



**Burwood Council**  
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## POSITION DESCRIPTION

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### 1. POSITION DETAILS

<b>Position Title:</b>	Senior Manager – Civil Construction & Operations
<b>Department/Section:</b>	<b>Works Depot</b>
<b>Reports to:</b>	Deputy General Manager
<b>Positions reporting to this position:</b>	Civil Construction & Maintenance Coordinator Waste & Street Cleaning Coordinator. Fleet and Support Services Coordinator Parks Maintenance Coordinator Administration Assistant
<b>Grade:</b>	24

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### 2. POSITION PURPOSE

The purpose of the position is to professionally manage the operations of Councils Depot to provide timely, effective and appropriate service delivery, business operations, construction and maintenance while ensuring its value, safety and function is retained.

To create and sustain a culture of continual improvement, innovation and efficiency in the provision of new Capital projects and maintenance of infrastructure services to the community.

To provide a high level coordination and supervision for the delivery of capital works projects by Council panel of approved contractors.

To help promote the image of Council as effective, caring, courteous and professional.

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### 3. ESSENTIAL CRITERIA

- Civil Engineering Degree or equivalent, satisfying the requirements of entry to the Institution of Engineers Australia for a corporate member
- Extensive experience in Local Government Civil Engineering works particularly civil infrastructure maintenance & construction, design, contract management and tendering practices
- Proven ability in the management, supervision and discipline of a large and diverse engineering works and infrastructure group

- Proven ability in the management, supervision and administration of a diverse group of contractors
- Demonstrate a proven record of managerial skills in achieving given tasks and set targets
- Extensive experience in financial management and budget development and control to ensure cost-effective delivery and maintenance of services
- Experience and proven skills in financial management, cost control and business administration
- Demonstrate a sound ability in written and verbal communication
- Demonstrate a proven record of leadership in decision-making, directing and guiding the staff under control to achieve the objectives and targets effectively and efficiently
- Hold a current Class C Driver's Licence
- Demonstrate a commitment to Occupational Health & Safety (OH&S), Equal Employment Opportunity (EEO) and Cultural Diversity policies and principles.

#### **Desirable Criteria**

- Demonstrate a knowledge of Pavement Management Systems,
- Knowledge and experience in Emergency Management.

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#### **4. MAJOR ROLE AND CHALLENGES OF THE POSITION**

The major challenges for the position of ***Senior Manager Civil Construction & Operations*** are to:

Document, plan and review works and services provided by the Maintenance, Parks, Mechanical Workshop, Civil Construction and Maintenance teams ensuring continuous improvement, innovation and a business focus

Organise and direct work within Maintenance, Parks, Mechanical Workshop and Construction teams to ensure services delivered are efficient, effective, viable and competitive

Control and measure the operations of Maintenance, Parks, Mechanical Workshop and Construction teams with the intention of providing best value in service delivery

Development and monitoring of Maintenance, Parks, Mechanical Workshop and Construction teams budgets and expenditure to ensure both efficient and effective delivery to the community

Be held accountable for working conditions under the control of the position and for detecting any unsafe or unhealthy conditions or behaviour and to take immediate steps to investigate and rectify any risks to health, safety and welfare arising from any work activity

Perform the duties of the Local Emergency Management Officer as delegated by the Deputy General Manager (LI&E)

Represent Council as its appointed representative at all OH&S meetings and provide management's position to outdoor staff at monthly information meetings to communicate the outcomes

Manage and coordinate the functions of the Restorations Team

Manage and coordinate the functions of the Mechanical Workshop

Manage the operational arm of Council's Trade Waste Unit

Co-ordinate the implementation of Council's rolling Capital Works and Maintenance programs

Co-ordinate and provide supervision of all works carried out by various contractors listed on Council panel of approved Civil Contractors

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## **5. OH&S RESPONSIBILITIES**

Senior and Middle Managers are responsible for the safe operation of their teams. In particular, they shall ensure that:

- Council's OH&S Policy and Program is effectively communicated to all employees and contractors;
- All employees and contractors comply with the requirements of the OH&S policy and associated procedures;
- Hazards are identified and controlled;
- Safe work method statements and safe operating procedures specific to their unit are prepared and reviewed;
- OH&S problems referred by Supervisors or Team Leaders are fixed promptly;
- Council's training plan includes Occupational Health and Safety.
- Council's PPE policy is effectively communicated to all employees and contractors;
- All employees and contractors comply with the requirements of the PPE policy and associated procedures;
- Safe work method statements and safe operating procedures identify PPE requirements;
- Employees and contractors where necessary are issued with the correct PPE;
- Wear the same PPE as employees and contractors when visiting a worksite.

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## **6. KEY ACCOUNTABILITIES**

### **(a) The planning and review of maintenance works and services provided by the Division:**

- Consult with relevant staff, then prepare and submit to the Deputy General Manager at the beginning of each year, a business plan and program for the undertaking of works and services for which funds have been approved. Review the program each month and report to the Deputy General Manager and obtain his approval on any changes required,
- Set objectives for the Section's operation, having regard to the approved priorities and Council decisions. Undertake the detailed planning and estimating of each approved works and services prior to commencement of the work,

**(b) The organising of work within the Works Team:**

- Implement and maintain a Depot workforce which reflects Divisional objectives, provides clearly defined lines of authority and facilitates delegation of decision-making right down to the lower staffing levels consistent with the skills of those staff,
- Organise the division of work within the Maintenance, Parks, Mechanical Workshop and Construction teams and just as importantly, the Civil Contractors listed on Council panel of approved Civil Contractors in order to achieve planned works objectives,
- Prepare and have approved by the Deputy General Manager (LI&E) specific standards of quality and quantity for work and services which reflect community expectations, funds available, long-term economic considerations, and review these standards as required or at least each 12 months,
- Specify and continually monitor continuously, basic standards of safety for all Works and Infrastructure employees and Civil Contractor activities, which shall be in accordance with the requirements of the Occupational Health & Safety Act (OH&S) and Council policies.

**(c) The directing of work within the Works and Infrastructure section:**

- Direct the staff of the Section to undertake the approved works and services of the Section,
- Arrange for the training and development of all staff in the Maintenance, Parks, Mechanical Workshop and Construction teams to ensure each member is competent in duties and so that their full potential can be realized,

**(d) The controlling and measurement of the operation of the Works and Infrastructure section:**

- Implement and maintain a system of Job Estimating using resource needs. Ensure that first-line supervisors participate in the estimating process and that first-line supervisors assess resource needs in the planning and control of works and services,
- Consult and negotiate with other Managers within the Department and other Departments to provide coordination and delivery of the services of the Council. Attend regular meetings with the Deputy General Manager and participate as an active member of the Management Team,
- Develop measurement systems for evaluation of service delivery performance against agreed activity based service specifications and customer satisfaction levels,
- Manage the preparation and review of Maintenance, Parks, Mechanical Workshop and Construction team budgets and projects. Monitor and adjust as required to ensure performance against approved plans and budgets.

**(e) Emergency Services**

- Under the terms of the State Emergency and Rescue Management Act 1989, as amended, perform the duties of the Local engineering services functional area controller, and Local Emergency Management Officer as directed by the Deputy General Manager and meet all responsibilities of the positions.

**(f) Other Duties:**

- Other duties not specified but appropriate to the position,
- In the absence of Deputy General Manager, may act as, and on behalf of, the Deputy General Manager - Land, Infrastructure & Environment as and when required,
- Any other such duties as directed by the Deputy General Manager - Land, Infrastructure & Environment

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**7. PERFORMANCE**

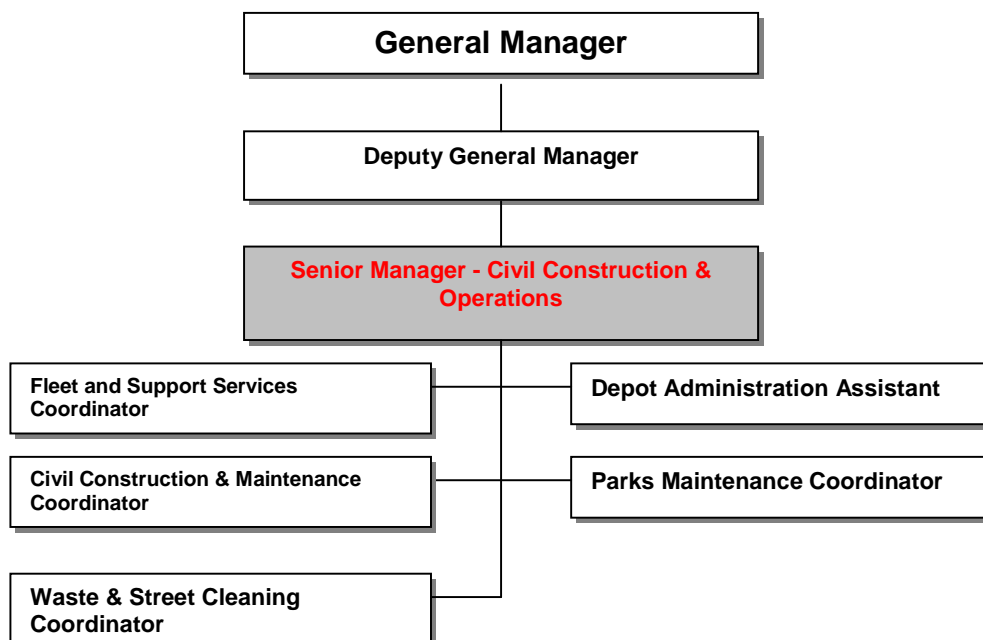
- Tasks are to be performed professionally, efficiently and effectively,
- Objectives are to be achieved. Work and service delivery to be completed to agreed programs and budgets,
- Work is to be of consistently high quality;
- Attitude to other employees is to be cooperative and positive;
- Contact with the public to be courteous and efficient;
- Dealings with the public, suppliers, fellow employees and the Council are to be carried out with integrity,
- Maintain a realistic level of industrial harmony.
- You will be subject to an annual online performance program, reviewed by the Deputy General Manager.

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**8. LEADERSHIP**

- Motivate, coach and mentor staff,
- Encourage teamwork, consultation and communication, innovation and strategic thinking,
- Work in partnership with staff and ensure that all people understand what is expected of them in contributing to the goals of the organisation,
- Regularly provide performance feedback and also seek feedback from staff,
- Model the values of the organisation and maintain the standard of conduct in their workplaces,
- Recognise and reward the contributions of staff, provide a safe work environment and encourage a healthy balance of work and personal life,
- Deal with difficult issues and be accountable for people management,
- Make employment decisions which are transparent and based on the principles of equity and merit.

## 9. ORGANISATIONAL RELATIONSHIPS



### APPROVAL OF POSITION DESCRIPTION

- This position description has been reviewed and accurately describes the job.
- Job qualifications are relevant to the position.
- If changes are required to be made to your position description, please contact the Organisation Development Manager for advice on alterations.

General Manager:

Date:

Position Holder:

Date: