

# POSITION DESCRIPTION



<b>POSITION TITLE:</b>	Coordinator Road Services
<b>DEPARTMENT:</b>	Works
<b>POSITION HOLDER:</b>	
<b>REPORTS TO:</b>	Manager Works
<b>TERM OF EMPLOYMENT:</b>	Permanent / Full Time
<b>APPROVED BY:</b>	Director Infrastructure and Delivery
<b>DATE:</b>	July 2023
<b>CLASSIFICATION:</b>	Band 7 in accordance with the Buloke Shire Council Enterprise Agreement

## POSITION OBJECTIVE:

Maintain and improve Council's transport and drainage infrastructure assets through effective and efficient coordination of staff and resources, and by:

- Delivering a continuous improvement methodology to enhance the public image of Council.
- Developing, implementing and maintaining programmed and preventative works for the delivery of safety improvements on Council's transport and drainage infrastructure network.
- Ensuring Council's infrastructure is maintained in accordance with its Road Management Plan and its established Asset Management Plans.
- Adhering to regulatory requirements under the *Road Management Act 2004*.
- Ensuring a high level of presentation and public safety is achieved with the maintenance of Council's civil infrastructure.
- Undertaking key responsibilities in a professional, efficient and timely manner, in accordance with Council's values and established policies and plans.

## KEY RESPONSIBILITIES AND DUTIES:

- Provide leadership and direction to Council's Road Services Team to ensure the proactive coordination of maintenance and construction crews and resource allocation, including through ensuring appropriate professional development and compliance training activities are programmed, and appropriate frameworks for on-the-job coaching, induction and onboarding of staff are established and maintained.
- Ensure continued action on Council's depot culture audit and its Workforce Plan, including through ensuring all agreed recommendations are implemented, and any new or emerging sector issues are considered with appropriate and agreed actions implemented in a timely manner.
- In consultation with the Senior Engineer Transport and Drainage, develop and maintain preventative maintenance programs across Council's transport and drainage infrastructure assets including roads, rural drainage and bridges, ensuring alignment with key requirements under relevant Asset Management Plans.
- Work with the Manager Works and the Assets Department to develop financial and human resource plan to ensure annual preventative programs are completed within designated

timeframes, allowing for sufficient flexibility to account for reactive requests under the Road Management Plan.

- Implement key findings from services reviews undertaken in relation to transport infrastructure, including road services and drainage.
- Develop, monitor and report on road services budget allocation including forecast future years to support ongoing development of Council's operational and capital budget as reflected in its Financial Plan.
- Provide input into the development, implementation and ongoing review of the Council's Plant and Fleet Strategy.
- Develop and implement a customer-first culture within road services by ensuring all reported matters are managed in accordance with Council's Customer Service Charter and Customer Engagement Policy.
- Ensure all staff are maintaining site safety on all civil infrastructure works, including through implementing and following all safety controls for traffic management and pedestrian access in commercial and residential settings.
- Undertake routine inspections and assessment of works and applying a continuous improvement process to measure standards of works performed in line with quality assurances.
- Oversee the development and review of operational risk assessments relevant to road services, addressing residual risk and communicating appropriate risk controls in accordance with works to be undertaken.
- Participate in emergency response where required, including being available to undertake the role of After-Hours Duty Officer as part of Council's after-hours emergency response team.
- Comply with all reasonable directions in accordance with the *Occupational Health and Safety Act 2004* including by ensuring all vehicles, plant and equipment used are kept in a safe working order, cleaned, maintained, and secured after use.
- Carry out all other duties as reasonably requested in accordance with Council's policies and the functional requirements of the Infrastructure and Delivery Directorate.

## ORGANISATIONAL REPORTING:

**Reports to:** Manager Works

**Directly Supervises:** Team Leader North Roads, Team Leader South Roads

**Internal Liaisons:** Asset Inspector, System Analyst, Civil Engineer, Senior Engineer Transport and Drainage, Coordinator Open Spaces, Procurement and Contract Officer, Coordinator Plant, Senior Mechanic, Team Leader Buildings and Property, Team Leader Circular Economy, Occupational Health and Safety Officer, Health and Safety Representatives, Manager Innovation and Technology, Manager Financial Strategy, Manager Human Resources.

**External Liaisons:** Members of the community

## ACCOUNTABILITY AND EXTENT OF AUTHORITY:

- Responsible for financial and human resource management associated with road services program.

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- Freedom to act is governed by Council's Road Management Plan, and Council's policy, objectives and budgets with a regular reporting mechanism to ensure achievement of goals and objectives or on the public perception of the wider organisation.
- Expected to have input into policy development associated with works programs and planning, including but not limited to Council's Plant and Fleet Strategy, Asset Management Plans and any scheduled service reviews.

## **JUDGEMENT AND DECISION MAKING:**

- Nature of the work is specialised with methods, procedures and processes generally developed from asset management and civil construction theory and precedent. Problem solving involves the application of these techniques to new situations with sufficient knowledge to understand where these are not appropriate.
- Guidance is not always available within the organisation.

## **SPECIALIST SKILLS:**

- Relevant qualifications and demonstrated knowledge and experience in construction and maintenance techniques for road pavements, rural drainage and roadside vegetation management or significant industry experience coupled with strong people leadership skills.
- Understanding of *Road Management Act 2004* compliance and requirements.
- Working knowledge of *Occupational Health and Safety Act 2004*, associated Regulations and codes of practice as they apply to road services operations.
- Ability to understand and apply long strategic objectives under the Council Plan 2021-25 to medium term programming and business as usual activities.
- Strong knowledge and understanding of budgets and financial management practices and procedures, including procurement and contractor management.

## **MANAGEMENT SKILLS:**

- Highly developed skills in managing time, setting priorities and planning and organising road services activities and resources to achieve specific and set objectives efficiently and within designated timeframes.
- Understanding of, and ability to implement, personnel policies and practices including provisions under Council's Enterprise Agreement, gender equity, equal employment opportunity, human rights, occupational health and safety, recruitment and selection and professional development
- Capable of effective contribution to development and implementation of long term staffing strategies.

## **INTERPERSONAL SKILLS:**

- Ability to gain cooperation and assistance from within the organisation and from members of the public in the administration of key responsibility areas.
- Capable of liaising with counterparts in other organisations and colleagues within Council to discuss and resolve specialist issues associated with road services programs.

## **QUALIFICATIONS AND EXPERIENCE:**

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- Relevant tertiary qualification with substantial relevant experience in road service and maintenance, contract management, project management or asset management or lesser formal qualifications with extensive relevant experience.
- Construction Induction Card.
- Traffic Management Card.

## **ORGANISATIONAL RESPONSIBILITIES:**

- At all times, behave in a manner consistent with Council's Code of Conduct and human resource policies and guidelines (including Council's Bullying/Equal Opportunity/Discrimination/Sexual Harassment policy),
- Ensure compliance to relevant OHS regulatory requirements and implement, promote, and maintain Council's OHS and Return to Work policies, procedures, training programs and initiatives,
- Ensure compliance to relevant regulatory or legislative requirements.

## **CHILD SAFE STANDARDS:**

- The Buloke 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.

## **VARIATIONS TO CONDITIONS OF EMPLOYMENT:**

The position description, which includes conditions of employment, your duties and your working location may be varied by Council from time to time during your employment.

## **ANNUAL PERFORMANCE REVIEW:**

Every staff member is required to actively participate in the annual performance review/appraisal process with their supervisor.

## **KEY SELECTION CRITERIA:**

- Extensive experience and/or relevant qualifications pertinent to the position, demonstrating excellent communication skills, and well-developed skills and experiences in effective leadership and supervision of staff.
- Demonstrated experience in coordinating teams to undertake a wide variety of duties and tasks including development of work programs, performance targets, and reviewing and assessing work in accordance with industry quality assurances.
- Highly developed verbal, written, presentation and administration skills sufficient to support achievement of Council's customer service objectives.
- Capable of understanding and applying budget management principles across short-to-medium term programs to ensure accurate resource allocation and management.
- Ability to develop and maintain effective working relationships with internal and external stakeholders and staff, with demonstrated ability to promote a team approach based on organisational values.

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- Demonstrated knowledge in application of Occupational Health, Safety and Environment (OHSE) best practice principles in the workplace.
- Sound contract and project management skills to ensure delivery of high standard operational services.
- A current Victorian Driver Licence, or other Australian state/territory equivalent, is essential.
- Currently hold, or willingness to obtain other licences and competencies outlined under 'Qualifications and Experience' within this position description.
- Willingness to undergo a National Police Records Check.

## VERIFICATION:

This section verifies that the position holder and supervisor/s have read the above position description and are satisfied that it accurately describes the position.

Approved by: .....  
Daniel McLoughlan  
**Director Infrastructure and Delivery** .....  
Date

Agreed by: .....  
Ryan Hemley  
**Manager Works** .....  
Date

Agreed by: .....  
**Coordinator Road Services** .....  
Date