



POSITION DESCRIPTION

POSITION TITLE:	Civil, Road and Waste Manager
CLASSIFICATION:	Permanent Full Time
REPORTS TO:	Operations Manager
PLACE OF EMPLOYMENT:	Cherbourg Council Depot, Fisher St, Cherbourg
HOURS OF DUTY:	72.5 hours per fortnight (minimum requirement)

POSITION OBJECTIVE

Provide strong leadership and supervision to achieve a high standard of work for the day-to-day operations of Council's Works team. Ensure that the roads and waste are of the best standard possible to add to the quality of life for the community.

KEY RESPONSIBILITIES

The key responsibilities may be modified from time to time to ensure the expected outcomes are coordinated with Council's operational and corporate plans. Without limiting the above, the key responsibilities shall include:

- Supervise and participate in the maintenance, upgrade and construction of the various sealed and unsealed roads within the town of Cherbourg and surrounding areas
- Supervise the operations and staff of the civil, roads assisting landfill staff when required
- Monitor work practices to ensure safety of employees and compliance with Workplace Health & Safety Legislation
- Set works programs and priorities on jobs, daily, weekly, monthly and annually
- Monitor productivity of labour and plant and make appropriate improvement changes. This includes longer term improvement recommendations to the Operations Manager
- Program and supervise the maintenance of roads,
- Use and maintain equipment and plant materials.
- Provide advice on plant replacement and equipment
- Perform duties in a safe manner to protect the public, other workers, and yourself
- Operate council plant and machinery equipment
- Undertake other duties as assigned by manager.
- Check and ensure the accuracy of daily timecards for Civil, Road and Waste employees

EXTENT OF AUTHORITY

Accountable to the Operations Manager for performance of the position.

ORGANISATIONAL RELATIONSHIPS

This position supervises: Civil, Roads and Waste Employees

Internal Liaisons: All Council employees by communicating respectfully and sharing ideas

External Liaisons: All external stakeholders, current and future as well as the local and wider community

CORE COMPETENCIES

Teamwork

- Participate in team-based activities and suggest improvements to team activities.
- Respect, encourage, and support other team members.
- Perform successfully in a range of team roles.
- Contribute willingly to team activities.

Customer Service

- Treat both internal and external customers with courtesy and respect.
- Work according to agreed customer service standards within your team.

Communication

- Write in a clear and concise style, which is grammatically correct
- Clearly express opinions, ideas, and information to colleagues
- Provide complex information in plain language

Quality

- Work according to agreed quality standards within your team.
- Contribute towards setting quality standards within your team.
- Monitor your work and identify opportunities for improving quality.

Environment

- Monitor your work for opportunities to reduce adverse impacts on the environment.

Workplace Health and Safety

- Work safely and in accordance with the relevant work method statements and procedures
- Encourage your colleagues to work safely
- Identify hazards and assess risks in the workplace
- Build a positive proactive culture towards a safe workplace

Efficiency

- Undertake tasks in an efficient and timely manner.

Compliance

- All staff are responsible for making and keeping records in accordance with legislation, information standards and other relevant guidelines and procedures
- Failure to maintain any licence or certificates, which are a condition of your employment, may result in demotion or termination as Council is unable to guarantee your transfer to a position not requiring the said licence/certificate.

- All employees are expected to participate in Council's Induction Program and future training opportunities to maintain a current knowledge base and provide excellent service levels for internal and external customers.
- All employees are to work in accordance with the standards contained within Council's Code of Conduct.

GENERAL

Whilst employment is in the position described in this document it is understood that employment is with Cherbourg Aboriginal Shire Council. In the event of organisational change or restructure, Council may require employees to undertake other roles for which they are qualified and capable of performing.

- The CASC will review employees' job descriptions from time to time and update them to ensure that they relate to the job as then being performed.
- Employees may be required to undertake a variety of duties not related to their substantive role in times of disaster.
- All staff are responsible for making and keeping records in accordance with legislation, information standards and other relevant guidelines and procedures
- All employees are expected to participate in Council's Induction Program and future training opportunities to maintain a current knowledge base and provide excellent service levels for internal and external customers.
- All employees are expected to wear uniforms supplied for all rostered shifts or present a favourable and professional image in line with Cherbourg's professional image.
- All employees are to work in accordance with the standards contained within Council's Code of Conduct.

SELECTION CRITERIA

Qualifications

This position is required to have sound working knowledge and experience of all work procedures for the application of technical, trades or administrative skills in the most complex areas of the job and suitable qualifications, which may include:

- Diploma or Certificate; and/or
- Appropriate in-house training or equivalent.

Skills

This position is required to have sound working skills and experience of all construction, maintenance, parks and gardens and waste, and must be able to utilise the following to manage the Council's outside works:

- Team Motivational, Leadership and Supervisory skills
- Developed communication skills, both written and oral
- Time management and organising skills
- Good Public Relations & Interpersonal skill.

Essential

- Team Development skills
- Leadership skills
- Developed communication skills, both written and oral
- Time management and organising skills

- Good public relations & interpersonal skills
- Knowledge of Workplace Health & Safety and Equal Employment Opportunity requirements
- Working knowledge of Awards and dispute resolution procedures
- Sound knowledge of plan and design interpretation
- Experience in road, footpath and drainage construction and maintenance works
- Experience in waste collection, transfer and disposal works
- Knowledge of Council's organisational structure and the functions of Local Government
- "C" and "HR" class driver's licences.

Desirable

- Knowledge of local area and working conditions
- Undertaken formal training/studies in the road construction/maintenance field
- Desirable to have undertaken formal training/studies in supervision/management
- Desirable to have undertaken formal training/studies in the road construction/maintenance/parks and gardens/waste management fields
- Desirable to have at least 10 years' practical work experience within the works and services department of a Local Government
- At least 5 years' practical supervisory experience.

ACKNOWLEDGEMENT

This revised position description is a version that aims to clearly describe the position requirements and expectations. All employees are expected to participate in reviews of their position description, contribute to reasonable changes and comply with all organisational and Council requirements. Failure to maintain licences and certificates may result in changes to employment conditions.

Employee Name & Signature	Date
Supervisor Name & Signature	Date

