

Job and Person Specification

Position:	Works Coordinator
Department:	Infrastructure & Works
Reports to:	Works Operations Manager
No of Direct Reports:	4
No of Indirect Reports	12
Award / Level:	Professional Level 2
Incumbent:	Vacant
Date Appointed:	

Position Objective

The position is key to the overall successful operation of Council's outdoor works operations. Its main function is to ensure that the services provided to the community are done in an efficient and effective manner providing the best value for the community. The Works Coordinator role ensures the achievement of goals and activities within agreed plans and within budget limits and timeframes as far as practicable.

The position is a key support role to the Works Operations Manager and as such, is expected to actively assist in managing change, coaching, and mentoring of the team members and supporting the strategic direction of Council.

Adding value to the staff, customer service approach and culture of the organisation is a cornerstone of the position. and The Works Coordinator will provide leadership, support, and direction in accordance with agreed organisational values and explain how we go about our work "Working as a team with open and honest communication; we act with integrity whilst showing respect and being positive and proactive in our actions".

1. Governance & Corporate Planning

1.1. Organisational Planning

- 1.1.1. Assist the Works Operations Manager (WOM) in reporting departmental activities in the Monthly Works Report to the Council (both operational and capital works), assigned Annual Plan Actions, Incident Reports, and various Progress Reports as required.

2. Works Operational Activities

2.1. Infrastructure & Services

- 2.1.1. Assist the WOM with developing, establishing, and directing on-going operational and forward plans and maintenance programs that meet organisational requirements.
- 2.1.2. Liaise with the WOM on the planning and implementation of maintenance and works programs to be undertaken by the Works Teams.
- 2.1.3. Schedule and monitor performance of the Coastal Works & Services, Building Maintenance, Waste Collection and Rapid Response Teams in relation to the program of activities being undertaken.
- 2.1.4. Provide works employees with advice and professional support to resolve issues.

- 2.1.5. Direct labour, plant, material, and contract resources to achieve desired outcomes which reflect quality, effective resource use, timeliness and in a cost-effective manner.
- 2.1.6. Ensure assets which are within the Works operational area are maintained in accordance with appropriate and/or specified service standards.
- 2.1.7. Assume operational responsibility for Works Projects as required.
- 2.1.8. Oversee an effective service response to customer service request items.
- 2.1.9. Ensure compliance with relevant legislation, regulations, and Council policies.
- 2.1.10. With the support of the WOM and HR Coordinator implement human resource activities including recruitment, training and development, disciplinary matters, leave planning, workforce planning and performance reviews.

2.2. Asset Management

- 2.2.1. Assist in asset maintenance, renewal and upgrade planning and delivery for assigned works.
- 2.2.2. Provide information and advice on the condition and usage of Council assets to assist in asset management planning.

2.3. Financial Management

- 2.3.1. Support the WOM in the preparation of Capital and Operational budgets.
- 2.3.2. Monitor and report on financial performance of capital works and operational budgets.
- 2.3.3. Utilise and comply with procurement processes which are effective and focus on quality and value for money.

2.4. Quality Systems – policies & procedures

- 2.4.1. Engage proactively in the continuous improvement across Works service delivery, employee performance, work practice, and procedures. Contribute to policy reviews and the enhancement of policies and systems. systems improvements
- 2.4.2. Provide regular progress reporting to the WOM, covering activity updates, team performance and accomplishments. Actively engage in problem-solving and implement assigned corrective actions to achieve the Works Department Goals and Objectives. Advise on procedural, system, and operational improvements to maximise efficiency in service delivery.
- 2.4.3. Develop, monitor, and review Council's Maintenance Schedules.

2.5. Work Planning & Execution

- 2.5.1. Collaborate with WOM on planning, execution, and completing routine asset maintenance tasks. Additionally, ensure the successful delivery of assigned capital works and provide team support for community events.
- 2.5.2. Aid the WOM in planning and executing programmed works within annual budgets. Keep track of works expenditure costs and promptly report any deviations to the WOM.
- 2.5.3. Provide day to day supervision and leadership to Works Crews. Ensure that programmed work is completed efficiently, adhering to activity requirements. Offer technical guidance and hands-on support as needed. Ensure that task completion is reported to the Works Administration Officer providing sufficient detail substantiation activity closure in Councils records management system – currently TRIM.

2.6. Training and Development

- 2.6.1. Facilitate employee training and inductions – assist in the identification of training need and provide necessary support for training and inductions as needed.
- 2.6.2. Attend all mandated training and retraining events.
- 2.6.3. Identify Training Needs, proactively inform the WOM about any crew training or development needs identified.

2.7. Works and services

- 2.7.1. Provide daily coordination and supervision to the Works Crews to carry out planned and reactive maintenance in cemeteries, parks, reserves, recreational grounds, towns, construction activity, waste management and other duties as required by Works Operations Manager.

2.8. Risk Management

- 2.8.1. Risk management responsibilities as outlined in the BODC Risk Management Framework.
- 2.8.2. Maintain the St Helens Depot and equipment in good operating order.
- 2.8.3. Ensuring emergency event stock items are maintained including emergency signs, lights, barriers, spill kits.
- 2.8.4. Perform and assign Risk Management inspections as scheduled and provide timely inspection reports to relevant Council officers.
- 2.8.5. Monitor all worksite areas for potential risks and hazards and proactively act to mitigate identified hazards and associated risks. Report all findings to the Works Operations Manager.
- 2.8.6. Maintain and service items of plant allocated in accordance with defect plant procedures, bringing any defects or problems to the attention of Councils mechanic and promptly notify the Works Operations Manager of plant that is out of service.
- 2.8.7. Implement Traffic Management Plans developed for construction and maintenance works within Councils Road reservations including sign maintenance and erection.

Performance Measures:

- a) *Maintenance and construction activities delivered in accordance with agreed schedules, intervention levels and project specifications.*
- b) *Compliance with policies, procedures, and operating licence requirements.*
- c) *Provision of information to assist in understanding utilisation and condition of assets.*
- d) *Delivery of activities and projects within budget allocations.*
- e) *Identification and delivery of ongoing and one-off savings without compromising or reducing services being delivered.*

3. Customer Service, Communication & Culture

3.1. Customer Service

- 3.1.1. Develop and foster high levels of respect and satisfaction from the community and stakeholders dealing with the Infrastructure & Works Department through a customer service focus by team members.

3.2. Communication

- 3.2.1. Encourage and support communication within the Department and organisation.

3.3. Organisational Culture

- 3.3.1. Provide leadership, support, and direction to departmental employees in accordance with agreed organisational values.

- 3.3.2. Encourage and support the Departmental teams to operate within the values which have been agreed.
- 3.3.3. Promote the Council as an effective, efficient, and responsive organisation with a focus on developing innovation and productivity.
- 3.3.4. Encourage flexibility and innovation by providing employees with opportunities to broaden their capability and participate in short-term projects which are occurring.

Performance Measures:

- a) *Quality of the customer service activities delivered by the Department (internal and external)*
- b) *Establishment of a culture within the Department which reflects the values of the organisation.*
- c) *Effective management of employees*

Selection Criteria/Person Specification	
QUALIFICATIONS/ EXPERIENCE	<ul style="list-style-type: none"> • Relevant qualifications (Cert IV Civil Construction or equivalent) and/or experience in civil construction and maintenance works • Previous experience in a supervisory role managing staff and contractors. • Local Government background (Highly desirable)
KNOWLEDGE/ SKILLS	<ul style="list-style-type: none"> • Demonstrated ability to lead, coordinate and build high performing teams across diverse work areas and functions. • Excellent oral communication and interpersonal skills with proven ability to liaise with people at all levels. • Sound problem solving, analytical, investigative and negotiation skills relevant to the position. • Proven knowledge of WHS and demonstrated ability to prepare safe operations procedures, risk assessments and safe work method statements. • Extensive knowledge of the operation of small and large plant and equipment used in pavements, asphalts, sealing and concrete construction, building and drainage maintenance works. • Sound knowledge of project management, contract management and tendering processes. • Good levels of computer literacy
PERSONAL ATTRIBUTES	<ul style="list-style-type: none"> • High standards of personal ethics and values • Dedication to delivering exceptional customer service. • Skilful in fostering a cohesive and motivated work team. • Demonstrated leadership abilities and high levels of motivation. • Proven ability of encouraging innovation within a team. • Proficient in making confident decision and providing solutions within tight deadlines.
DELEGATIONS & AUTHORITY	<ul style="list-style-type: none"> • Authority to approve purchasing within Departmental Budget
JOB REQUIREMENTS	<ul style="list-style-type: none"> • Current driver's licence • National Conviction Check • Ability to obtain Traffic Control worksite ticket to allow design and audit of traffic control plans (Orange Card) • OHS General Induction for construction work Certificate
EEO	<ul style="list-style-type: none"> • Ability to clearly understand and adhere to all Council policies associated with Equal Employment Opportunity, Discrimination and Harassment
TRAINING	<ul style="list-style-type: none"> • As identified

By accepting this position, the employee understands their responsibility:

- To keep all information that they are exposed to confidential during and after their period of employment with Break O’Day Council. Information should never be disclosed outside of the organisation and only be disclosed to other employees if there is a need within the context of the task being performed.
- To not access any information within the Council’s systems that is not directly relevant to their work.

Employee Signature: _____ Date: ____/____/____

Approval By General Manager: _____ Date: ____/____/____

Date Position Created: ____/____/____

Date Position Reviewed: ____/____/____