Actively seek ways to improve efficiency
  - Quarry and pit management and reporting
  - Liaise with local common law holders of Native Title and coordinate works.
  - Disaster management and road closure coordination
  - Coordinate and release tenders and quotes for capital works.
  - Update operational plans and risk registers.
  - Identify projects that align with the Council strategic direction.
  - Identify projects that align with the Council corporate plans and risk register.

### **Town Infrastructure**

- Ensure compliance with all Statutory and Legislation requirements in relation to:
  - Airport operation
  - Water and Wastewater Management
  - Waste Management and operation of Council refuse collection and storage
- Coordinate the Maintenance of all Council owned buildings, including repairs to Heritage Listed buildings.
- Biosecurity
- Local Laws
- High standard of Shire presentation and safety by effective operation and performance of Parks and Gardens/town maintenance and contract personnel.

### **General**

- Subject to prior approval by management, all employees should start no later than the assigned time and preferably arrive at least five (5) minutes prior for the purpose of setting up their work area.
- All employees should notify their immediate supervisor within 30 minutes of their start time in the event of an unplanned absence.
- Tasks allocated to this position shall be performed to a high standard, in accordance with procedural guidelines and timeframes, and with efficient and effective utilisation of resources.
- Establish and maintain effective professional relationships with Managers, Supervisors, Employees and Contractors.
- Maintain a positive team culture based on honest, trust and integrity.
- Duties shall be carried out in accordance with accepted industry standards, compliance with various legislative requirements, standards and Council policies, procedures and local laws.
- The employee shall show a spirit of cooperation towards their supervisor/s, other employees and the achievement of Council's aims and objectives.
- It is a requirement that all Council employees maintain a current manual "C" class driver's licence at all times where driving forms part of regular work activities.
- Foster and maintain strong public relations with Council's ratepayers, customers and other bodies directly or indirectly associated with Council.
- Provide consistent and excellent customer service to all stakeholders.

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## **Governance**

- Ensure best-practice and compliant Records Management system is adhered to for the secure protection of Corporate Records.
- Ensure all statutory Registers are maintained by Council.
- Contribute to policy, procedure, guideline development across Council ensuring each is up to date.
- Ensure all Information Privacy/ Right to Information requests are processed in accordance with statutory/ policy/ procedure/ guideline requirements.

## **Leadership/ Management**

- Provide clear leadership on vision, direction, culture, attitude, performance and behaviour for Council operations.
- To initiate, develop and implement long term strategies and plans in order to ensure that Council's long-term goals are developed and then met in a context of changing needs, opportunities and constraints.
- To manage the operations of the Council to ensure that Council's directions are met, and continuous improvement is achieved in the delivery of council services.
- Ensure all management / supervisory positions have both Position Descriptions and Performance Agreements in place and that performance appraisals occur for all staff in accordance with Council policy/ procedure/ guidelines.
- Ensure Council compliance with its Statutory obligations, as well as Council Policies, Procedures and Guidelines relevant to this PD.
- Ensure all strategic planning and reporting thereon are complete/ updated on time and to prescribed statutory requirements (e.g. Corporate Plan/ Annual Operational Plan/ Quarterly Annual Operational Plan Reporting/ Annual Report/ Annual External Audit/ Master Plan/ Planning Scheme/ Disaster Management Plan/ Asset Management Plan/ Infrastructure Plan/ Workforce Development Plan/ Risk Management Plan etc).
- Ensure Council's policy framework is contemporary and fit for purpose and that all policies, procedures and guidelines are up to date.
- Contribute to development of a clear Vision for Council incorporating the sub-components of culture, behaviour, attitude and performance expectations for all Council operations and employees.
- Lead by example demonstrating an inclusive team, customer and outcome focussed approach to operational management.
- Ensure team meetings and toolbox talks occur regularly as a standard component of management operations, covering policies, procedures and guidelines content.
- Contribute to the development of the annual operating and capital budgets.
- Ensure functional compliance with the approved operating and capital budgets.
- Ensure capital works projects have been fully costed and professionally planned prior to commencement.
- Continually review and recommend changes to Council's Organisational Structure to ensure the workforce is best aligned to achievement of the strategic priorities of Council.
- Ensure compliance with statutory, policy, procedure and guideline procurement requirements.
- Ensure travel expenses are incurred in accordance with policies, procedures and guidelines of Council.
- Develop a positive, proactive, problem-solving and transparent culture throughout the organisation with adherence to Council's Strategic Plans.
- Ensure effective communication of project status/ risk management with the CEO.
- Ensure timely response to information requests from the elected arm of Council in accordance with policy, procedure and guidelines.
- Develop positive and effective stakeholder partnerships with Common Law holders of Native Title in the Croydon Shire, Government agencies, non-Government bodies and funding bodies.

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- Proactively participate in community/ stakeholder events to promote/ showcase Council and the Croydon Shire.
  - Proactively participate in management meetings, including offering agenda items and actioning actions.
  - Identify and offer development opportunities for the elected arm of Council.
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### **ORGANISATIONAL RELATIONSHIPS**

Reports to:	Chief Executive Officer
Internal Liaison:	Mayor, Councillors, Chief Executive Officer, Managers, and all Croydon Shire Council employees.
External Liaison:	Federal and state government agencies, statutory authorities, Contractors, members of the community

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### **MANDATORY REQUIREMENTS**

- Police check – previous offences may not necessarily restrict employment.
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### **POSITION DESCRIPTION AUTHORISATION**

This position description is subject to change from time to time as Croydon Shire Council may be developed or restructured. Any such reorganisation of duties shall be the subject of discussion and agreement with the position incumbent.