



Norseman Woodlands to Eucla Coast

## Shire of Dundas Employment Opportunity

### WORKS COORDINATOR

The Shire of Dundas is seeking an experienced professional with the skills and commitment to supervise and coordinate the Shire of Dundas Outside Operations. The right person will be motivated and ready to challenge themselves to meet required project targets. This is a great opportunity for someone moving up in their career, who has leadership skills to step into a management role and gain experience working in a regional and remote Western Australia.

#### What are we looking for?

- An experienced professional person who has the capability to build upon the existing strength and skills of the workforce.
- A person who can model good leadership with a commitment to address projects.
- Can work with a diverse community.
- The ability to within Work Health and Safety requirements, and to support the team to do so.
- Require current qualifications and licences, as listed in the Essential Criteria attached.
- Successful applicants be required to undertake, police clearances and medical prior to employment

The Shire of Dundas is an equal opportunity employer. We celebrate diversity and are committed to creating an inclusive environment for all employees.

A detailed Position Description for each of the positions is available via email or can be collected from the Shire of Dundas Administration Office during business hours.

Applicants are encouraged to contact Joe Hodges Manager of Works and Services 9039 1205 with any enquiries they have regarding the position.

Email your CV & Cover Letter addressing your suitability to: [shire@dundas.wa.gov.au](mailto:shire@dundas.wa.gov.au) or you may submit your CV in person at the Shire of Dundas Administration Office.

**APPLICATIONS CLOSE 4PM TUESDAY 31st AUGUST 2021**

## Position: Works Coordinator

### Position Summary

To supervise the Shire's Parks & Gardens staff, Waste Facility, Town Crew and Road Crew staff. To control the use of materials and implement projects as required from the works program. To manage the building maintenance and upkeep of Shire properties. To work in conjunction with Manager of the Works and Services to deliver Projects as required .

#### **1. Department & Management Area**

Works and Services

Management Area: Works and Services and All Outside Staff

#### **2. Base Work Location**

Shire of Dundas Works Depot, Mildura Street, Norseman, WA 6443

#### **3. Award/Agreement Coverage**

Conditions of employment are governed by the Local Government Industry Award 2010.

#### **4. Hours**

38 hours per week to be worked between the hours of 6.00am and 6.00pm, Monday to Friday. Unless otherwise negotiated with the Manager of Works and Services and approved by the Chief Executive Officer.

#### **5. Remuneration Level(s)**

Remunerate from Level 1 to Level 5 of the Local Government Industry Award 2010, with over award payments depending on experience.

#### **6. Additional Benefits**

- 6.1.1 Location Allowance as per Award
- 6.1.2 Bonus 5% super in accordance with Council policy
- 6.1.3 Use of Council Vehicle as per policy
- 6.1.4 Housing and subsidized utilities will be negotiated for the right applicant

#### **7. Delegated Authority**

As delegated

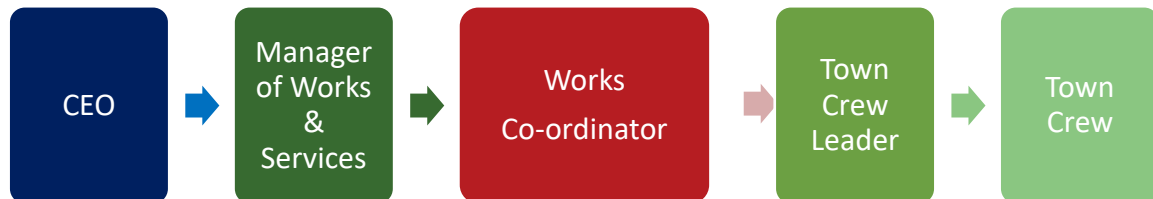
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### 8. Extent of Authority

Works and operates within the parameters of Shire's policies and procedures, relevant legislation and as directed by the Manager Works and Services, and the Chief Executive Officer.

### 9. Organisational Structure

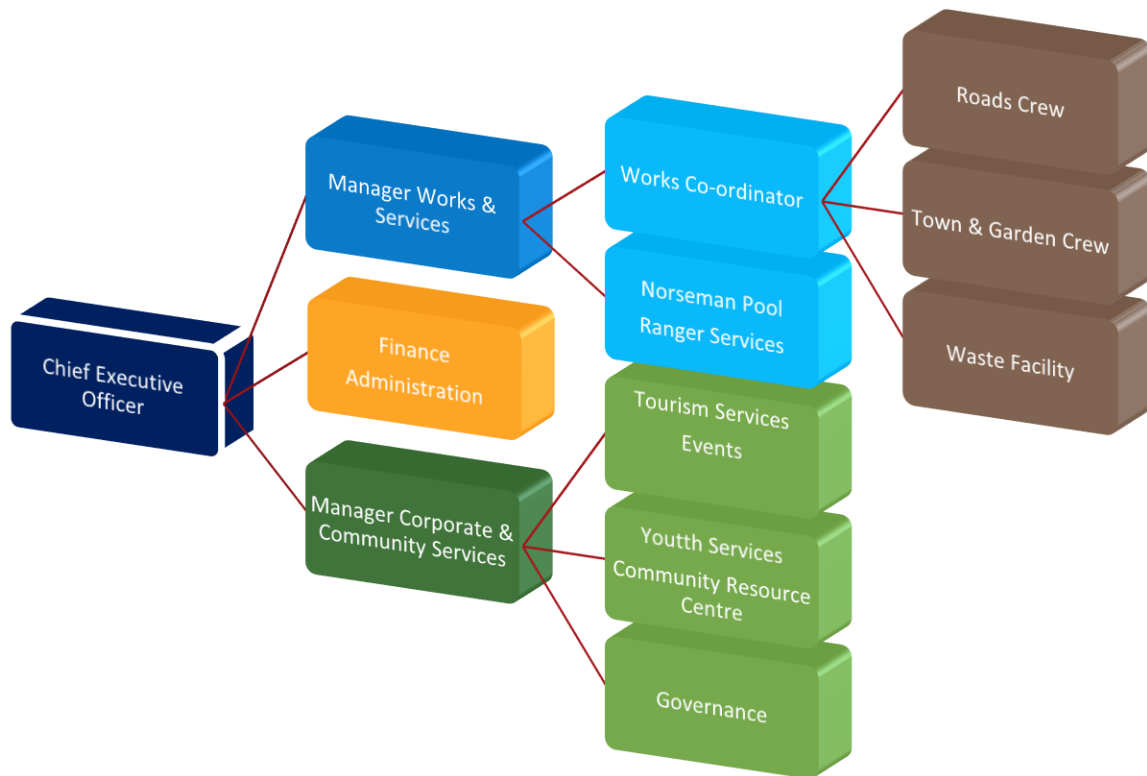
#### 9.1 Line of Authority



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**9.2 Supervisory and Organisational Responsibilities**

- 9.2.1 Directly responsible to the Manager of Works & Services
- 9.2.2 Supervision of Parks and Gardens, Waste Services and Town Crew and Road Crew staff.



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### 10. Duties and Responsibilities

#### 10.1 Administration

- 10.1.1 Sound computer skills and experience with Microsoft Suite, email, word, excel.
- 10.1.2 Control expenditure and assist in budget preparation and implementation.
- 10.1.3 Works with administration staff to prepare workers compensation and insurance claims for staff employed withing the section.

#### 10.2 Supervision

- 10.2.1 Responsible for the co-ordination and supervision of road surfacing, road repairs, footpath construction and repairs.
- 10.2.2 Promote teamwork and team purpose.
- 10.2.3 Exercise initiative and judgment where practices and directions are not clearly defined.
- 10.2.4 Arrange the orderly supply of goods and services required for the efficient undertakings of road, drainage and reinstatement works.

#### 10.3 Technical Support

- 10.3.1 Inspect work prior to and after completion.
- 10.3.2 Ensure Occupational Health and safety standards are always adhered to.
- 10.3.3 Responsible for quality and standard of work performed, including work of outside employees

#### 10.4 Customer Service

- 10.4.1 Attend to afterhours call outs as required and be part of the afterhours call out list

#### 10.5 Other

- 10.5.1 Supervise the operation of Council's outside town workforce.
- 10.5.2 Ensure that safe work practices are adhered to.
- 10.5.3 Ensure accepted work standards are maintained.
- 10.5.4 Arrange materials and plant as required for Works Programs.
- 10.5.5 Monitor the preparation of employee time sheets and verify attendance and time allocations.
- 10.5.6 Liaise with public utilities and authorities for the co-ordination of works and the protection of services.
- 10.5.7 Co-ordinate and supervise contractors and work contracts.
- 10.5.8 Ensure that all accidents, workers compensation issues and other incidents are reported and documented.
- 10.5.9 Maintain good relations with the public on works associated with footpath construction, road maintenance and road resurfacing programs and drainage maintenance.
- 10.5.10 Supervise any mechanical works to ensure the maintenance of Council's plant and equipment is in good working order.
- 10.5.11 Any other duties consistent with the level of this position and the principles of broad banding

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### 10.6 Work Health and Safety Responsibilities

- 10.6.1 To take reasonable care for your own health and safety and to avoid harming the safety and health of other people through any act or omission at Shires workplaces wherever possible.
- 10.6.2 Proactively comply with all Shire WHS policies, procedures, and guidelines, practice, duties, and other relevant conditions. As well as with the current Work Health and Safety Act and current Work Health and Safety Regulations where possible.
- 10.6.3 As far as reasonably possible comply with instructions given by the Shire or an authorised person in the interests of health and safety and in accordance with the WHS Act.
- 10.6.4 To take reasonable steps to report to your Senior staff member, supervisor, WHS Representative, Manager and/or other relevant contact person work related injuries, near misses and any hazards at the workplace in line with current WHS Shire processes.
- 10.6.5 Take reasonable steps to use, store, and maintain personal protective equipment as properly instructed, and not damage or misuse any equipment or facilities provided in the interests of health and safety.
- 10.6.6 Actively promote and participate in the Work Injury Management Program where possible.
- 10.6.7 Endeavour to participate in and where possible provide leadership for a continuous improvement culture of safety where best practice initiatives are entrenched in daily business activities.

### 10.7 Access and Inclusion Responsibilities

- 10.7.1 The Shire of Dundas is committed to ensuring that its activities and services are inclusive of all members of the community, including people living with disability, and people from culturally and linguistically diverse backgrounds.
- 10.7.2 follow the standards of behaviour outlined in the Shire's Workplace Discrimination and Harassment Policy.
- 10.7.3 Offer support to people who experience discrimination, bullying or sexual harassment, including providing information about how to make a complaint.
- 10.7.4 Treat everyone with dignity, courtesy, and respect.
- 10.7.5 Treat all complaint resolution processes and procedures with confidentiality.

## 11. Selection Criteria

### 11.1 Essential Selection Criteria

- 11.1.1 Hold a Certificate 4 in Civil Construction RII40715, or equivalent professional experience.
- 11.1.2 Have a current Horticulture Certificate or equivalent professional experience.
- 11.1.3 Turf Management Certificate, plant propagation and pruning. (e.g.) Roses, Native Australian trees, and shrubs, or equivalent professional experience.
- 11.1.4 Developed team development and leadership skills.
- 11.1.5 Developed time management skills.

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- 11.1.6 Developed verbal and basic written communication skills.
- 11.1.7 Developed public relations and interpersonal skills.
- 11.1.8 Demonstrated ability to schedule works programs.
- 11.1.9 Basic skills in the use of levels.
- 11.1.10 Demonstrated ability to supervise multi-functional work crews.
- 11.1.11 Working knowledge of Occupational Safety and Health and other relevant legislation.
- 11.1.12 Working knowledge of Award conditions and dispute procedures.
- 11.1.13 Sound knowledge of the operation and maintenance of heavy plant.
- 11.1.14 Sound knowledge of plan and design interpretation.
- 11.1.15 Hold a WA "C" and "HR" class Motor Driver's License

### 11.2 Desirable Selection Criteria

- 11.2.1 Demonstrated ability to work with multicultural workforce.
- 11.2.2 Developing knowledge of Council's organisational structures and function.
- 11.2.3 Sound knowledge of the Shire district.
- 11.2.4 Working knowledge of Local Government law in respect of works in streets.
- 11.2.5 Ability to train and mentor staff being Supervised.
- 11.2.6 Preferred at least 7 years supervisory experience in the Road construction/ Maintenance.

### 11.3 Skills and Knowledge

- 11.3.1 Sound ability to read and understand engineering construction drawings.
- 11.3.2 Sound planning, organising and problem-solving skills
- 11.3.3 Good construction/maintenance programming skills.