



# PAROO SHIRE COUNCIL

## Position Description

### Works Coordinator

#### Position Objectives

- Leads the delivery of Council's Maintenance and Capital Works programs.
- Ensure assigned projects are completed according to agreed standards and timeframes
- Develop the short- and long-term plans for the delivery of Council's Maintenance and Capital Works programs

#### Performance Indicators

#	Performance Indicator	How it's measured	Timeframe
1	Work Health and Safety Leadership	Models safe and healthy workplace behaviour. Provide a safe working environment to your teams	6 months
2	Planning	Plans the delivery of all works programs to ensure efficient use of council personnel and resources	6 months
3	Project Delivery	Ensures all projects are completed in line with the annual and 10-year Maintenance and Capital works program	6 months
4	Leadership	Provides leadership and support to the Maintenance and Capital works teams. Ensures all workers under direct and indirect supervision have sufficient resources and skills to meet their performance targets	6 months
5	Communication and Customer Service	Provides a high level of communication and customer service to the community and all workers at Council.	6 months

#### Key Responsibilities and Duties

##### Work Health and Safety Leadership

- Lead staff to ensure that site documentations and completed forms from work crews including meeting the requirements of the Safety Management System of Paroo Shire Council
- Create a safe and healthy work environment and support supervisors to ensure work crews follow council procedures on plant maintenance and council's work procedures.
- Deliver training and ensure that the supervisors complete WHS and job site safety documentation
- Model safe and healthy workplace behaviour in all areas of the role

- Be willing to call out and manage inappropriate behaviour

### Planning

- Lead, plan, consult and deliver the documentation of the 10 years resourcing plan based on the 10 years Capital and Maintenance program from the Asset Management Plans.
- Lead, plan, resource, estimate budget, schedule, program, consult and deliver the allocated one-year Capital and Maintenance Program including maintenance of the 4 towns.
- Plan and manage day to day activities of the annual maintenance program including forecasting of operational works

### Project Delivery

- Check daily paperwork form work crews including prestart, plant inspections, daily timesheets, work orders, (RMPC), traffic plans and hired plant records and submit to Infrastructure Administration Officer for processing.
- Lead the organising, resourcing and management of wet and dry plant hire and liaise with Works Operations Officer for procurement/purchase orders
- Coordinate movement of teams and plant operators to increase productivity and resource management.
- Undertake other reasonable tasks up to and including your competency and level

### Leadership

- Lead Council's responses to customer requests related to Council's built assets
- Lead Council's immediate response to Natural Disaster events
- Provide leadership, support and technical advice to operational teams and ensure works programs are being carried out to approved plans, within approved budget and timeframes.
- Lead the organisation, programming, planning and prioritisation of works within the approved and allocated works program and advise and manage areas of risk

### Communication and Customer Service

- Report regularly to the Director of Infrastructure on the programs being undertaken
- Communicate expectations clearly to Supervisors and ensure these are passed on to the individual team members
- Work effectively with other teams within Council to ensure efficient delivery of operations

## Skills and Experience

### Work Health and Safety Leadership

- Demonstrated knowledge of Quality Assurance, EEO, Workplace Health and Safety and anti-discrimination regulations and practices

- Demonstrated experience creating a strong WHS culture in work teams

### Civil Construction

- Demonstrated experience in the Civil industry, including planning, programming, stakeholder engagement and delivery of Roads, Storm water, Water, Sewer, Landfills, Parks and Garden.
- Demonstrated experience in contract administration and management, job costing and estimating private works.
- Demonstrated experience in working in the Civil industry

### Leadership, Communication and Customer Service

- Demonstrated leadership and communication skills with the ability to motivate and influence staff to achieve positive outcomes.
- Demonstrated experience in leading teams working in civil construction or a related area

## Training and Education

### Essential

- Certificate 4 in Civil Construction Supervision or
- Certificate 4 in Civil Construction

### Desirable

Any of the following qualifications or their successors:

- Diploma level qualifications in Civil construction with suitable experience will be highly regarded

## Reporting Arrangements and Delegations

This role reports directly to the Director of Infrastructure and will work closely with them to ensure the efficient delivery of services to the community

This role has 5 team leaders directly reporting to it. Together these team leaders manage approximately 30 – 40 people, depending on operational needs

## General Conditions of Employment

- The level and remuneration for this role will be negotiated with the incumbent.
- This position will be required to work from the Council's Works Depot, Broad Street Cunnamulla and may be required to work outside of standard business hours. You will also be required to make regular site visits within the Paroo Shire
- In compliance with legislation and Paroo Shire Council Policy you will be required to provide a current National Police Check Certificate and have a Pre-Employment Health Assessment if you are successful in your application.

## Approval of Position Description

Sign \_\_\_\_\_

Date \_\_\_\_\_

Position Description by Cassandra White, Chief Executive Officer, Paroo Shire Council