

POSITION DESCRIPTION



Date: 10 April 2024.

1. Position Identification

Title:	Coordinator Works				
Position Number:	PE.RE.130	Level:	8	Agreement:	Shire of Exmouth Enterprise Agreement 2017
Department:	Operational and Infrastructure Services				
Section:	Infrastructure and Engineering				
Location:	Exmouth, Western Australia				

2. Reporting Relationships

Reports to:	Manager Works
No of Direct Reports:	Up to 18 employees

3. Value Statement

Embrace and promote the values of integrity, accountability, respect and innovation.

- **Integrity**
We act with care and diligence - making decisions that are honest, impartial, timely and based on all relevant information.
- **Accountability**
We use Shire resources in a responsible and accountable manner that ensures the efficient, effective and appropriate use of resources and information.
- **Respect**
We treat people with dignity, fairness and recognise their interests and rights.
- **Innovation**
We strive for continuous improvement, embrace change and challenge the status quo.

4. Role Purpose

Reporting to the Manager Works, the Coordinator Works is accountable for planning and coordinating delivery of safe, quality, efficient, on time and budget Engineering Services works executed in Operations across the Shire of Exmouth in the manner that satisfies all stakeholders.

5. Key Objectives

- Provide leadership and direction to the Works Delivery team as well as contractors involved in the project and works delivery.
- Coordinate projects and works delivery to ensure safety of team members, engaged in works contractors and public.
- Provide relevant reports as required.
- Ensure that works are planned and executed according to rules and regulations.
- Develop and implement short term plans (1 month ahead) for works.
- Organise jobs to ensure efficient use of resources, contractors, equipment/plant and materials.
- Provide appropriate instruction, information, training and supervision to staff and others to enable work to be carried out safely.
- Work effectively and professionally in a team environment and in conjunction with members of the public, contractors and suppliers.
- Ensure the safe operation and maintenance of plant/equipment and vehicles used within the engineering environments.
- Be proactive and exercise a duty of care with personal safety, the workplace and that of others within the work areas.

6. Key Responsibilities

Operational

Plan, coordinate and organise Engineering Services projects and works delivery including but not limited to:

- Planning, scheduling, organising and delivering Engineering Services work.
- Directing relevant parties on work to be completed.
- Ensuring compliance of Shire of Exmouth's policies, procedures and code of conduct.
- Ensuring an efficient use of resources and quality standards are maintained.
- Ensuring the safe use and security of plant, tools, equipment, vehicles and materials.
- Monitoring and evaluating the implementation of tasks and projects.
- Providing operational and works delivery reports.
- Effectively carrying out field inspections of works and documenting information.
- Liaising with public utility authorities and managing contractors where applicable.
- Follow appropriate specifications and standards.
- Assist with the preparation of traffic management plans when required.

Customer Service

- Providing appropriate information and advice to internal and external customers.
- Responding promptly to enquiries, complaints and correspondence and referring complex matters to relevant senior staff member.

Participating in the development and improvement of work activities.

- Active participation in team meetings.
- Assisting in the development of a culture of continuous improvement among all staff.
- Co-operating with other staff members to achieve desirable work outcomes.
- Keeping abreast of current trends and initiatives within the industry.
- Ensure all required training is up-to-date and recorded in accordance with Shire procedures.

This role is also expected to supervise day to day activities in other portfolios if required, along with other duties as requested.

7. Risk Management and Workplace Health and Safety

Participate, contribute and demonstrate personal commitment to safe practice and environmental awareness that is compliant with Duty of Care requirements under the Work Health and Safety Act 2020 and relevant regulations and guidance notes.

Identify potential hazards and take appropriate action in accordance with policies and procedures.

8. Qualifications and Work Experience

Mandatory Requirements

- Hold a current national manual "HR" class driver's licence.
- Hepatitis A-B and Tetanus vaccination.
- Valid Australian Work Rights.

Essential

- Year 10 certificate or equivalent.
- A minimum of 2 years' experience on a variety of plant and machinery used in civil construction, road maintenance, parks and gardens and building maintenance.
- Demonstrated ability to prioritise and problem solve to achieve effective outcomes.
- Developed time management skills.
- Well-developed leadership, coordination, planning and administration skills (e.g. report writing, infrastructure assessment).
- Demonstrated computer literacy including Microsoft programs such as Excel, Word and Outlook.
- Effective communication skills, both oral and written, with demonstrated ability to interact in a courteous and cooperative manner with the public, employees and contractors.
- Developed knowledge and experience of materials and methods used for construction and maintenance works and general engineering activities undertaken by Local Government.
- Ability to understand and interpret building maintenance and construction plans.
- Ability to demonstrate and support the values of the Shire of Exmouth.

Desirable

- Highly developed precision trade skills using engineering materials, construction techniques, plant and machinery.
- Formal qualifications in leadership and management.
- Formal qualifications in the building industry or related trades.
- Formal Horticultural qualifications.