



Position Description

Position Details

Title:	Coordinator Works
Department/Team:	Infrastructure and Works
Location:	Works Depot, Franklin St George Town
Salary Range/Band:	\$70,000 - \$79,999 + Statutory Entitlements
Benefits:	Negotiable
Employment Type:	1 FTE
Supervisor:	Team Leader – Infrastructure and Works
Supervising:	Team members – Infrastructure and Works

Position Purpose

The objective of the position is to provide leadership and management to work groups and employees based at the Depot who construct and maintain Council's infrastructure and facilities.

Position Responsibilities

- Plan, schedule, supervise, and provide direction on infrastructure construction and maintenance activities, including – roads, footpath and kerbsides, cemeteries, fences, Council buildings, township cleansing services, horticultural services, traffic management and signage, and stormwater assets.
- Co-ordinate and allocate staff resources to ensure efficient and cost-effective delivery of services.
- Ensure all works undertaken and completed by work groups are in compliance with design standards, regulations, and relevant codes of practice; Applying corrective strategies as required.
- Assist in the planning, scoping and costing of works projects and the preparation of specifications and standards relevant to the work area, as required.
- Respond to customer complaint resolution process by investigating complaints, liaising with relevant people and stakeholders, and provide information on outcomes to the Team Leader, and as directed by the Team Leader to Stakeholders.
- Provide Efficient, respectful, and professional service and ensure effective and appropriate community consultation and communication for service delivery projects.
- Source contractors to complete specialized services as required and authorizing requisitions.
- Ensure compliance with Workplace Health and Safety legislation, regulations and policies.
- Any other duties consistent with the scope and level of this position as required and directed by the Team Leader.

Selection Criteria

- Demonstrated experience of applying workplace health and safety requirements.
- General awareness and understanding of records management responsibilities.
- Demonstrated ability to manage staff matters as well as the ability to lead, motivate and inspire staff to achieve organization and team values, goals, objectives, especially through the modelling of high standards of professional conduct.

- Demonstrated ability to lead and provide direction for a team required to deliver services to a council and community in accordance with financial, statutory and legal requirements.
- Demonstrated ability to communicate effectively through both verbal and written medium, including the capacity to negotiate, resolve conflict, solve problems and build and maintain positive working relationships.
- Experience or working knowledge of budgeting, costing of works and expenditure control.
- Demonstrated knowledge of civil works construction and maintenance activities and techniques relative to general construction functions.
- Extensive experience of the operation, maintenance and repair of machinery and equipment.
- Knowledge and experience using Microsoft Office Programs (Word, etc).

Qualifications and Skills

Essential

- Traffic Management Accreditation
- First Aid Certificate
- A satisfactory police clearance

Desirable

- Operational and Management qualifications, or experience, relating to the programs and services of works and infrastructure in local government is desirable
- Current 'HR' class drivers license

Relationships

Internal: The Co-ordinator works reports directly to the Team Leader Infrastructure and Works, integrates with the entire organization, and tasks the leading hands and members of the Infrastructure and Works team.

External: The Co-ordinator Works may also from time to time be required to engage with community groups and residents, as well as regular engagement with contractors, state and federal planning, transport and infrastructure authorities.

Instructions for applying:

Applicants for this position should submit a statement against the selection criteria not exceeding 3 x A4 pages in Calibri or Times New Roman font, no less than size 10, single spacing, as well as a Cover Letter and Resume to jobs@georgetown.tas.gov.au. Applications should be submitted no later than 17:00 AEST 29 July 2019. Enquiries should be made to People and Performance Part, Brent Daire, on 03 6382 8800, or on the above email.

Acknowledgement

The information contained in this position description is intended to describe the nature and level of work to be performed. This is not considered an exhaustive list of all responsibilities, duties or skills required in the role. From time to time, employees may be required to perform duties outside of their normal responsibilities as required

