Position Description

**HR PD - MTS 1 - Manager Technical Services**

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| **Position identification** | | | | |
| **Position number** | MTS 1 | | | |
| **Classification** | Contract |  | | |
| **Position title** | Manager Technical Services | | | |
| **Directorate** | Works and Services | | | |
| **Location** | Shire of Tammin Depot | | | |
| **FTE** | 1 | | **Hours p/week** | 38 |
| **Position created** |  | | **Last review** | March 2025 |

Chief Executive Officer

Manager Technical Services

Manager Finance and Corporate Services

Leading Hand

Finance and Corporate Services Officer

Finance Officer

Customer Service Officer

Community Development Officer

General Hand/ Plant Operators X 5

Tip Operator

Shire Cleaner

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| Primary Objectives of the Position |
| * Lead the infrastructure management function to ensure Council and community objectives are achieved. * Manage all aspects of the Council’s operations within the Technical Services department (Works and Services). * Efficiently deliver projects and services related to the establishment and ongoing operations of Shire’s Infrastructure including but not limited to works, asset management, waste management, depot, Council buildings, roads (ROMAN/ RAMM system, RRG), footpaths, parks, oval, and other public open spaces. * Provide best practice professional and technical advice to the CEO and Council on infrastructure management matters. * Be a point of contact for internal and external customers seeking technical advice relating to infrastructure services. |

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| Organisational Values |
| **Vision:** Our vision at the Shire of Tammin is to provide all Employees and Elected Members a harmonious workplace. We strive to provide an open approach of communication with each other and our Community, being productive as a team and being valued as individuals.  **Values**   * **Respect** – At the Shire of Tammin we are committed to being respectful to our colleagues and community, building relationships based on trust, honesty, commitment, safety, positive attitudes and good manners. * **Service** – At the Shire of Tammin we find fulfilment in exceeding expectations, being observant, communicating effectively and contributing positively to the community. * **Achievement** – We strive to deliver services and projects of a high standard and innovation. We take ownership of tasks and consistently use initiative as drivers for delivery. * **Diversity** – We are committed to equitable treatment, valuing individuals and creating a workplace free from discrimination throughout the organisation and community. |

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| Position Outcomes – Key Duties and Responsibilities |
| **Outcome: Effective Corporate Leadership and Management**   * Provide support and strategic assistance to the Chief Executive Officer in the overall leadership and management of the Shire of Tammin. * Display effective personal leadership and actively participate to contribute to a harmonious and high performing Council. * Monitor the progress of expenditure against budget allocations and report anticipated discrepancies particularly relating to establishing and monitoring various capital works and services contracts. * Provide strategic advice and guidance to the CEO/ Council in setting and attaining its objectives. * Establish procedures to ensure compliance with all legislative requirements and policies of the Council relevant to this position and the function of the Directorate. * Monitor the Directorate’s progress against the strategic plan and business plans; review, recommend and implement agreed changes as appropriate. * Maintain an awareness of current trends and thinking in those professional and technical areas that may impact on the ability of the Shire to meet its vision and objectives. * Identify, assess and treat Strategic Risks to minimise any adverse effects on the Shire’s business, its people and its community, and to maximise risk opportunity. * Undertake other relevant duties as directed by the CEO, including the role of acting CEO where appropriate.   **Outcome**: **A Highly Skilled and Responsive Workforce**   * Directing Staff, Consultants and Contractors and Admin staff in undertaking their duties. * Provide leadership, mentoring, support and supervision for Directorate employees to ensure appropriate service delivery. * Monitor levels of service across various services delivered by the Infrastructure/ Works team ensuring compliance with performance KPI’s and community expectations. * Develop and maintain appropriate performance standards that promote Council’s strong customer service ethos and corporate values. * Ensure employees undertake regular training and development to enable individuals and teams to provide an effective, efficient, customer focussed service. * Regularly review staff performance against agreed service plans and key performance criteria. * Facilitate the adoption of best practice processes and procedures.   **Outcome: A Positive and Safe Workplace Environment and Culture**   * Ensure competent and sufficient supervision is provided to facilitate the work to be carried out in a safe manner. * Model and support a positive workplace environment and culture based on the Shire’s values, procedures and policies. * Ensure compliance with all statutory requirements relating to Equal Employment Opportunity and Workplace Health and Safety as well as specific policies, procedures and guidelines adopted by the Shire. * Ensure all new staff within the Directorate are provided with an effective induction/ onboarding program.   **Outcome: Effective Corporate Governance & Statutory Compliance**   * Provide corporate leadership and direction to Works Staff to ensure their functions and activities are consistent with Council’s strategic plan, objectives, budgets, decisions and policies. * Ensure compliance with appropriate statutory and legislative requirements and local laws. * Provide guidance to staff regarding interpretation and actions of relevant legislative requirements. * Keep CEO and Council informed about matters likely to impact Council operations. * Liaise with relevant statutory bodies to promote rapport and maintain productive working relationships * Liaise with community groups to promote rapport and maintain productive working relationships * Represent Council as directed by the Chief Executive Officer.   **Outcome**: **Effective Financial Management and Utilisation of Resources**   * Manage applications for funding from State and Federal bodies in relation to roads, footpaths, building and other Council assets. * Well-developed project management skills including scheduling and programming skills, planning, costing, budgeting and supervision. * Contract management including specification and tender preparation. * Actively contribute to the development and annual review of the annual budget and the long-term financial plan, with a particular focus on infrastructure management. * Manage Directorate resources efficiently and effectively. * Ensure required Budget Management and Project Management review is reported to CEO on a Monthly basis. * Effective management of human, financial, physical and other resources is provided to achieve strategic and business objectives. |

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| Selection Criteria / Position Requirements | |
| Essential | Desirable |
| **Skills and Abilities** |  |
| Demonstrated ability to lead and manage a Works/ Depot team.  Highly developed verbal communication skills with the ability to build professional relationships with a variety of stakeholders.  Ability to interpret and apply relevant legislation and legal documentation.  Strong project management skills, including proven ability to manage priorities, organise resources and deliver results. | Ability to undertake research and make recommendations on meeting the community's expectations and needs relating to infrastructure management.  Demonstrated ability to deliver grant application processes/ projects, including funding management, project delivery and grant acquittal.  Highly developed record keeping, administrative, problem solving, time management and conflict management skills.  Ability to write comprehensive reports, business letters, and related correspondence. |
| **Knowledge** |  |
| Sound knowledge of contemporary civil and municipal road construction, engineering design, construction, quality assurance and management or similar.  Working knowledge of the Microsoft Office Suite of products (Outlook, Word). | Working knowledge of Local Government Law and meeting procedures.  Working knowledge of project management methodologies.  Working knowledge of information technology including Synergy Soft, ROMAN/RAMM, Microsoft, and other software packages. |
| **Experience** |  |
| Demonstrated experience in a relevant senior position within the local government sector. |  |
| **Training/Qualifications** |  |
| Bachelor of Engineering (Civil/Construction) or equivalent knowledge and experience.  Current WA “C” Class Driver’s Licence or equivalent. |  |

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| **Other specific details of the position** | | | | | |
| Extent of authority | Under the limited direction of the Chief Executive Officer and as delegated from time-to-time, the incumbent has authority to act within predetermined guidelines, policies, procedures, pre-determined budgetary limits and expenditure and in accordance with the statutory provisions of the *Local Government Act 1995* and other relevant legislation. | | | | |
| Position has purchasing authority in line with procedure | | **Yes** |  |  |  |