



SHIRE of WEST ARTHUR

APPLICATION PACKAGE

FOR THE POSITION OF

MANAGER WORKS AND SERVICES

Applications for this position close at 9am on Monday 19 April 2021, however applicants are encouraged to submit their application as soon as possible as applications will be assessed as they are received. Interviews may be held prior to the closing date.

Position Advertisement

Responsible for ensuring the Shire's road network and public facilities are maintained to a high standard, the successful applicant will be required to develop and implement the annual works program and oversee all infrastructure asset management including capital works and maintenance. A three to five year performance based contract is offered. Salary and benefits are subject to negotiation but include:

- 9 day fortnight.
- 4 x 2 house with large shed.
- Cash component up to \$110,000 per annum.
- Private use of vehicle.
- Up to 11% superannuation.
- Professional development.
- Relocation expenses.

The Shire of West Arthur is located in the far south west of the wheatbelt region. It is administered from the town of Darkan which is 200km south of Perth and 115km east of Bunbury.

Applications are to be submitted to shire@westathur.wa.gov.au and will close. Further information is available from the Shire's website www.westarthur.wa.gov.au or contact Ashleigh at the Shire of West Arthur on 97362222.

Employment Application Package

Shire of West Arthur 31 Burrowes Street DARKAN WA 6392; Telephone (08) 9736 2222; email: shire@westarthur.wa.gov.au

GENERAL CONDITIONS OF EMPLOYMENT

Thank you for your interest in this vacancy.

These guidelines are to assist you in preparing a written application. Also enclosed is a position description.

If you would like to find out anything further about the position, please contact the Shire's Chief Executive Officer, Nicole Wasmann, on 9736 2222.

General Information

Prior to any offer of employment, the applicant will be required to produce a police clearance. A criminal record does not necessarily disqualify an applicant. If rejection of your application is considered solely because of a criminal record you will be given the opportunity to discuss the matter fully before a final decision is made.

Canvassing of Councillors will disqualify.

The successful applicant will be required to provide a medical declaration and may be required to undertake a medical examination prior to an offer of employment.

Preparing Your Application

Applicants are not required to separately address selection criteria. Applications should include a resume and information about previous employment that relates to this position including duties and achievements along with at least two recent work related referees. Written references are not required. Referees may be contacted by the selection panel as part of the selection process for this position. If there is a special need for confidentiality, please provide details with your application.

Applications should be emailed to shire@westarthur.wa.gov.au with "Application Manager Works and Services" in the subject line. Applications for this position close at 9am on Monday 19 April 2021, however applicants are encouraged to submit their application as soon as possible as applications will be assessed as they are received. Interviews may be held prior to the closing date.

The preferred candidates will be required to attend an interview in Darkan with a selection panel comprising the CEO, Manager of Finance, and Human Resources Officer.

Originals of supporting documents must be made available on request (e.g., motor vehicle licence/s and qualifications where applicable).

Probation Period

A probationary period of three (3) months applies to all new appointments. The probation period may be extended if necessary.

COMPILATION OF SALARY PACKAGE (PER ANNUM)

	Min	Max
Base Salary	90,000	110,000
Superannuation (9.5%)	8,550	10,450
Matching contribution up to (1.5%)	1,350	1,650
Motor Vehicle	17,000	17,000
Fringe Benefits Tax	8,000	8,000
Professional Development	2,000	2,000
Housing (Value \$228 per week)	11,856	11,856
Water	400	400
Uniform/Clothing	450	450
TOTAL	139,606	161,806

Superannuation

Superannuation of 9.5% in accordance with the Statutory Occupational/Guarantee Fund shall apply. Salary sacrificing is available. The Shire pays an additional 1.5% superannuation to employees contributing 5%.

Hours

The hours for this position are generally 76 hours worked Monday to Friday 7.00am to 4.00pm with a rostered day off each second Friday of the fortnight. This position requires the person to work the hours necessary to meet the requirements of the position including attendance at Council meetings. No overtime is paid for extra hours worked, however time off may be accrued in exceptional circumstances with the approval of the CEO. If required to assist with operating plant after hours, applicable casual plant operator rate is paid.

Annual Leave

Five weeks per annum. An allowance for leave loading has been incorporated into the base salary and is therefore not applicable. The additional week of annual leave, is in recognition of the requirement to attend meetings out of hours.

Uniform

Up to \$450 per annum.

Motor Vehicle

A motor vehicle (currently 4 x 4 Mitsubishi Pajero) is available for private use. CEO approval is required for private use more than 700kms from Darkan. Fuel is not provided for private use when on leave.

Housing

A 4 x 2 house constructed in 2007 with a three bay shed is available rent free. The Shire pays the first \$400 of water used per annum.

Relocation Expenses

- Relocation expenses may be reimbursed to new staff as follows:
 - Being limited to removal expenses only
 - Being supported by proof of expenditure
 - Limit of \$3,500

Repayable in full if resignation occurs within 2 years of appointment.

Code of Conduct

The successful applicant will be expected to observe the Shire's Code of Conduct, and Council policies.

Location Amenities

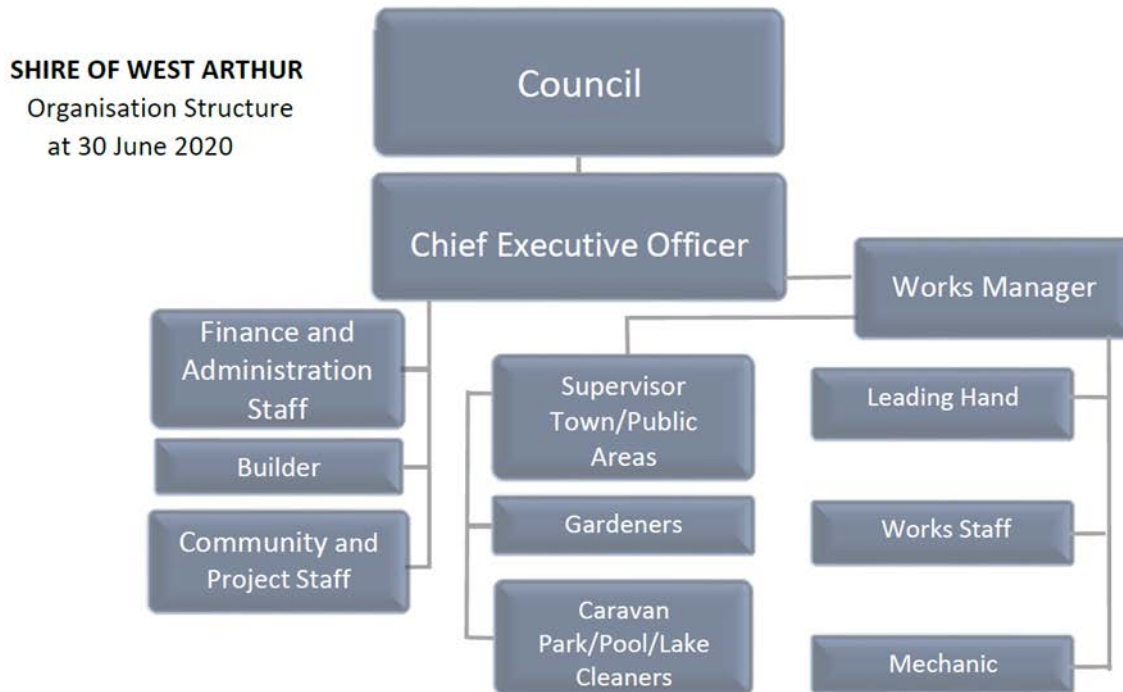
The Shire is well serviced with various recreation and amenities including supermarket, primary school, bus to high school in Collie, swimming pool, post office, childcare, playgrounds, community resource centre, visiting medical practitioners, hotel, cafés, and sporting facilities.

Further information is available from the Shire's web site or the Shire Office.

ABOUT THE POSITION

Reporting directly to the Chief Executive Officer, this position is classified as a senior employee.

The Manager of Works and Services is responsible for the management of up to 17 full time equivalent staff including mechanic, parks and facilities staff, and plant operators.



The Shire's annual road construction program is \$1.253 million in the 2020/21 financial year. Shire staff carry out the majority of the program in house. Additionally the Shire completes other infrastructure projects each year. Infrastructure projects identified in the near future include refurbishment of jetties at Lake Towerrinning, upgrade to town centre public open space and play areas, redevelopment of the Darkan refuse site, improvements to water catchment and water infrastructure, and construction of a new facility for St John ambulance.

The Shire has public facilities in Darkan, Duranillin, Arthur River, and Moodiarrup.

POSITION DESCRIPTION

1. Position Identification

Title:	Manager of Works and Services				
Position Number:		Level:	N/A	Agreement/ Award:	3-5year performance based contract
Department/Section:	ENGINEERING				
Section:	ENGINEERING				

2. Reporting Relationships

Responsible To	Chief Executive Officer
Supervision of	Outside Staff comprising: <ul style="list-style-type: none"> • Leading Hand • Plant Operators/Labourers • Mechanic • Supervisor Town and Public Facilities • Gardeners
Internal & External Liaison	Internal: <ul style="list-style-type: none"> • President and Councillors • Chief Executive Officer • Other Staff and employees External: <ul style="list-style-type: none"> • Public Utilities and Authorities • Consulting Engineer • Suppliers • Ratepayers • General Public • Government Departments

3. POSITION OBJECTIVES:

3.1 Objectives of Position:

Develop, supervise and control the Shire's works construction and maintenance programmes which encompasses all aspects of road construction and maintenance, parks and gardens, verges, reserves, streets trees, litter management, footpaths, drainage, sporting facilities, street furniture, public facilities and any other related matters.

3.2 Within Section:

Prepare, implement, and monitor programs for capital improvement and maintenance of all of the Shire's infrastructure, including direction and control of staff.

3.3 Within Organisation

Liaise with the Chief Executive Officer, Council, public, public authorities, and contractors on matters required for the implementation of the works program.

4. The key responsibilities of this position are:

- Develop, plan and implement construction and maintenance works programs.
- Provide staff with advice and professional support to resolve issues.
- Accept responsibility for time management and project deadlines for construction programs.
- Provide guidance, advice and direction to employees within the road services unit.
- Deliver a cost effective, efficient and high quality road construction, maintenance and management service.
- Contribute to the development of a culture of quality, industry best practice and customer focus across the works team.
- Administer and control all road construction and maintenance activities to a satisfactory standard.
- Ensure that safe work practices are adhered to and ensure safe work standards are maintained. Ensure that all accidents, workers compensation issues, and other incidents are reported and documented.
- Initiate, establish, control, organise and direct ongoing operational and forward plans and maintenance programs.
- Prepare and manage the capital works budgeted and program include forward planning.
- Liaise with public utilities, other departments and instrumentalities, contractors and the public to ensure all services and contingencies affected by outside operational tasks are addressed and accordingly dealt with.
- Ensure a timely response to after hours and emergency calls.
- Supervise the mechanic to ensure the maintenance of Council's plant and equipment is in good working order.
- Prepare and implement appropriate training plans for works staff.
- Design and manage the construction of infrastructure including roads, footpaths, bridges, culverts, retaining walls etc.
- Prepare funding applications for Regional Road Group, Black Spot and other programs that may be applicable.
- Develop and implement a rolling road count program.
- Compliance with clearing legislation including compliance reporting.
- Check and ensure accuracy of accounts for payment.
- Monitor expenditure of funds against budget allocations.
- Assist in the development of strategic advice to Council on local traffic and transport related issues.
- Provide advice and reports to Council and the Chief Executive Officer in relation to Council's works programs/projects.
- Attendance at works related seminars and other conferences/training.
- Any other duties as directed by the Chief Executive Officer.

5. Occupational Health and Safety

The Shire is committed to Occupational Health and Safety in all areas of Council's operations.

As a supervisor within the organisation you will ensure that you represent the organisation in complying with the requirements of Section 19 of OSH Act which requires that –

“An employer to, so far as practicable:

- Provide and maintain a working environment where employees are not exposed to hazards,
- Provide and maintain workplaces, plant & systems of work, as far as practicable that employees are not exposed to hazards,
- Provide information, instruction, training & supervision to enable employees work without being exposed to hazards.”
- Consult & cooperate with safety & health representatives & employees.

As an employee of the organisation you will ensure that you comply with the requirements of Section 19 of the OSH Act which requires that:

“An employee shall take reasonable care to:

- Ensure his/her own safety & health at work & avoid adversely affecting the safety & health of other persons,
- Comply, as far as is reasonably able, with instructions given by management,

- Use appropriate devices & protective equipment in the manner in which he/ she has been properly instructed,
- Not to interfere with or misuse anything provided in the interest of safety & health,
- Immediately report a hazard, incident or work injury to the employer.”

6. Equal Employment Opportunity

Employees of the Shire of West Arthur are required to adhere to the requirements of the Equal Opportunity Act 1984 (as amended) and all other associated legislation, including the Local Government Act.

7. Records Management

The incumbent is responsible and accountable for adequately managing the corporate records they create and receive according to relevant policies, procedures and legislation.

8. Extent Of Authority

Operates under *limited direction* of the Chief Executive Officer within established guidelines, procedures and policies of Council as well as statutory provisions of the Local Government Act and other legislation.

This position has authority to:

- approve expenditures on budgeted items up to an item value approved by the Chief Executive Officer.
- Develop works budget and other budgets for projects as required.
- Supervision of works crew and contractors.
- Makes recommendation to the Chief Executive Officer on the appointment of staff.
- Manage the civil and works based components of the annual budget.

9. Selection Criteria

Essential:

- Developed team development and leadership skills.
- Developed time management skills.
- Developed verbal and basic written communication skills.
- Developed public relations and interpersonal skills.
- Sound knowledge of plan and design interpretation.
- Sound knowledge of Occupational Health, Safety and Welfare regulations, Equal Opportunity legislation and policies.
- Demonstrated experience in human resource management including direct supervision of staff.
- At least 3 years supervisory experience in the construction and maintenance of road works for local or public authorities or private contractor.
- Familiarity with budget principles.
- Experience in traffic management
- Ability to manage a variety of task concurrently.
- Evidence of a strong commitment to quality and customer service.
- Supervisory skills of consultants and contractors engaged on a project basis
- Skills in managing time to achieve specific and set objectives which may have competing demands in the most efficient way possible with the resources available and within set timeframes.
- Hold a current Motor Drivers License.
- Level of computer literacy with industry standard software including Microsoft Office products.

Desirable:

- Hold a current “HC” class Motor Drivers License.
- Working knowledge of the political environment that local government operates within.
- Formal qualifications in leadership, management or engineering.
- Experience with the use of Roman.
- Understanding of the Regional Road Groups, and Roads to Recovery.

- Experience and knowledge of legislative requirements applicable to local government.
- Knowledge of the Shire district.
- Sound knowledge of the operation of heavy plant.
- Hold a current Worksafe Construction and Safety Awareness Training Card.
- Experience in preparation of asset management plans.
- Previous experience in the preparation, administration and acquittals of grant funding.
- Working knowledge of Main Roads and AUST Road Specifications.