



POSITION DESCRIPTION

POSITION TITLE:	Infrastructure Manager
DEPARTMENT:	Infrastructure Services Department
TENURE:	Permanent Full Time
CLASSIFICATION:	Tasman Council Enterprise Bargaining Agreement 2021
LOCATION:	Tasman Council Depot – 1713 Main Road, Nubeena
DATE APPROVED:	TBC

POSITION OBJECTIVES

- To work within established guidelines and objectives and in accordance with Tasman Council's policies and procedures and relevant government legislation.
- Developing, reviewing, and implementing Councils asset management plans and strategies.
- Coordinating, monitoring and project managing Council's Annual Capital Works Program.
- Developing and implementing relevant plans and procedures, and providing technical advice on a range of engineering, asset and infrastructure matters.
- Managing major projects and contracts.
- Managing and providing leadership to the Infrastructure Department.
- Coordination of Council's maintenance programs
- Provide sound leadership to the Infrastructure Department and Works Supervisor

KEY RESPONSIBILITIES AND DUTIES

The key responsibilities may be modified from time to time to ensure the expected outcomes are achievable.

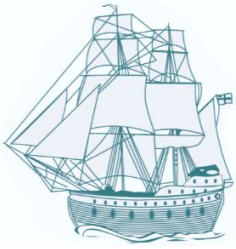
The key responsibilities will include, but not be limited to, the following: -

Asset Management

- Develop, review, and implement Councils asset management plans and strategies.
- Provide high level advice to senior management on service and whole of life asset management.
- Report to the General Manager and Elected Members on matters relevant to asset management.

Capital Works Planning

- Coordinate, monitor, and project manage Council's annual Capital Works Programs within budgetary, quality, and time constraints.
- Administer the annual Capital Works Program budget.
- Prepare and coordinate business cases for inclusion in the Capital Works Program.



Road, Traffic & Transport

- Manage consultants and contractors in the implementation of projects.
- Ensure timely and accurate reporting for grants and programs, including Roads to Recovery and other programs.
- Perform a range of delegated functions under Roads and Highways Act and other associated legislation.

Engineering Services

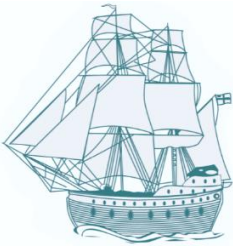
- Develop and implement civil engineering strategies, plans, policy and technical standards.
- Provide information and advice to Councillors and Senior Managers on engineering matters including service delivery.
- Develop and coordinate grant applications for external funds for provision of physical infrastructure.

Management of Infrastructure Department

- Provide leadership and clear direction to the staff within the Infrastructure Department.
- Develop and maintain annual budgets for the Infrastructure Department, ensuring investment in employees to provide professional development opportunities each year as a major consideration.
- Actively participate in and lead organisational change and the establishment of effective systems and processes.
- Work collaboratively with other staff within the Council and the boarder organisation, to achieve a sustainable infrastructure development program.
- Ensure effective and good communication, and cooperation exists within the Infrastructure Services Department and with Council offices and the community more broadly.
- Oversee the creation and implementation of effective maintenance programs across the municipality.

Waste Management

- Manage to operations of the Nubeena Waste Transfer Station, ensuring a safe environment for workers and customers.
- Implement and review waste policies, procedures and reports in conjunction with the other Council officers.
- Implement strategic waste management plans for Council in line with regional, State and Federal policies, legislation to continually improve the provision of waste services within the Tasman Municipality.
- Seek external funding support to deliver priority waste management programs and coordinate implementation and acquittal processes.

**ORGANISATIONAL RELATIONSHIP**

Reports to:	General Manager
Supervises:	Works Supervisor, Technical Officer, Depot Leading Hands and Municipal Workers
Internal Liaisons:	General Manager, other Council Workers, and Councillors
External Liaisons:	Members of the community, other Councils and Local Government Associations, State/Commonwealth Agencies, other appropriate companies or community groups as required

WORK ENVIRONMENT/TECHNOLOGY**The employee**

- Will use computers and their relevant software, as well as telephones, photocopiers and other associated office equipment within an office environment.
- Will have access to and be expected to drive a Council vehicle as required.
- Is expected to exercise a standard of care in the performance of their duties to minimise the exposure to risk and minimise the occurrence of accidents to themselves and others.
- Is expected to use equipment in a responsible manner, exercising due care to minimise wastage and risk to others.
- Will ensure personal work practices comply with relevant Work Health and Safety Legislation.
- Has the freedom to act in a responsible manner and when required consider appropriate policies and procedures ensuring that a high standard is maintained.
- Will be working in an environment where flexibility and a willingness to communicate openly are expected.

General

You must always:

- Act according to the integrity and ethical standards expected of any employment with the Tasman Council and in a manner which is consistent with Council policies determined from time to time.
- Perform duties diligently, with professionalism, objectivity, and integrity.
- Undertake all functions and responsibilities in an economical, effective, and efficient manner.
- Observe fairness and equity in dealings with colleagues and members of the public.
- Observe all legislative requirements and other lawful directions that relate to your functions and responsibilities.
- Avoid any real or apparent conflict of interest in all matters related to your employment.
- Not accept any gift or benefit arising out of the performance of your duties without Councils permission or declaring the gift or benefit to the General Manager or Department Manager.
- Refrain from using your position to seek or obtain any financial or other advantage for yourself or any other person.
- Maintain confidentiality at all times.



Additionally

- You must not disclose or use for personal advantage or for advantage of any other person any information gained during and in consequence of your employment except as may be required by law.
- Upon termination or expiry of this agreement, you must return to the Council or its authorised representatives, any property belonging to Council.
- You must not, whether during or after your employment with the Council, make any improper disclosure or use of any confidential information.
- You must use your best endeavours to prevent the improper publication, disclosure or use of any confidential information by anyone else.

Multi-skilling

A Department Manager or the General Manager may direct an employee to carry out such duties or responsibilities as may be necessary for the effective administration of the Council, provided that the general provisions of the appropriate Award and/or Enterprise Bargaining Agreement are complied with.

Judgement and Decision Making

- Provision of accurate, competent, timely and meaningful advice to the General Manager, other staff and the general public.
- Proven experience to select the most appropriate procedure, method, equipment and/or course of action to meet deadline to improve or develop new procedures where considered necessary.
- Capacity for initiative and innovation in approach to all aspects of the position.

Specialist Knowledge and Skills

- Demonstrate excellent organisational and time management skills in a busy environment.
- A thorough understanding of the roles and functions of the Departments and Local Government responsibilities.
- Broad knowledge of office and administration procedures.
- Proficient computer skills with particular emphasis on accuracy and grammatical correctness.
- An understanding of the function of the position within its organisational context, including relevant policies, regulations and procedures.

Interpersonal Skills

- Ability to gain cooperation and commitment from both the public and other staff members in order to exchange information, seek advice and coordinate services and activities.
- Demonstrate the ability to communicate effectively with a range of people ensuring a high standard of public relations.
- Well-developed written and oral communication skills.
- Highly developed problem solving and negotiation skills.
- To maintain a courteous, cooperative working relationship with Councillors, Managers, other departments and the general public to project a high public image of the Council.



- Maintain a high level of confidentiality and discretion in the handling of a wide range of information and projects.
- Ability to contribute to the operations of a strong and cohesive team.

Work Health & Safety

- Comply with all Work Health and Safety Legislation.
- Ensure Work Health and Safety information is provided to the broader community as required.

While at work, a worker must:-

- Take reasonable care for his or her own health and safety;
- Take reasonable care that his or her acts or omissions do not adversely affect the health and safety of other persons;
- Comply, so far as the worker is reasonably able, with any reasonable instruction that is given by the person conducting the business or undertaking to allow the person to comply with the *Work Health & Safety Act 2012 (Tasmania)*;
- Co-operate with any reasonable policy or procedure of the person conducting the business or undertaking relating to health or safety at the workplace that has been notified to workers;
- Avoid, eliminate or minimize hazards within your control, and immediately report;
- Attend and actively participate in training programs provided in the interests of Work Health and Safety;
- Ensure accidents and near misses are reported as soon as reasonably practicable; and
- Ensure assessment and control of risk is managed in accordance with Council's Risk Management Framework.

Risk Management

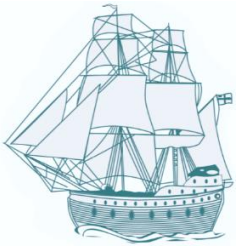
- Ensure Council's Risk Management Policy, programs and the application of sound risk management practices within the workplace and community are observed and complied with at all times.
- Minimise damage or loss of property in your control and report any damage, loss or exposure observed.

Emergency Management

- Assist with responses/recovery arrangements in accordance with Council's Municipal Emergency Management Plan and Recovery Plan and under the direction of the Council's Municipal Emergency Management Coordinator and/or Municipal Recovery Coordinator.

QUALIFICATIONS AND EXPERIENCE

- Relevant qualifications in civil construction, road maintenance and construction and/or engineering with several years' experience or lesser formal qualifications with extensive work skills and experience.
- Experience in working within a Local Government environment is desirable but not essential.
- Extensive knowledge of construction/maintenance principals and procedures.
- Proven ability to schedule and co-ordinate work programs across a range of activities.
- Current driver's license is essential.
- Understanding of large and small plant and equipment use and operation.
- Current Work Health and Safety knowledge and experience.



TASMAN COUNCIL

1713 Main Road, Nubeena TAS 7184

Tel 03 6250 9200

Email tasman@tasman.tas.gov.au

Web www.tasman.tas.gov.au

ABN 63590070717

- Demonstrated high level of communication and interpersonal skills including the ability lead the workforce and to liaise with a broad range of stakeholders, and the capacity to deal with conflict and aggressive customers.
- Demonstrated experience in the provision of project management in a confidential and complex work environment.
- Demonstrated understanding of waste management principles.

VARIATION TO CONDITIONS OF EMPLOYMENT

These conditions of employment, your duties and your location may be varied by Council during the term of your employment. The Terms and Conditions in this Position Description are to be read in conjunction with the Conditions of Employment.

KEY SELECTION CRITERIA

Selection will be based on the following Selection Criteria. However, reference will also be made to other listed skills, knowledge and attributes as required in the Position Description.

- Relevant qualifications in civil engineering or related fields.
- Extensive experience in program development, planning and policy formulation and implementation in infrastructure development, including budget development.
- Substantial experience and/or qualifications in project management.
- Highly developed verbal and written communication skills, including negotiation and conflict resolution.
- Proven problem-solving abilities, strategic thinking and sound judgement with the ability to handle complex and sensitive issues.
- Previous experience in leading and managing a team and fostering a culture of continuous improvement.
- Demonstrated understanding of waste management activities and principles.
- Proven ability to engage communities and gain co-operation from others in a variety of situations and levels within the workplace and community.
- Excellent and practical knowledge of Work Health and Safety requirements including the ability to proactively manage risk and WHS requirements within area or responsibility.



The following signatures are required to indicate understanding, agreement and approval of the position description. This position description is current at the date of issue and is subject to review annually, in consultation with the employee.

AUTHORISATIONS

Acting General Manager – Jess Dallas

Signed _____

Date: __/__/____

Employee Name –

Signed _____

Date: __/__/____

CONDITIONS OF EMPLOYMENT

Employment conditions for all employees are in accordance with the relevant award, employment contract or industrial agreement. Currently the awards pertaining to Tasman Council employees are;

- Tasman Council Enterprise Bargaining Agreement
- Local Government Modern Award 2010

Arrangements specific to your employment and work place will be explained to you during the recruitment process. For further details, copies of Awards and Agreements can be downloaded from Fair Work Australia www.fwa.gov.au.

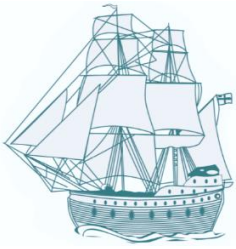
You will be responsible for the duties as outlined in this position description and any such duties, which could be reasonably asked of a person in this position, as designated to you by your supervisor.

When performing tasks as the Depot Administration Officer, direct responsibility is to the Infrastructure & Systems Manager and Works Supervisor. The Officer will be held responsible for the efficient performance of the objectives of their position, as well as, having authorisation to make expenditure in accordance with current approved delegations.

APPLICATION PROCESS

The selection process has been designed to ensure that all eligible applicants have an equal opportunity to demonstrate their skills and suitability for the position. The selection process may include skills tests or work samples where appropriate, reference checking and a medical examinations. Employment is subject to the return of a satisfactory National Criminal History Check (Police Check) and where possible this must be completed prior to commencement.

Appointment to positions with Tasman Council is on the basis of merit. Tasman Council is committed to providing an inclusive and safe work environment which embraces the diverse backgrounds and experience of all people.



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KEY SELECTION CRITERIA

The Position Description should be read very carefully as this describes the core duties and requirements of the position and outlines the criteria used as a basis for selecting the most appropriate person for the job.

Unless specified it is mandatory to address the key selection criteria. We recommend that rather than stating you can meet each criteria; give specific examples illustrating particular skills which will enable us to determine how you meet the criteria of the position.

MORE INFORMATION

The Contact Officer's name is stated on the Job Advertisement. If you have any queries please contact this person, so your questions can be addressed promptly. Speaking to the contact person may assist you in your decision on whether to apply for the position.

CANVASSING OF COUNCILLORS AND COUNCIL OFFICERS

Canvassing of Councillors and Council Officers, either indirectly or directly that may influence the outcomes of this application may be deemed a disqualification.

WHERE TO SEND APPLICATIONS

Applications will be kept strictly confidential and can be sent to lee.wilson@tasman.tas.gov.au or posted to:

Tasman Council
Attention: Lee Wilson
1713 Main Road
NUBENNA TAS 7184