

# Position Description – Coordinator Shire Works

Shire of Donnybrook Balingup 129.V.24.2



## GENERAL OVERVIEW:

<b>Position Title/Number:</b>	129 – Coordinator Shire Works
<b>Directorate/Division:</b>	Operations / Works and Services
<b>Industrial Instrument:</b>	Local Government Industry Award 2020(IA)
<b>Classification/Banding:</b>	Local Government Authority, Banding 3, Level 9
<b>Reports to:</b>	Manager Works and Services
<b>Primary Location:</b>	Donnybrook Shire Depot – 21 Cherrydale Way, Donnybrook

## OUR VISION:

“ A proud community enjoying our rural lifestyle, cultural heritage, and natural environment. ”

## POSITION OVERVIEW:

To provide support to the Manager Works and Services and oversee the operations of our Shire depot's staff and contractors.

Provide strong leadership, guidance, and direction to the Shire depot staff to ensure that Shire works are undertaken in accordance with Shire policies, procedures and plans, including Work Health and Safety (WHS).

## POSITION OBJECTIVES:

### Objectives

- > Provide strong leadership, guidance and direction to depot staff and contractors involved in the delivery of Shire capital and maintenance works, for roads, parks, reserves and cemeteries.
- > Plan, oversee, prioritise and allocate work tasks (including works maintenance requests and afterhours emergency tasks) in accordance with Shire practices, procedures, service levels, and budget allocations. Includes tasks delivered by contractors (i.e. sweeping, tree pruning and toilet/BBQ cleaning contractors).
- > Oversee the expansion, upgrade, renewal and maintenance of Shire assets to required standards and budgets, including associated administration tasks.
- > Oversee in collaboration with Shire WHS officers, depot staff and contractors WHS practices and documentation, to ensure compliance with current WHS legislation and Shire WHS policies and procedures.
- > Assist in the development and review of works programs, plans, policies, procedures, service levels, and budgets for various tasks undertaken by depot staff and contractors.
- > Monitor and review productivity of staff, contractors, and plant, to ensure appropriate levels of efficiencies are achieved in the delivery of services.



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## POSITION OBJECTIVES:

### Objectives

- > Assist with the development and review of asset management plans.
- > Undertake procurement of goods and services in accordance with legislation and Shire policies and procedures.
- > Oversee and ensure the accuracy of daily timesheets for outdoor staff in conjunction with the Shire supervisors.
- > Oversee and coordinate works staff meetings, including monthly toolbox meetings.
- > Coordinate new staff onboarding and new and existing staff training, in collaboration with the HR Coordinator and WHS Administration Officer.
- > Oversee and coordinate the Shire Mechanic in delivery of servicing and maintenance requirements of Shire plant.
- > Any other duties as specified by the Manager Works and Services.

## ORGANISATIONAL RELATIONSHIPS:

**Responsible for:** All Shire of Donnybrook Balingup Depot Staff

**Internal Relationships:** All Shire of Donnybrook Balingup employees

**External Relationships:** Contractors, Consultants, Developers, Community Groups, Advisory Groups, General public, Service Providers, Government Agencies.

## EXTENT OF AUTHORITY:

Under the direction of the Manager Works and Services and as delegated from time-to-time, the incumbent has authority to act within predetermined guidelines, policies, procedures, predetermined budgetary limits and expenditure and in accordance with the statutory provisions of the *Local Government Act 1995* and other relevant legislation. Delegated authority in accordance with the Delegations Register.

## POSITION BENEFITS:

<b>Rostered Day Off (RDO):</b>	Yes 1 per fortnight	<b>Vehicle:</b>	Yes
<b>Mobile Telephone:</b>	Yes	<b>Laptop/computer:</b>	Yes
<b>Gym Membership:</b>	Yes	<b>Wellbeing Program:</b>	Yes



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## CORPORATE RESPONSIBILITIES:

<b>Budget:</b>	Council adopted
<b>Code of Conduct:</b>	All employees are responsible for adhering to the Shire’s Code of Conduct and the policies and procedures that support it.
<b>Workplace Health and Safety (WHS):</b>	The Shire of Donnybrook Balingup is committed to ensuring the health and safety of its employees. All employees have responsibilities and accountabilities which are identified in Operational Procedure EXE/OP-7 Work Health and Safety Responsibilities.
<b>Equal Opportunity:</b>	Comply with the Shire’s EO requirements and provide, so far as practicable, an environment that is fair, equitable and free of harassment for staff and those we serve.
<b>Information Management</b>	Comply with the Shire’s Records Management Policy including creation of appropriate records in the Shire’s records management system and proper custodianship of records to ensure against loss, removal or destruction.

## TRAINING MATRIX:

Training can be achieved through many different mediums, including previous experience, formal qualifications and education. The following programs are provided to you, and are compulsory, as a new employee of the Shire of Donnybrook Balingup:

<b>Shire of Donnybrook Balingup Induction:</b>	To be completed within one (1) week of commencement of employment as per contract.
<b>Workplace Health and Safety (WHS) Induction:</b>	To be completed within two (2) weeks of commencement of employment as per contract.
<b>Records System Training:</b>	To be completed within the first month of commencement of employment as per contract.
<b>Corporate Software (Synergy) Training:</b>	To be completed within the first month of commencement of employment as per contract.
<b>Local Government Induction Training:</b>	To be completed within the first month of commencement of employment as per contract. <i>(Not required for all positions)</i>

## ANNUAL PERFORMANCE REVIEW:

At least once in every calendar year, an evaluation of the position holder’s performance will be conducted by the Manager / Supervisor. The annual review will include an assessment of achievement of the key duties, responsibilities, and key performance indicators (KPIs) and will be used to identify training and development needs.



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## SELECTION CRITERIA:

### Essential Requirements

- > Comprehensive knowledge and experience (5 - years minimum) in at least one area of civil construction/maintenance and/or parks and gardens construction/maintenance.
- > Comprehensive knowledge of Work Health and Safety requirements.
- > Demonstrated knowledge and experience in coordinating and scheduling of works and budget administration.
- > Sound computer skills
- > 'C' class driver's licence

### Desirable Experience and Qualifications

- > Previous local government experience in a similar position.
- > Additional qualifications, licence's or certificates relevant to the position.

## ACKNOWLEDGEMENTS:

*The details contained in this position description are an accurate statement of the key duties and responsibilities and other requirements of this position and consideration has been given to any relevant KPIs and objectives.*

### Manager Name:

**Signature:**

**Date:**

*I have noted the statement of the key duties and responsibilities and other requirements as noted in this position description. I also acknowledge that other duties, KPIs and objectives may be assigned to this position as required from time to time to meet the business needs of the organisation.*

### Position Holder

**Name:**

**Signature:**

**Date:**

