

Position Description

Works Coordinator North

Directorate:	Assets
Location:	Glenelg Street Oatlands TAS 7030
Reports To:	Manager Works
Direct Reports:	The North Works Team as well as Contractors
Employment Status:	Full Time
Industrial Agreement:	SMC Enterprise Agreement No. 12 of 2024
Date:	August 2026

PRIMARY OBJECTIVE

- Provide leadership and coordination of the Northern Works Team, which forms part of the Assets Directorate to ensure the effective delivery of infrastructure services to the people of Southern Midlands as well as external clients of the organisation;
 - Provide technical advice and support to the Manager Works.
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KEY RESPONSIBILITIES

- Lead and coordinate the general operations of the Northern Works Team in the:
 - Delivery of high quality infrastructure works and services including Roads, Bridges, Drainage, Internal Water Reticulation, Internal Wastewater, Open Spaces, Recreation Grounds, the Oatlands Aquatic Centre, General Facilities, and Depots along with special projects as directed by the Manager Works..
 - The effective management of financial resources within Council's Works Program, budgets and policies
 - The effective management of people in accordance with Council's human resource management policies, procedures, and practices.
 - The effective management of information in accordance with Council's information management frameworks.
- Effectively coordinate Council's vehicle & plant fleet used in the day to day operations of the Assets Directorate;
- Supervise the effective collection of engineering Asset Management information for input to Council Asset Management System (e.g. road, footpath, park, playground and tree assessments)
- Undertake the investigation of Customer Service requests received, through site meetings, problem identification and problem solving (through timely rectification or recommendation of budget allocations where required) in accordance with Council's Customer Service Charter;
- Supervise the delivery of infrastructure & works practices to meet specifications and the prescribed standards that are required by Council;
- Contribute to the development of infrastructure policy through liaison with key stakeholders and focus on best practice;

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- Ensure the health, safety & welfare of the general public as well as the Northern Works Team (including contractors & visitors to site) in the discharge of Council functions, through effective WH&S and risk management practices;
 - Provide leadership and coordination of the Northern Works Team, through mentoring, support and developing Team Members
 - May be required to participate in an on-call roster and
 - Other duties as directed.
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POSITION REQUIREMENTS

Essential Skills / Abilities, Knowledge and Experience

- Experience in supervising civil engineering works operations (typically for a period more than five - seven years);
- Demonstrated commitment and proven experience in supervising, mentoring and creating willing work teams and contractors to achieve work program obligations;
- Comprehensive understanding and application of risk management principles and practices in the workplace;
- Extensive understanding and experience in plant capabilities and outputs used in civil engineering construction and maintenance;
- Willingness and ability to successfully undertake physical labouring tasks associated with Council's maintenance and construction activities as and when appropriate;
- Comprehensive understanding of infrastructure service delivery of a community focused organisation
- Experience in the delivery of the Directorate's objectives including goal setting, budgetary control, and stakeholder consultation as well as reporting on performance;
- Proven team leadership skills combined with a well-developed ability to encourage, motivate and train work groups, also where required to undertake performance management of individuals to achieve agreed goals;
- Highly developed interpersonal skills, both written & oral and the ability to communicate with a wide range of stakeholders.
- Ability to resolve complex issues through investigation, negotiation and the application of sound judgement
- Demonstrated negotiation and conflict resolution skills
- Highly developed personal time management skills, and project planning of Business Unit activities
- Ability to apply WHS and ethical practice principles, and to act with probity at all times

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- Skilled in computer use with Local Government software packages
 - Current unrestricted motor vehicle licence
 - Current working with vulnerable people registration
 - Successfully completed a fit for work medical assessment
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Essential Qualifications

- Formal qualification in a relevant discipline or equivalent experience
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Desirable

- Previous experience in Local Government
- Qualifications in project management, business management or other relevant infrastructure discipline or demonstration of ongoing professional development
- Traffic Control Guidance Plans / Implement Traffic Control Plans and Traffic Controller Certificate (or willingness and ability to obtain with Council assistance).

Licence requirements and pre-employment screening

This position needs to attain and uphold the following licences/accreditations:

Current Tasmanian Class C Driver Licence

Current Heavy Combination Truck Licence and any relevant plant competency licences

This position requires the following pre-employment checks:

- Pre-Employment Medical.
- National Criminal History Check.
- Working with Vulnerable People registration

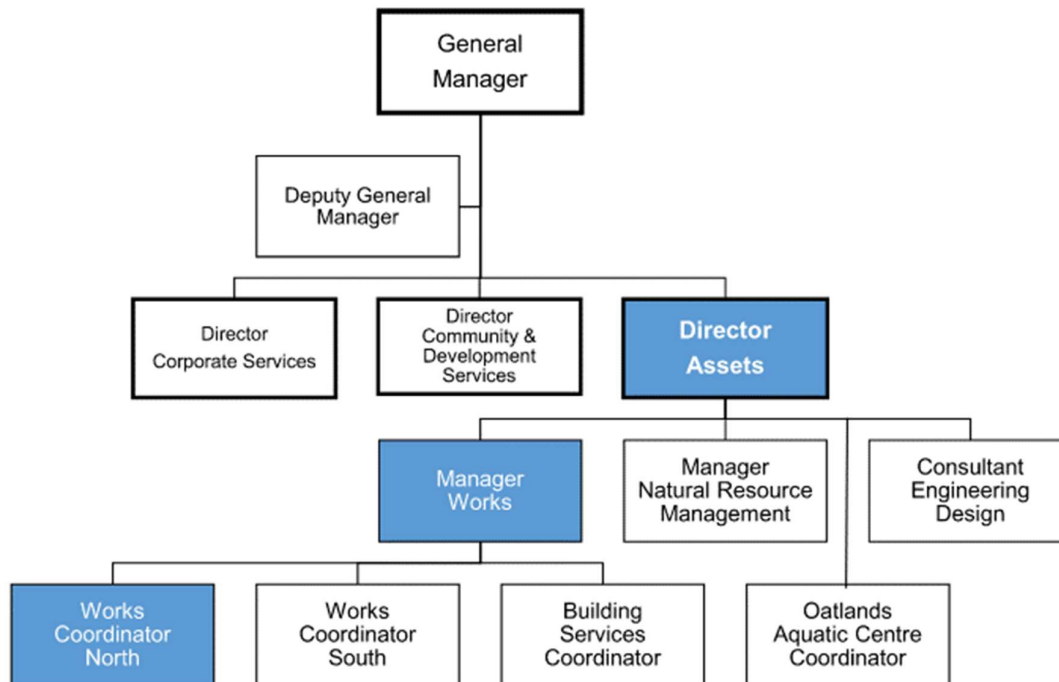
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ORGANISATIONAL CONTEXT

Organisation Chart



Our Organisational Vision

Council's Vision includes

- A community spirit based on friendliness, cooperation and self-help;
- An environment which encourages diversity, inclusion, local creativity, manufacturing, enterprise and self-help;
- Resilient and sustainable Communities across the Southern Midlands;
- A diversified local economy creating employment opportunities through sustainable agriculture/horticulture, commercial, industrial activity, heritage tourism and viable historic villages/service centres;
- Development based on the sustainable use of local resources and the physical environment;
- An enduring commitment to child and youth safety; and
- A range and standard of services within the Southern Midlands that are affordable and efficient.

Our Organisational Mission

Council's Mission is, that in partnership with the community it will:

- Work for the benefit of the community;
- Be progressive and provide leadership;
- Operate as a team of Councillors and employees focused on performance;
- Be financially responsible.

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Our Organisational Guiding Principles

The Council and Employee team members will:

- Consult as well as listen to our customers & team members by maintaining open communication and keep the community informed;
 - Treat people with respect and courtesy;
 - Provide advice to the best of our professional ability;
 - Be sensitive to the needs of residents and visitors;
 - Respond promptly to customers concerns and requests;
 - Be fair, equitable and consistent in decisions and conduct;
 - Facilitate participation as well as be responsive to the input of children and young people;
 - Fully utilise the expertise and resources available to Council within the organisation and the Community;
 - Develop the full potential of Councillors and all employees; and
 - Operate in accordance with the "Codes of Conduct" adopted by Council.
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APPROVAL

General Manager:

Signature:

Date:

ACKNOWLEDGEMENT

I confirm that I have read and understood the requirements of this position.

Name:

Signature:

Date:
