

# POSITION DESCRIPTION



Date: 7 May 2025

## 1. Position Identification

<b>Title:</b>	Manager Works				
<b>Position Number:</b>	PE.RE.62	<b>Level:</b>	11	<b>Agreement:</b>	Shire of Exmouth Enterprise Agreement 2017
<b>Department:</b>	Operational and Infrastructure Services				
<b>Section:</b>	Infrastructure Services				
<b>Location:</b>	Exmouth, Western Australia				

## 2. Reporting Relationships

<b>Reports to:</b>	COO
<b>Direct Reports:</b>	Coordinator Works Building Maintenance Officer Works Administration Officer Irrigation Technician Depot Mechanic

## 3. Value Statement

Embrace and promote the values of integrity, accountability, respect and innovation.

- **Integrity**  
We act with care and diligence - making decisions that are honest, impartial, timely and based on all relevant information.
- **Accountability**  
We use Shire resources in a responsible and accountable manner that ensures the efficient, effective and appropriate use of resources and information.
- **Respect**  
We treat people with dignity, fairness and recognise their interests and rights.
- **Innovation**  
We strive for continuous improvement, embrace change and challenge the status quo.

## 4. Role Purpose

Reporting to the Chief Operations Officer, the Manager Works role provides strategic leadership of the Engineering Works functions across the Shire of Exmouth operations.

The position is responsible for managing all engineering works functions including the delivery of asset management plans, developing construction standards, project and works estimating, scheduling and delivery for internal and external customers to ensure the sustainability of Council's infrastructure.

## 5. Key Objectives

Manage the delivery of Council's annual and long-term infrastructure works programs, asset management plans and provide input into the development of Council's operational budget and long-term financial planning.

Manage the Department to ensure engineering, asset maintenance and renewal programming and related services are delivered in safe, a timely and cost-effective manner.

Undertake strategic planning of works to Council's assets to address changes and trends in level of service and workforce requirements.

Manage works for Shire and Customers and monitor/report its delivery.

Conduct continuous evaluation of works delivery performance through reporting of data to achieve works delivery targets.

Provide expert technical advice and assistance for engineering projects on Council's assets.

Implement new technology to Operations.

## 6. Key Responsibilities

### ***Leadership***

Display strong leadership and encourage productivity while overseeing the Works function team and major capital works projects.

### ***Strategic Direction***

Provide strategic directions to delivery of asset management programs and initiatives across the region to meet the needs of the growing community and tourism over the long term.

Develop appropriate strategic direction and plans for the works functions, consistent with achieving the outcomes contained in Council's Asset Management Strategy and Asset Management Plans.

### ***Accountability & Budget Management***

Carry out financial management and development of budgets for the works functions consistent with Council's financial strategy and to constantly seek efficiency in all aspects of resource utilisation in executing those functions, including the analysis of costs and benefit for all new initiatives.

Ensure the Department's programs are regularly monitored for economy and efficiency and that the Department's assets in all their forms are strategically managed to sustain their fitness in providing service to the Council and its community.

### ***Compliance & Risk Management***

Provide development of Works Programs and systems to ensure the management of risk and compliance with all statutory requirements.

Deliver development of processes for the measurement and regular reporting of the Department's performance against appropriate indicators and benchmarks.

### **Works Management**

Manager Works is responsible for efficiently managing works associated with delivery of Asset Management Plans and its schedules consistent with Shire of Exmouth Asset Management Strategy.

Manager Works role includes following duties:

- Provide safe, clean, quality, efficient, compliant to regulations and rules, value for money and on time and budget delivery of works and asset services.
- Deliver Asset Management Plans and projects.
- Develop and implement annual schedules for work using digital and non-digital process for Work Management System.
- Oversee delivery of planned and unplanned work and report its delivery back to Asset Management.
- Effectively utilize Corporate, Asset Management and Work Management systems and process.
- Implement delivery model with effective structure, systems, clear roles and responsibility.
- Manage Depots maintenance and Waste Management including the Rubbish Tip.
- Develop and implement Customer Works monitoring and communication process.
- Implement in-house v/s outsource services as per resource plan.
- Manage contracts and projects.
- Manage workforce competencies and skills.
- Achieve Works Department Objectives and its KPI's targets.
- Report and Review Performance and continuously improve it.
- Assist Manager Asset and Engineering in development of assets maintenance criteria.
- Create culture of respect.
- Deliver Department's sets of goals and SMART (*specific, measurable, achievable, relevant and time-bound*) KPI's targets.

Undertake Council's depot's plant and heavy vehicle fleet management including the maintenance and update of Council's plant replacement programme.

### **Other**

Any other duties consistent with the level of this position.

## **7. Risk Management and Workplace Health and Safety**

Participate, contribute and demonstrate personal commitment to safe practice and environmental awareness that is compliant with Duty of Care requirements under the Work Health and Safety Act 2020 and relevant regulations and guidance notes.

Identify potential hazards and take appropriate action in accordance with policies and procedures.

## **8. Qualifications and Work Experience**

### **Mandatory Requirements**

- Hold a current national "C" class Western Australian driver's licence (or be able to obtain within 3 months).
- Valid permanent Australian Work Rights.

### **Essential Requirements**

- Tertiary qualification In Engineering (Civil) or relevant demonstrated experience.
- Minimum 3 years in similar role.
- Demonstrated ability to lead and mentor team members.
- Advanced communication, consultative interpersonal and negotiating skills.
- Writing complex reports and compile presentations.
- Managing major infrastructure projects.
- Ability to demonstrate and support the values of the Shire of Exmouth.

### **Desirable Requirements**

- Diploma in Frontline Management and/or Work Place Health and Safety.

*Note: The requirements and responsibilities in this position description are a general guide only and are not all inclusive. The Position Description may be reviewed at any time based on operational requirements.*