

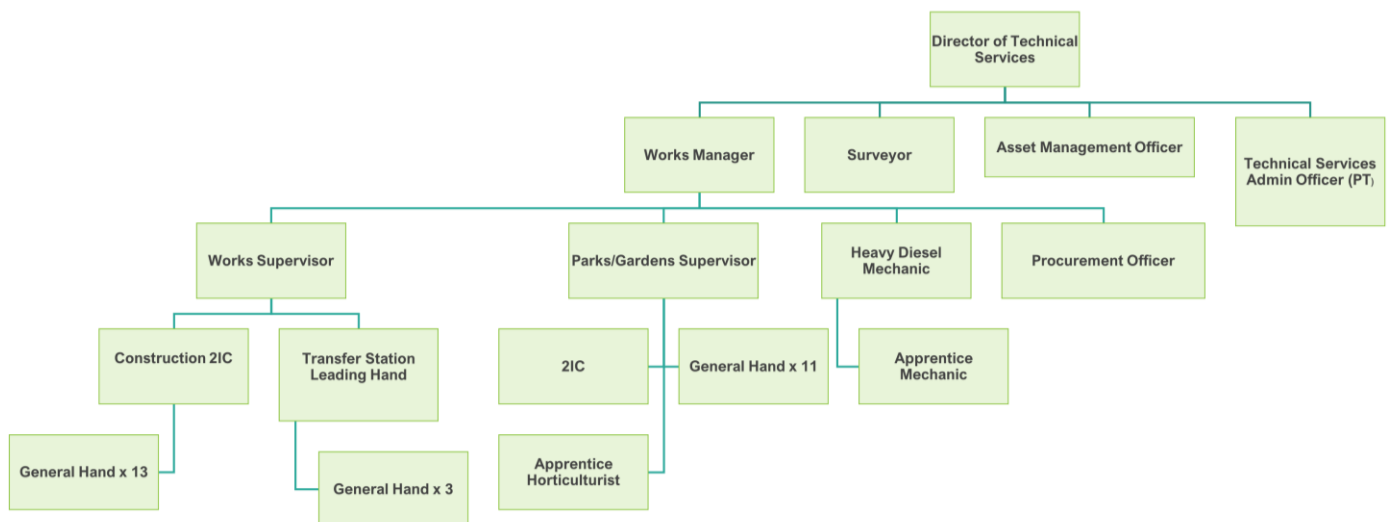
POSITION DESCRIPTION

Position: Infrastructure Manager
Division: Technical Services
Location: Shire Depot
Reports To: Director Technical Services (DTS)
Supervises: Works Team including Construction, Parks & Gardens, Waste Facility, Fleet Management and Procurement
Stream/Level: Contract - Negotiated
Position Description: 10/05/2022 (reviewed)

Primary Purpose

1. To deliver specific projects and maintenance works in line with the Shire of Collie Community Strategic Plan and Corporate Business Plan.
2. The position has the management and responsibility to effectively and efficiently develop and deliver the construction and operations of the following infrastructure and asset services.
 - roads, paths, drainage; parks and gardens, and cemeteries
 - depot including plant and equipment.
 - other Shire built assets, council properties (Waste Facility, etc).

Technical Services Workforce Structure (Currently being reviewed)



Key Result Areas of Accountabilities

Capital and Operational Works and Services:

- Sound financial management and project management skills, including in the areas of estimation, costing and scheduling, planning, implementation and review, procurement, machinery operation and maintenance.

- Proven civil construction skills including road survey, design, construction and maintenance, plan reading, levels, setting out and pick up, material assessment and traffic volumes.
- Sound working knowledge of and experience in road construction and maintenance, storm water drainage and maintenance, parks and gardens, machinery operation and maintenance, procurement, and other functional responsibility areas.
- Monitor plant replacement programs and have a good knowledge of plant and equipment.
- Provide private works to individuals, companies, government departments as required (within the interests of Council).
- Liaise with the public on all aspects of the Engineering Department and related areas of responsibility.
- Attend Council Meetings as required.
- Preparation of Infrastructure Agenda Items for Council & Committee meetings.
- Provide programs, option, and costings to the DTS for the preparation of the Shire Budget.
- Prepare timely, accurate and professional correspondence as required including agenda items and reports for Council.
- Responsible for all occupational health, safety and welfare legislation and training related to the outside work staff
- Take on higher duties acting for the DTS when required.

Human Resource Management:

- Maintain good working relationships with management, departments, and other staff.
- Assist the DTS to optimise Council's human resources by provision of training to ensure a multi-talented and flexible workforce.
- Ensure employees are suitably trained to efficiently and effectively operate plant and equipment.
- Ensure records of training are kept up to date and recorded appropriately.
- Training plans in place in a timely manner.
- Actively participate with the DTS and others as required, in all aspects of human resource management including recruitment, induction, training & development, performance review, and management of performance.
- Performance reviews completed and signed off annually.
- Deal with matters relating to Council operations and personnel in a confidential manner.

Supervision Safety Responsibilities:

- Ensure all members of the Works Teams abide by Council's safety policies, rules and regulations.
- Ensure that working procedures and practices are systematically reviewed to ensure best practice.
- Develop a safe work environment by controlling, directing, and monitoring work practices.
- Ensure all employees, volunteers and work experience students are informed, instructed, and trained in the safe use of all plant, machinery, equipment, substances and materials, via supervisors.
- Ensure all accidents/injuries, near misses, hazards and public incidents are investigated appropriately and in a timely manner.
- Ensure inspections of work sites, plant and equipment are conducted regularly.
- Ensure that action is taken to control identified hazards and recommending control strategies to senior management where hazard control requires resources beyond the delegated authority.
- Actively participate in the review of safe operating procedures.
- Assist in the rehabilitation of employees who are, or have been, absent from work due to illness or injury, by working in conjunction with the Rehabilitation Co-ordinator/ Human Resources Officer.
- Ensure that proposed changes to health, safety and welfare practices, procedures and policies are followed in the workplace.

- Respond immediately on receiving notification of a work-related injury or illness to an employee or the occurrence of a dangerous or hazardous situation.
- Consult with Health and Safety Representatives, Human Resources Officer, and OSH committee on any proposed changes to the workplace, plant, substances used, etc.

Competency Requirements

The position requires well developed competencies in the following areas:

Developing Self and Others – looking to continually develop self and others to improve performance, creating a culture of continuous improvement.

Team Working and Leadership – an effective team member with a learning style that is motivational and empowering.

Interpersonal skills and communication – ability to maintain appropriate and professional relationships with others, using appropriate skills to ensure that people understand your message.

Achieving results – sustaining a culture that is focused on quality results.

Service Focus – promoting a ‘customer first’ service culture for both internal and external customers.

Selection Criteria – Experience and Qualifications

Essential Criteria:

1. Possession of a tertiary qualification within a relevant Civil engineering discipline, equivalent experience or working towards qualifications.
2. Relevant previous experience in a senior management role.
3. Demonstrated experience in the design and project management of, construction and maintenance of asset infrastructure, including roads, pathway, drainage, bridges, parks, gardens and waste facilities.
4. Demonstrated proactive and innovative management and leadership in a multidisciplinary workforce including technical, administrative, waste and construction and maintenance staff.
5. Highly developed skills in Human Resource Management and Public Relations.
6. Highly developed skills in forward/strategic, planning, financial, budgeting estimating procedures and report writing and organisational and time management skills
7. Good knowledge of computer software applications (MS office, Synergy, Project Management etc).
8. Sound knowledge of Equal Employment Opportunities, Occupational Health and safety Guidelines and Anti-discrimination principles.
9. Hold a “C” class driver’s license.

Desirable Criteria:

1. Eligibility for corporate membership of applicable professional associations, Institute of Engineers Australia (EA), Institute of Public Works Engineering Australia (IPWEA)
2. Working knowledge and understanding functions of Local Government in Western Australia.
3. Sound knowledge of traffic management, road safety design and signage requirements and associated legislation and policies.

Ongoing Performance

- Willingness and aptitude to undertake further training and professional development to keep abreast of industry trends, regulatory changes, technology as relevant and related matters and to ensure legislative and statutory requirements are met.
- Contribute to and provide leadership in the delivery of the Council's Safety & Risk Management Plan.
- Operate in compliance with OH&S legislation, regulations, practices, and standards.
- Utilise safe working practices applicable to own work area and practices. Contribute to the identification of hazards and risks and participate in their minimisation and/or appropriate corrective strategies.

Extent of Authority

This position has financial authority within the adopted Budget parameters in accordance with the Shire of Collie Corporate Plan.

This position reports directly to the Director of Technical Services

REMUNERATION PACKAGE

Position	Infrastructure Manager
Employment Category	Continuing Employment – Full Time <i>Clause 7.3.1 Shire of Enterprise Agreement 2017</i>
Hourly Rate	\$50.61 per hour (min) up to \$55.67 per hour (max)
Superannuation <i>Employer Superannuation Contribution: depending on employee contribution up to an additional 8% (total contribution 18%)</i>	10% SGC Superannuation (Compulsory) Additional Superannuation (Optional) Additional Superannuation is optional and can commence at any time. Matching contributions by Council up to 8% subject to salary sacrificing contributions by the Employee (as per the Shire of Collie Collective Agreement 2017 Clause 9.7).

Allowances	<p>Service Pay – Commencement at the end of the first year of service @ \$18.00 per fortnight with yearly increment up to 10 years' service as per Clause 14.1 Shire of Collie Enterprise Agreement 2017).</p> <p>Telephone Allowance – Up to \$25.00 per fortnight or work phone provided (this is negotiable).</p> <p>Housing Allowance - \$20.00 per fortnight for employees who reside within the Shire of Collie as per Clause 13.12 Shire of Collie Enterprise Agreement 2017.</p>
Uniform	As per Clause 10.4 – the employer will provide five (5) long sleeve shirts and three (3) pants per person, plus jacket and safety boots.
Staff Discount Scheme	As per Clause 12.1 Shire of Collie Enterprise Agreement 2017 Employees will receive a 100% discount, and their spouse and dependants under the age of eighteen (18) with a 50% discount to all Recreation facilities including the Shire of Collie Swimming Pool and all Shire of Collie run programmes at Roche Park Recreation Centre.
Annual Leave	4 weeks Annual Leave per annum plus leave loading of 17.5% as per clause 17 Shire of Collie Enterprise Agreement 2017.
Public Holidays	As per Clause 25.2 of Shire of Collie Enterprise Agreement 2017 employees are entitled to Two (2) additional days being the Tuesday following Easter and the day following New Years Day are available per annum to each Employee.
Location	Shire of Collie Depot 1 Cockie Bend COLLIE WA 6225
Hours	76 hours per fortnight working between the spread of hours 6.30 am to 5:00 pm including half an hour lunch break. 9-day fortnight with 1 RDO (negotiated with the Director of Technical Services).
Start Date	To be confirmed
Reports To	Director Technical Services