

KATHERINE TOWN COUNCIL – POSITION DESCRIPTION



1. POSITION INFORMATION			
POSITION TITLE:	Works Coordinator	REPORTS TO:	Operations Manager
POSITION LEVEL:	Level 6	FINANCIAL DELEGATION	\$5,000.00
DEPARTMENT:	Infrastructure and Environment	BUSINESS UNIT:	Infrastructure
REVIEWED BY:	Human Resources	REVIEW DATE:	14/2/2023
APPROVAL DATE:	February 2023	APPROVED BY:	CEO
2. POSITION CONTEXT			
<p>This position reports directly to the Operations Manager and is a part of the Leadership Team that is responsible for delivering Council’s Infrastructure services to the Katherine community.</p> <p>This position will coordinate the works schedule for the outdoor services team, and be responsible for the upkeep, maintenance, and beautification of the Katherine Municipality as well as the coordinated response to reactive municipal works.</p> <p>This position will be required to plan the provision of scheduled and reactive works for the Infrastructure and Environment Department for any buildings, facilities and road repairs/upgrades undertaken with internal resources.</p> <p>This position must encourage, enforce and oversee WHS compliance to Council policy, procedure and applicable legislation.</p>			
3. POSITION’S KEY RESPONSIBILITIES			
Scheduled Works and Services	<ol style="list-style-type: none"> 1. Oversee the works being delivered by the Works Team and provide advice and guidance to ensure the professional, safe, and efficient provision of Council services is delivered. 2. Manage and coordinate outdoor works associated with maintaining Council’s grounds, parks, gardens, and outdoor spaces, this will include developing schedules of works to be delivered within these areas. 3. Coordinate outdoor works associated with maintaining and repairing Council’s fixed assets such as buildings, roads, streets, footpaths, entrance pits and other as required. 4. Engage, liaise, collaborate, and coordinate the depot works team as required and necessary to ensure works are completed in timely, compliant, cost effective and safe manner. 5. Oversee the allocated budget to ensure works are being undertaken in a financial sustainable manner, ensuring value for money is being achieved. 6. Develop, plan and coordinate the completion of Council’s annual works program and ensure works are delivered and completed as per the annual works program and budget. 7. Ensure service requests are received and completed in timely manner 		
Leadership Responsibilities	<ol style="list-style-type: none"> 8. Provide positive leadership, management, and development of the Works Team in accordance with organisational requirements 9. Ensure staff are aware of WHS obligations and safe work methods to ensure safe delivery of works 10. Attend regular meetings as required, participate in cross-department collaboration and communication initiatives and projects to ensure sharing of information throughout Council 11. Monitor staff performance, provide training and development opportunity, undertake performance appraisals for direct reports, responsible for ongoing management of the Works Team. 		

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	12. Ensure staff are adequately inducted and trained into the workplace on all matters relating the delivery of works
Asset and Facility Management	<p>13. Ensure the Depot Facility is maintained in safe and clean manner, safe from obstructions and hazards</p> <p>14. Responsible for overseeing the effective management of Council’s tools, equipment and resources located at the Depot to ensure works are completed on time</p> <p>15. Assist in purchasing and resource procurement for works and services programs</p>
Work Health and Safety	<p>16. Be an active member in the Work Health and Safety Committee</p> <p>17. Ensure works are carried out as per Council’s WHS Policies and procedures, ensuring Safe Work Method Statements and Job Safety Analysis’ are completed prior to works being undertaken</p> <p>18. Maintain a safe workplace, free from hazards and risks, identify hazards as they arise and participate in rectification of hazards.</p>
Other Duties	<p>19. Reactive On Call duties from time-to-time.</p> <p>20. Other responsibilities as shall be reasonably associated with or incidental to the above responsibilities or as shall, in the course of the employment, be agreed between the parties as being or forming part of the duties.</p> <p>21. Undertake duties and responsibilities in line with your duties at Council as reasonable instructed by the Chief Executive Officer</p>
4. ORGANISATIONAL RESPONSIBILITIES	
<p>1. Ensure compliance with Workplace Health and Safety requirements. Comply with workplace procedures for risk identification, risk assessment and risk control. Participate in activities associated with the management of workplace health and safety. Identify and report health and safety risks, accidents, incidents, injuries, property damage and mishaps at the workplace.</p> <p>2. Assist in the implementation of the Katherine Town Council’s Local Counter Disaster Sub-Plan in the event of a disaster;</p> <p>3. Ensure incumbent is dedicated to servicing our community and will listen to and proactively respond to their needs;</p> <p>4. Foster sustainable, honest relationships with the community and stakeholders</p> <p>5. Perform and deliver results that align with organisations strategic direction and serve our community;</p> <p>6. Work in accordance with Council’s Vision and Mission statement.</p> <p>7. Provide excellent customer service through incoming telephone calls, email and front counter enquiries</p>	
5. Level of Responsibility	
Authority & Accountability	May be responsible for providing a specialised/technical service and for completing work with elements of complexity. May make internal and external recommendations which represent the employer to the public and/or other organisations. Employees are accountable for the quality, effectiveness, cost and timeliness of the programs, projects or work plans under their control and for safety and security of the assets being managed.
Judgment & Problem Solving	Judgment and problem-solving skills are required where there is a lack of definition requiring analysis of a number of options. Typical judgments may require variation of work priorities and approaches; some creativity and originality may be required. Guidance and counsel may be available within the time available to make a choice.
Specialist Knowledge & Skills	Employees have advanced knowledge and skills in a number of areas where analysis of complex options is involved.

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Management Skills	May provide higher level supervision of groups of operational, administrative, trades or technical employees. Employees supervised may be in a number of different work areas, requiring motivation, monitoring, managing and co-ordination to achieve specific outputs. Positions may require an understanding and implementation of relevant employment policies and practices.
Interpersonal Skills	Skills to communicate with employees in lower levels and the public. Employees in this level are expected to write detailed and non-standard reports and correspondences in their field of expertise.
Qualifications & Experience	Positions require 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: (a) diploma or advanced diploma; or (b) appropriate in-house training or equivalent.

6. SELECTION CRITERIA

Essential	<ul style="list-style-type: none"> • Demonstrated ability to meet the positions key responsibilities; • Current NT Drivers Licence; • Current 'HR' class licence. • Excellent written and verbal communication skills; • Experience in managing staff in delivering scheduled works; • Ability to understand various legislations, statutory obligation and Council policies in order to make informed decisions; • Experience in Work Health and Safety compliance and ensuring safe work practices are being followed • Extensive knowledge and skill gained through on-the-job training; • Experience in irrigation, maintenance and upkeep of open spaces • Minimum experience of 2 years in similar or related role.
Desirable	<ul style="list-style-type: none"> • Experience in Local Government • Trade and/or tertiary qualification in relevant disciplines

7. ACKNOWLEDGMENTS

Employee:		Date:
Manager/HR:		Date: