

POSITION DESCRIPTION



TITLE	Infrastructure Services Manager
DEPARTMENT	Executive Services
AWARD/LEVEL	Contract
REPORTING OFFICER	Chief Executive Officer
DELEGATIONS	As per Councils Register of Delegations

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 support Council to ensure services are delivered professionally, through technical understanding of engineering processes and ensure contracts and projects are scoped and delivered effectively.

Provide leadership and management of the Infrastructure Services Department in order to successfully deliver Councils Infrastructure and Capital works schedule.

To be an active and positive member of Councils Executive Management Team providing relevant advice and input whilst managing the effective implementation of infrastructure to meet Councils Corporate and Operational plan.

OBJECTIVES

This position requires a high level of interpersonal skills to assist in ensuring the strategic direction of Council is followed, whilst operating under limited supervision. It demands a high amount of autonomy for decision making and consideration of overall quality control of work, budget, schedule, plans, and performance.

The Infrastructure Manager is responsible for managing and leading Infrastructure Services Department staff.

This Manager is responsible for managing all programs regarding building and project infrastructure in accordance with Councils policies and objectives to ensure Councils strategic outcomes are achieved and within agreed timeframes.

KEY RESPONSIBILITIES

Infrastructure

- Deliver and implement annual maintenance programs for Councils infrastructure including but not limited to:
 - Medical & Community Health Facilities;
 - Council Housing;
 - Tourism Assets;
 - Sport & Recreation Facilities;
 - Aerodromes;
 - Water, Sewerage & Waste systems;
 - Councils Works Depot and any other Council owned facilities.
- Conduct & deliver functional reviews & best management practices on Councils infrastructure within agreed timeframes.
- Analyse & review infrastructure renewal status as part of asset management planning process including efficiency improvements.
- Develop and deliver Councils infrastructure works schedule and associated programs ensuring all activities in the Infrastructure department are carried out in a technically sound manner and are managed within identified timelines, budgetary provisions and legislative guidelines.
- Support Councils asset management team to ensure councils infrastructure is managed in accordance with Councils Asset Management Plans.
- 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.
- Perform other duties as requested.

Project Delivery

- Liaise with consultative groups during project planning and delivery phases.
- Deliver a wide variety of projects majorly based around infrastructure maintenance projects and grant funded projects.
- Upgrade facilities through Council funded and grant funded projects while following preparations, scope, budget and reporting processes (these depend on the department funding the project).
- Ensure that all projects are delivered on-time, within scope and within budget.
- Assist in the definition of project scope and objectives, involving all relevant stakeholders and ensuring technical and resource feasibility.
- Delegate project tasks based on staff members' individual strengths, skill sets and experience levels.

Management

- Provide leadership and good governance through personal example ensuring the performance and behaviours demonstrate Councils direction and Core Values.
-

-
- To contribute to the efficient and productive operation of the Council and to maintain and foster a positive team spirit amongst those in the working environment.
 - Provide effective mentoring and guidance to Infrastructure Services employees.
 - Provide support to the Chief Executive Officer and liaise with all Department managers
 - Fulfil obligations and responsibilities in relation to Council's Work Health and Safety Policy, Code of Conduct and any other Working Policies.
 - Have customer-oriented perspective with regard to the rate payers and other external customers.
 - Achieve harmonious co-operation with other personnel in Council's Organisation.
 - Contribute towards the development and input of strategies and actions as part of Councils Corporate plan and Operational Plan.
 - 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.
 - 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.
 - Actively manage and promote Councils operational WHS requirements and ensure compliance by all staff, and contractors (workers) in line with legislative and corporate policy requirements.
 - Demonstrate professional courtesy at all times.

Administration and Other Duties

- Converse with the Chief Executive Officer to ensure that all performance and progress is assessed frequently and reports are completed as required.
- Manage future Capital Works priorities.
- Coordinate with Council employees and external suppliers as required to ensure the efficiency of the Works Program.
- Review performance against budget to ensure all requirements are met and take any remedial action for discrepancies identified.
- Ensure communications and interactions with employees, public and external bodies are of a high and respectful standard.
- Preparation of technical reports & the formation of recommendations to an "Executive" standard.
- Any other duties as required within the limits of the employee's skills, competence and training.
- 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.

REQUIREMENTS OF THE POSITION

NECESSARY SKILLS & EXPERIENCE

(R) - Required / (D) - Desirable (training could be provided)

- Demonstrated knowledge of quality assurance compliance, asset management planning and Local Laws **(R)**
 - High skills in oral and written communication with clients and other members of the public **(R)**
 - Knowledgeable skills in computing i.e. Microsoft Office Word, Excel, Outlook **(R)**
 - Possession of a current Queensland "C" Class Driver's Licence **(R)**
-

-
- Comprehensive knowledge of the legislative and contractual associated with the range of activities and functions undertaken by the Infrastructure 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)**
 - Extensive knowledge and practical experience in broad range of infrastructure 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)**
 - High level computer skills and competency in use of software relevant to the position. **(R)**
 - Qualifications in and/or experience in an engineering field, design, project management or water & sewerage operations will be highly regarded. **(R)**
 - Comprehensive knowledge of grant funding sources and application methodologies. **(D)**
 - Local Government Corporate and Operational Planning functions. **(D)**
 - Possession of a Queensland General Safety Induction (Construction Industry) Certification **(R)**

Key Selection Criteria

- Demonstrated experience in a similar role (Manager level or above)
- Demonstrated capacity with experience in Local Government related industry including the ability to prepare and implement significant work programs (using computer software where appropriate) including preparation of cost estimates for numerous multifaceted projects.
- Demonstrated experience in the planning and delivery of multiple infrastructure and capital works projects and activities including strategic advice to the CEO.
- Demonstrated ability to enhance positive development of a strong team culture and succession planning of employees within area of responsibility.
- Highly advanced organisational and planning skills, with the ability to continuously adapt, monitor budgets and financial reporting, manage the allocation of resources and be able to effectively monitor, evaluate and report on progress deliver results
- Demonstrated accountability including taking responsibility for own actions, commitment to safety and consistently acting in line with legislation and Policy.
- Strong ability to manage self, showing drive and motivation, as well as consistently acting with integrity, being honest, ethical and professional
- Experience and/or Qualifications: Significant industry experience relevant to the role, Tertiary qualifications in a relevant discipline (e.g. Engineering/Design/Project Management /Water & Sewerage), "C" Class Driver's License, 30215 QLD – Course in General Safety Induction (required), Authorised person, or equivalent recognised experience or related qualification.

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.
-