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** | **[x]**  |  |  |