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| **Title** | Road and Town Services Manager  |
| **Department** | Executive Services |
| **Award** | Contract – 3 Years  |
| **Reporting Officer** | Chief Executive Officer |
| **Delegations** | As per Councils Register of Delegations |
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| ORGANISATIONAL VALUES |
| Are the fundamental beliefs that define our culture and behavior, reinforcing our relations with each other and our community.Communication We are “HOT” Honest, Open & Two-way - It is the transaction of ideas, thought, information, facts & values between council, staff & community**Fun** We laugh together, We work together - Work is only work if you make it so. In every job that must be done there is an element of fun.**Potential** We encourage growth - Giving everyone a chance to reach their full potential is the best work anyone can do.**Courage** We plan to succeed – Excuses for failure are not documented. Fear is not present because no one ever works alone. Change is constant, growth is optional**Safety** We think, act & promote safety – Safety isn’t a slogan it is a way of life.Commitment We are passionate & engaged – Commitment ignites our actions and drives our performance. It fuels our passion for a job well done. |
| DEPARTMENT SUMMARY |
| To be an active and positive member of Councils Executive Management Team. The Executive Team is required to provide leadership and management to the Bulloo Shire Council, whilst implementing effective planning and delivery of Councils Corporate and Operational Plans.The Executive Team is required to provide assistance to Councils skilled and valued workforce that is motivated to consistently deliver high levels of service in a safe and efficient manner. We take pride in working together to build distinctive communities and create places and events which bring people together, places where neighbours know each other and help new residents embrace our country lifestyle. |
| OBJECTIVES |
| The Manager of Road and Town Services is responsible for the efficient and effective delivery of leadership and management of the Road and Town Services Department in order to successfully deliver Councils Civil and Capital works schedule, as well as provide day-to-day operations within the Bulloo Shire. To be an active and positive member of Councils Executive Management Team providing relevant advice and input whilst managing the effective implementation of operations to meet Councils Corporate and Community plans. |
| KEY RESPONSIBILITIES |
| **Management*** Ensure the regular evaluation of performance of both staff and department in accordance with established guidelines.
* Build sustainable relationships with Council and external stakeholders.
* Develop, in conjunction with the Chief Executive Officer, long term operational plans.
* Develop and present Departmental Budgets to the Chief Executive Officer for approval
* Foster a culture within Council which attracts and retains skilled enthusiastic staff empowered through continuous learning and committed to quality service delivery in accordance with Council standards
* Build teams with complementary skills and actively participate in workforce planning
* Manage and support staff according to approved HR policies and procedures, set clear performance standards, deliver constructive feedback and manage all performance according to the Council’s Performance Management System.
* Knowledge of Corporate and Operational Planning functions.
* Comprehensive knowledge of local government operations and procedures Comprehensive understanding of legislative requirements applicable to the role.
* Demonstrated ability to work as a member of the Executive Management Team and contribute to corporate outcomes.
* Experience in developing relevant departmental plans and frameworks which align with organisational strategy and support business operations.
* All other management duties as required.

**Road Services*** Provide leadership and good governance through personal example ensuring the performance and behaviours demonstrate Councils direction and Core Values.
* Delivery Councils civil works schedule and associated roads programs ensuring all activities in the Road and Town Services Department are carried out in a technically sound manner and are managed within identified timelines, budgetary provisions and legislative guidelines.
* Ensure the TMR (TIDS, RMPC and Flood Damage) program is delivered efficiently and effectively and in accordance with contract and meets TMR requirements.
* Respond and submit NDRRA applications when relevant including active management and reporting.
* Ensure councils roads are managed in accordance with Councils Asset Management Plans
* Finalise road strategy
* Develop and deliver forward works schedule
* Deliver R2R program
* Deliver Local Government road network maintenance
* Maintain all relevant asset data
* Develop and present Departmental Budgets to the Chief Executive Officer for approval including monthly reporting in relation to progress against annual budget.
* Monthly reporting to Council through to the Chief Executive Officer about the progress of all Departmental Programs and plans.
* Foster a positive culture within Council which attracts and retains skilled enthusiastic staff empowered through continuous learning and committed to quality service delivery in accordance with Council standards
* Oversee councils plant operations to ensure safety and compliance to meet the needs of users
* Deliver plant schedule including workshop maintenance program
* Renew plant as per capital works schedule as part of annual budgetary processes

**Town Services*** Deliver and implement annual maintenance programs for Councils infrastructure including but not limited to:
* Medical & Community Health Facilities
* Pool Maintenance and upkeep
* Parks & Gardens
* Reserves & Open Spaces
* Council Assets
* Sport & Recreation Facilities
* Thargomindah Aerodrome
* Councils Works Depot and Workshop
* Council Housing maintenance (e.g. vacant housing yard maintenance)
* Conduct & deliver functional reviews & best management practices on Councils infrastructure within agreed timeframes.
* Have customer-oriented perspective with regard to the rate payers and other external customers.
* Analyse & review infrastructure renewal status as part of asset management planning process including efficiency improvements.
* Develop and deliver councils works schedule and associated programs ensuring all activities in the Town Services department are carried out in a technically sound manner and are managed within identified timelines, budgetary provisions and legislative guidelines.
* Support Councils Asset Management Officer to ensure councils infrastructure is managed in accordance with Councils Asset Management Plans.

**Other Duties*** To contribute actively to the requirements and achievements of the Corporate and Operational Plan.
* Ensure a high level of compliance to minimize risks to the Council’s finance operations, people and resources
* Provide leadership and governance through personal example, ensuring the performance and behaviors demonstrate Councils direction and Core Values.
* Contribute to the efficient and productive operation of the Council and to maintain and foster a team spirit amongst those in the working environment.
* Contribute towards the development and input of strategies and actions as part of Councils Corporate plan and Operational Plan.
* Develop and present Departmental Budgets to the Chief Executive Officer for approval including monthly reporting in relation to progress against annual budget.
* Monthly reporting to Council through to the Chief Executive Officer about the progress of all Departmental Programs and plans.
* Manage and support staff according to approved policies and procedures, set clear performance standards, deliver constructive feedback and manage all performance according to the Council’s Performance Management System.
* Foster a positive culture within Council which attracts and retains skilled enthusiastic staff empowered through continuous learning and committed to quality service delivery in accordance with Council standards.
* Update procedures, checklist and action plans as required.
* Ensuring all filing and archiving is up to date.
* Perform other duties as requested with reference to your skills and qualifications

**Work Health and Safety** * All Bulloo Shire Council Workers are to comply with Bulloo Shire Council WHS Policies and Procedures, be proactive in the identification and management of hazards, consult and communicate with others and work in a healthy and safe manner.
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| REQUIREMENTS OF THE POSITION |
| **NECESSARY SKILLS & EXPERIENCE (SELECTION CRITERIA):** **(R) - Required / (D) - Desirable (training could be provided)*** Knowledge of Local Government Corporate and Operational Planning functions **(R)**
* Comprehensive knowledge of the legislative and contractual obligations associated with the range of activities and functions undertaken by the Town Services Department **(R)**
* Knowledge of Environmental Management practices **(R)**
* Sound leadership skills with relevant knowledge and experience in managing high performing teams and change management **(R)**
* Demonstrated capacity in project management and work planning with the ability to plan, prioritise and organise work to achieve goals and meet deadlines including dealing with competing demands and managing multiple projects and tasks **(R)**
* Possession of a current Queensland “C” Class Drivers Licence **(R)**
* Comprehensive knowledge of grant funding sources and application methodologies **(D)**
* Comprehensive knowledge of the legislative and contractual associated with the range of activities and functions undertaken by the Road and Town Services Department. **(R)**
* Demonstrated capacity in project management and work planning with the ability to plan, priortise and organise work to achieve goals and meet deadlines including dealing with competing demands and managing multiple projects and tasks. **(R)**
* Extensive knowledge and practical experience in civil construction and maintenance principles and procedures **(R)**
* Sound knowledge and experience in developing operational budgets and financial reporting **(R)**
* High level communications and interpersonal skills including written communication and negotiation skills with the ability to establish working relationships and negotiate favorable outcomes with internal and external stakeholders. **(R)**
* Demonstrated capacity with 5 years’ experience in Local Government civil works delivery or related industry **(R)**
* Certificate IV in Civil Construction or equivalent recognised experience **(R)**
* 30215 QLD – Course in General Safety Induction Certificate **(R)**
* Traffic Management Design Qualification **(R)**
* Formal qualification in Frontline Management **(D)**
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| DUTY OF WORKERS |
| While at work, a worker must:(a)         take reasonable care for his or her own health and safety; and(b)         take reasonable care that his or her acts or omissions do not adversely affect the health and safety of other persons; and(c)          comply, so far as the worker is reasonably able, with any reasonable instruction that is given by the PCBU to allow the person to comply with the WHS Act; and(d)         co-operate with any reasonable policy or procedure of the PCBU relating to health or safety at the workplace that has been notified to workers. |
| DUTIES OF WORKER USE PPE |
| (1)         This section applies if a PCBU provides a worker with PPE.(2)         The worker must, so far as the worker is reasonably able, use or wear the equipment in accordance with any information, training or reasonable instruction by the PCBU.(3)         The worker must not intentionally misuse or damage the equipment. |