



## POSITION DESCRIPTION

### SECTION 1 – POSITION IDENTIFICATION

<b>Title:</b>	Executive Manager Infrastructure Services
<b>Department:</b>	Infrastructure Services
<b>Responsible to:</b>	Chief Executive Officer
<b>Salary:</b>	\$130,000 to \$140,000 (Negotiable according to qualifications and experience) + benefits
<b>Award:</b>	<i>Local Government Officers (WA) Award 2021</i>

### SECTION 2 - POSITION FUNCTION

#### Purpose

To strategically plan, manage and control the Infrastructure Services department, delivering Shire works, construction and maintenance programs and projects in accordance with funding and legislative requirements and Shire policy, procedures and practice.

To assist the Shire in meeting legislative compliance through highly developed operational management and asset management skills; adherence to operational plans, works programs and funding submissions; and to ensure effective and efficient managerial control of the staff in the Department.

To ensure that the Shire's buildings and assets are well-maintained, utilised and managed in accordance with industry property management practices and in accordance with Shire policy and procedure.

To advise the Executive Director on matters, complaints, and departmental updates of a significant nature.

### SECTION 3 – RESPONSIBILITIES and KEY FUNCTIONS

**1. To provide high quality strategic and detailed information into the Shire annual operational plan, annual budget and long-term strategic and financial plans as they relate to the Shires Assets portfolio and forward capital works program.**

- Develop programs and estimates for works budgets that reflect planned strategic works and are accurate and submitted in a timely manner, and the progress of works and expenditure against budget allocations are accurately reported and monitored.
- Direct the further development and implementation of Shire plans and programs, including the Five-Year Capital Roadworks Program, Plant Replacement Program, Town Drainage program, including staff training and development plans.

- Provide quality input to corporate policy, procedure, practice, documents, plans and decision-making.
- 2. To plan, acquire and manage the Shire's fleet of vehicles, road plant and equipment.**
- Through the CEO, coordinate the purchase and disposal of all vehicles, plant and equipment, carried out in accordance with delegated authority, the Plant Replacement program, Shire policy and local government regulations for tenders - Local Government (Functions and General) Regulations 1996.
  - Implement and continue to develop procedures and practices that result in all plant and equipment being kept in good working order, and regularly serviced in accordance with established service schedules.
  - Manage fleet and servicing related budgets.
- 3. To provide sound financial management of the Department in relation to works, the Shires' asset portfolio and human resources**
- All works-related or plant-related expenditure is in accordance with delegated authority, purchasing policy and practices, required approvals, and appropriate allocations.
  - Ensures all invoices are promptly raised in relation to any works-related or engineering-related revenue due to the Shire.
  - Provides reports, applications and acquittals are submitted to ensure that Shire grant funding and recoups are maximised.
  - Ensure Shire based engineering data including Road Inventory and traffic counts are maintained and put to good use.
- 4. To prepare detailed and informative reports on the progress towards works programs, condition of plant and the assets portfolio matters considered relevant and appropriate to this responsibility.**
- Reports are well-researched, accurate and timely.
  - Executive Manager attends Council and/or Committee meetings as required.
  - Executive Manager provides valued input into Council and Committee meetings.
- 5. To ensure that Shire Occupational Safety and Health Policy and procedures are implemented within the Depot/Workshop, Road Crew and Town Crew in particular, and throughout the organisation generally.**
- Participate as the chair of the Shire of Halls Creek Occupational Safety and Health Committee and make a positive contribution to the work of the Committee.
  - Ensures that all OH&S procedures approved by the Chief Executive Officer are implemented within the Depot/Workshop, Road Crew and Town Crew, are properly understood by staff and become part of the Department's culture.
  - Ensures that all incidents, accidents and workers compensation issues within the

Department are promptly reported and are documented in accordance with legislation and approved procedures.

- Ensures that all remedial actions within the Officer's Department arising out of Incident Investigation Reports and/or Hazard Identification and Risk Assessment procedures are promptly carried out.

**6. To ensure that the Shire's building maintenance issues are remedied promptly.**

**7. To prepare (or cause to be prepared) all procurement documentation for the Department, (RFT, RFQ, EOI, procurement plans) in accordance with legislative requirements, Shire procurement procedures and best practice.**

**8. To ensure (with Records Manager) that all documents relating to the Department are registered appropriately.**

- Ensure a high level of cooperation with Records staff in the delivery of sound record keeping practice.
- All asset-related documents are records managed appropriately.

#### SECTION 4 - SELECTION CRITERIA

<b>Essential:</b>	<p><b>Skills</b></p> <ul style="list-style-type: none"> <li>• Well-developed team building and leadership skills, proven capacity to direct.</li> <li>• Well-developed management and administrative skills.</li> <li>• Well-developed verbal and written communication skills.</li> <li>• High competency in the use of computers, especially MS-Excel MS Word and engineering-related software.</li> <li>• Sound knowledge of civil construction practices in road construction and maintenance techniques and the related operation of heavy plant.</li> <li>• At least 5 years' experience in a Supervisory / Coordinating role in project management, construction and maintenance of roads works.</li> <li>• Practical knowledge of contract management principles.</li> <li>• Current Driver's Licence. (Minimum class C).</li> </ul>
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<b>Essential:</b>	<p><b>Knowledge</b></p> <ul style="list-style-type: none"> <li>• Managerial qualifications, project management and operational programming knowledge.</li> <li>• Practical knowledge of support trade skills in a civil operational setting (road construction and maintenance).</li> <li>• Sound knowledge of the procedures relating to repairs, maintenance and minor building tasks.</li> <li>• Practical knowledge of contract management principles and law.</li> <li>• Good knowledge of contracts, leases, property transfer procedures.</li> </ul> <p><b>Experience</b></p> <ul style="list-style-type: none"> <li>• Proven managerial level local government experience.</li> <li>• Previous experience in an asset management or asset maintenance role.</li> </ul> <p><b>Qualifications and/or Training</b></p> <ul style="list-style-type: none"> <li>• Relevant tertiary qualifications (Engineering, Project Management) and significant demonstrated experience in similar position.</li> <li>• Current class “C” driver’s licence.</li> </ul> <p><b>Knowledge</b></p> <ul style="list-style-type: none"> <li>• Managerial qualifications, project management and operational programming knowledge.</li> <li>• Practical knowledge of support trade skills in a civil operational setting (road construction and maintenance).</li> <li>• Sound knowledge of the procedures relating to repairs, maintenance and minor building tasks.</li> <li>• Practical knowledge of contract management principles.</li> <li>• Good knowledge of contracts, leases, property transfer procedures.</li> </ul>
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<b>Shire Policy Requirements</b>	<p><b>Police Clearance</b> It is a requirement for all employees of the Shire of Halls Creek to provide a National Police Clearance (at interview or within 3 months of appointment) and maintain a clear record as it pertains to the requirements of the role, duties and obligations of the position.</p> <p><b>Medical</b> It is a requirement for all employees of the Shire of Halls Creek to undertake a medical with necessary testing suitable for the role, duties and obligations of the position, (within 3 months of appointment) which will include a drug test.</p> <p><b>Driver’s License</b> Minimum C class driver’s license. A copy to be provided upon interview or at commencement.</p>
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**SECTION 5 - APPOINTMENT FACTORS**

<b>Location</b>	Shire of Halls Creek, HALLS CREEK, WA 6770.
<b>Organisational Relationships</b>	Responsible to: Chief Executive Officer  Internal and External Liaison: Internal All Council Staff External General Public, Local Services Contractors and Suppliers on occasions.
<b>Extent of Authority</b>	Works in accordance with general direction from the Chief Executive Officer
<b>Delegation Authority</b>	Procurement - Goods and Services, Temporary Closure of Roads, Fees and Charges - Discounts. Purchasing authority \$10,000.
<b>Employment Terms</b>	A Probationary period of 3 months will apply to this position in accordance with Shire policy.

**SECTION 6 - CERTIFICATION**

The details contained in this document are an accurate statement of the purpose, duties and role specifications and other requirements of the position.

\_\_\_\_\_  
Chief Executive Officer

\_\_\_\_\_  
Date

I have read and understood the requirements of the position as detailed in this document.

\_\_\_\_\_  
Employee

\_\_\_\_\_  
Date Appointed