

POSITION DESCRIPTION

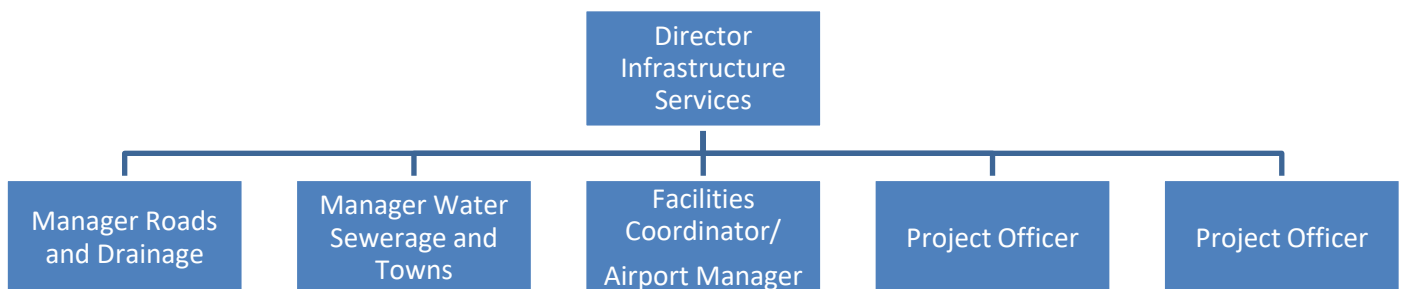
Manager Roads and Drainage

Position Title	Manager Roads and Drainage
Reports To	Director Infrastructure Services
Immediate Reports	Supervisor Construction Supervisor RMPC and Maintenance, Supervisor Workshops
Principal Location	193-199 Grey Street, St George
Employment Basis	Permanent

PURPOSE OF THE POSITION

The **Manager Roads and Drainage** is responsible for the construction and maintenance of Council's roads, drainage, plant and equipment and other Council assets. Ensuring Council meets its levels of service, regulatory and licensing requirements through providing high quality technical leadership.

ORGANISATIONAL STRUCTURE



ORGANISATIONAL VALUES



Our Customers

The customer is always right. We put the customer at the centre of everything we do. Always say "Thank you". We listen to our customers, understand them and work out how to best serve them. We get things done with speed, conviction and agility. We go the extra mile and exceed customers' expectations.

Our People

We value teamwork and interdependence. We are one team. We have the same relationships with customers as we do with each other. We will strive to be the best - we are restless, always learning, always improving. We value each other - we seek and benefit from diverse people and perspectives. We are ambitious and courageous - we pursue excellence, set new standards and go beyond them.

Our Reputation

Our reputation is our most valuable asset. A good reputation takes effort, patience and time. Destroying a good reputation takes a single moment's misstep. We act honestly and consistently in our behaviours, actions and decisions. We establish trust by keeping our word, communicating effectively and transparently. We are responsive. We resolve errors/mistakes and never make excuses.

CORPORATE RESPONSIBILITIES

All employees are bound by the Queensland *Local Government Act 2009* to behave with integrity, and in a way that shows a proper concern for the public interest. All employees are responsible for acting in accordance with the Balonne Shire Council Code of Conduct and relevant policies, procedures and protocols as may be applicable.

KEY CRITICAL PROCESS RESPONSIBILITIES

- Roads, drainage, plant and equipment construction, maintenance and asset management
- Contract compliance management (Roads and Drainage)
- Road, drainage, and other Council infrastructure construction and asset management

EXTENT OF AUTHORITY / DELEGATION

Work within general guidelines and objectives provided by the Director Infrastructure Services. The position has delegated purchasing authority in accordance with Council's Delegation Register.

KEY RESPONSIBILITIES

Specialist Infrastructure Management

- Monitor and provide technical support in roads and drainage operations to achieve Council's operational and maintenance requirements.
- Promptly respond to and manage identified problems and/or non-conformance issues
- Monitor and provide technical support for Council infrastructure projects and programs
- Deliver allocated capital works program (scope, cost, schedule, and quality)
- Review and improve the operations and maintenance activities through a process of monitoring, benchmarking, and developing and implementing improvements
- Perform other duties within your capabilities as directed

Staff Management

- Provide leadership and direction to direct report employees
- Mentor and develop direct report employees to encourage high standards of professionalism, performance, integrity and ethical conduct
- Proactively monitor team performance and implement performance management strategies as required build positive relationships through the various levels of Council, both politically and operationally

Administration

- Provide appropriate information to assist with the preparation of program and budget estimates for the section.
- Report to the Director Infrastructure Services circumstances which may cause significant variances in cost, scope, and schedule from approved programs and budgets
- Ensure compliance with Council Policies, Procedures and Manuals, and relevant Acts
- Ensure that approved purchasing procedures are followed
- Keep the Director Infrastructure Services appropriately and adequately informed on the current state of activities in the section and to highlight in advance any points likely to influence Council operations or relations with ratepayers and/or the public
- Ensure deadlines are met

Risk Management

- Be responsible for applying WHS to daily tasks performed in the workplace including completion of risk assessments
- Contribute to the development of a Risk Register for capital and maintenance projects
- Take all practical measures to ensure that your workplace is safe and without risk to health or property

QUALIFICATIONS, KNOWLEDGE & EXPERIENCE

- Tertiary qualifications in an engineering or related discipline, and or extensive professional experience working in the roads and drainage field
- Current C Class open drivers licence
- Extensive operations or construction experience demonstrating high levels of technical and organisational leadership
- Experience in maintenance and asset management systems and processes
- Staff management skills, with exposure to performance management and planning
- High level customer service and communication skills with an ability to liaise effectively with stakeholders in a culturally diverse environment
- Proficiency using the Microsoft Office suite and MS Project

SELECTION CRITERIA

Essential

1. Demonstrated experience in delivering roads and drainage construction and maintenance services
2. Demonstrated experience managing construction projects and programs to ensure conformity with project management methods
3. Demonstrated experience managing maintenance projects and programs to ensure conformity with Asset Management Plans
4. Demonstrated experience managing plant, equipment and workshop
5. Demonstrated experience managing contracts, procurements, and budgets
6. Demonstrated experience in stakeholder management
7. Tertiary qualifications in an engineering or related discipline
8. Current C Class open drivers licence

Desirable

1. Project management experience
2. Experience in a local authority
3. Accredited RPEQ



POSITION DESCRIPTION

Manager Roads and Drainage

RECEIPT AND ACKNOWLEDGEMENT

I have received a copy of the attached position description. I have read this position description, and I understand all my job duties and responsibilities. I further understand that my duties may change on a temporary or regular basis according to the needs of the Council without it being specifically included in the position description. I will be notified of these changes in writing and have an opportunity to ask any questions with my immediate supervisor or Human Resources. I have discussed any questions I may have about this position description prior to signing this form.

Employee Signature: _____ Date: _____

Witness Signature : _____ Date : _____