



Position Description

Operations Manager

Award:	West Wimmera Shire Council Enterprise Agreement 2021
Classification:	Remuneration dependant on experience
Name of Occupant:	Vacant
Employment Status:	Full-Time
Location:	Edenhope or Kaniva



Accountability Statement

The Operations Manager is responsible for leading and overseeing Council Operations with respect to waste management, stores, parks and gardens, workshop, plant, emergency response and delivery of the capital works and maintenance program.

Position Objective

The role of the Operations Manager is to provide efficient construction and maintenance works and sound staff management practices in order to plan and deliver Council's works program on time and within budget. The Operations Manager will establish and control budgets within the maintenance, construction and capital Works areas of expenditure.

Key Responsibility Areas

General

- a) In line with Council's budget, plan, manage and ensure proper and timely implementation of Council's Annual Works Program.
- b) Ensure logistical needs for the Works Program are met to enable completion according to timeframes required.
- c) Ensure that all Works conform to plans, specifications and required standards.
- d) Ensure that Works are undertaken efficiently and in a cost-effective manner.
- e) Ensure contractors conform with contract documents, plans and specifications.
- f) Undertake all project management tasks required, including progress claims, correspondence and contract administration.
- g) Undertake budgeting, estimating and financial control for all recurrent and Capital Operations.
- h) Prepare and report on the operational budget on an annual basis.
- i) Ensure complaints and requests are attended to promptly and courteously.
- j) Ensure the effective operation of Council's waste management
- k) Ensure the effective operation of Council's Store.
- l) Ensure the effective operation of Council's Workshop
- m) Prepare, monitor and develop a Quality Assurance Program
- n) Assist the Director Infrastructure, Development & Works with his/her duties including the preparation of reports, attendance at meetings and attention to requests for information and response to complaints.
- o) Prepare tenders and quotations for contracts as required.
- p) Proactively cultivate and maintain strong team relationships among colleagues across all Council functions.

- q) Manage quarry operations and the ongoing supply of pavement materials for Councils infrastructure Operations.
- r) Execute responsibilities for emergency management as required.

Occupational Health and Safety and Risk Management

Managers have the responsibility to ensure that Health & Safety strategies, policy and procedures are developed and implemented within their areas of operation, and to:

- a) Ensure adequate resources and funding are allocated to enable staff to achieve Council's stated goals of accident, illness and risk reduction;
- b) Develop and maintain Business Unit specific safety procedures;
- c) In conjunction with Directors, set and monitor Health & Safety targets;
- d) Consult with affected members of staff when contemplating changes or reviewing practices in the workplace;
- e) Immediately notify the OHS Coordinator in the event of a serious injury, incident or near miss with a potential to cause serious injury;
- f) Immediately complete, authorise and forward all accident/incident investigation reports to the OHS Coordinator and ensure appropriate corrective actions are implemented;
- g) Review, approve and monitor expenditure/resources for the effective implementation of the Health & Safety strategy, policy and procedures;
- h) Review the Business Unit's Health & Safety System Audit Reports and initiate corrective actions to ensure compliance;
- i) Keep abreast of changes to legislation and communicating such changes to Directors and relevant staff members;
- j) Ensure action is undertaken to ensure competency for staff to achieve their responsibilities for Health & Safety;
- k) Promote, maintain and champion our ongoing determination to improve performance in Health & Safety management;
- l) Actively participate in the rehabilitation and return to work (RTW) programs for injured staff; and
- m) Consult with workers regarding changes to the workplace that may affect the health or safety.

Child Safe Standards

West Wimmera Shire Council is committed to creating a child safe and child friendly environment where children and young people are respected, valued and encouraged to reach their full potential.

All staff must adhere to Council's Child Safe Policy and procedures and ensure that any reasonable suspicion of abuse to children or young people is reported.

Accountability and Extent of Authority

- a) The position is accountable for managing and reporting on Operations activities on a regular basis and as required on matters of concern.
- b) Delivery of outcomes/outputs according to plans and programs and within budget, the identification of potential problems to be anticipated, analysed and reported to be Director IDW in a timely manner.
- c) Authority of the Operations Manager is limited to decisions not requiring Director IDW approval, and within the limits of specific delegations, budgetary limitations.
- d) Advise public of work related matters where appropriate.
- e) Taking appropriate action in an emergency.

Judgment and Decision Making

- a) Use expert knowledge to resolve problems relating to the Operations Program, technical issues and/or particular work tasks.
- b) Make autonomous decisions about how work will be performed within the Operations Group based on broad goals, policy and budget guidelines and technical expertise.
- c) Make decisions about public and staff safety.

Specialist Skills and Knowledge

- a) Civil engineering skills essential
- b) Experience in delivery of maintenance and capital works will be highly regarded.
- c) Comprehensive knowledge of municipal engineering Operations and projects.
- d) Knowledge of and skills in Quality Assurance preferred.
- e) Knowledge of maintenance procedures with respect to municipal assets.
- f) Sound analytical and problem solving skills.
- g) Experience in the application of computer technology in financial matters and engineering functions preferred.

Management Skills

- a) Skills in managing time and organising work.

- b) Skills in staff and personnel management and in directing priorities and work loads of others.
- c) Ability to meet program time limits and effectively manage several projects and issues simultaneously.
- d) Ability to implement personnel practices including occupational health and safety.
- e) Ability to lead, motivate and develop staff, and create enthusiasm through a commitment to achieving.

Interpersonal Skills

- a) Excellent oral and written communication skills and the ability to prepare reports.
- b) Ability to work as part of a team or alone and also to participate and assist others as a member of a team, in a co-operative manner.
- c) Ability to foster teamwork and to gain co-operation and assistance from staff, clients and community groups.
- d) Ability to liaise with the public in a courteous and helpful manner on difficult issues.
- e) Ability to discuss and resolve problems through sensitive listening and sound discussion and problem resolution techniques.

Qualifications and Experience

- a) Bachelor of Engineering or equivalent experience.
- b) Extensive experience in a wide range of Municipal Engineering functions, including design and construction experience.
- c) Current drivers licence.

Key Selection Criteria

- a) Knowledge, skills, qualifications and experience as outlined.
- b) Experience in the construction of civil engineering projects relevant to Local Government.
- c) Experience in estimating costs of civil engineering projects.
- d) Experience in project and cost control management.
- e) Experience in Quality Assurance & OH&S.
- f) Experience and knowledge of relevant information technology

Organisational Relationships

Reports to: Director, Infrastructure Development and Operations

Supervises: Works Coordinators
Workshop Supervisor
Contracts and Compliance Coordinator
Superintendent of Works

Environmental and Administration Coordinator
Stores and Transfer Station Coordinator

Internal Liaisons: Manager Engineering
Manager Contracts and Procurement
Manager Planning and Environment
Other Municipal Services staff
Corporate Services Staff
Outdoor Staff

External Liaisons: Ratepayers and general public
Government bodies
Contractors
Consultants
All service authorities

Equal Opportunity

West Wimmera Shire Council offers a work environment free from discrimination, sexual or other harassment, victimisation, vilification and bullying. Employees are expected to contribute to the maintenance of such a work environment

Privacy and Confidentiality

Employees must respect and protect the privacy and confidentiality of information gained or accessed during the course of their employment. Employees are required to comply with the Information Privacy Act, the Health Records Act and Council's Confidentiality policies.

Both during and after employment with Council, employees must not:

- Communicate confidential or private information to third parties.

- Make use of any information gained through employment at the Shire for any purpose other than the discharge of official duties.

Personal Health Information

Personal and Health Information collected by Council is used for recruitment and if the applicant is successful will be used for Human Resources. The Personal and Health Information will be used solely by Council for this purpose and/or directly related purposes. Council may disclose this information to other organisations if required by legislation. The applicant understands that the Personal and Health Information provided is for the above purpose and that he or she may apply to Council for access to and/or amendment of the information after finalisation of the appeals process. Information relating to unsuccessful applicants may be destroyed by Council after 12 months from this time. Requests for access and/or correction should be made to Council's Privacy Officer.

Employee Approved

PD Review Date	Name	Signature

Approved By

PD Review Date	Position	Name
November 2024	Operations Manager	Daryl Sinclair
November 2024	HR Manager	Janet Watt