



Peppermint Grove
The Garden Shire

Shire of Peppermint Grove

Manager Infrastructure Services

The Shire is seeking an experienced Infrastructure Manager/Works Manager to fill the position of Manager Infrastructure Services.

This position will appeal to a hands on professional motivated in their approach to providing a high level of service to the Shire of Peppermint Grove community. The Shire is small, at 1.1 sq. km, with 14 streets. You will have a team of two (2) depot staff, both with 25 years of service. Street trees, park presentation and the appearance of the Shire in general will be the key areas requiring your attention.

Although a small Council, the role requires interpersonal skills to be able to meet with residents and resolve issues. Face to face problem solving must be one of your skills. Your customer service skills need to be of the highest order.

The salary range for a 3-5 year contract will be up to \$157,325 pa plus superannuation of up to \$18,879 based on the 12% superannuation guarantee. A matching contribution of up 5% is also available. Please note, a vehicle is not provided with this position. Flexible work arrangements can be discussed.

If this job interests you, please go to the Shire's web site www.peppermintgrove.wa.gov.au and download the position description. If you would like to discuss this further, contact the CEO on 0408 931 119. Applications should be submitted to hr@peppermintgrove.wa.gov.au and close on Monday 5 January.

Don Burnett

Chief Executive Officer.



Shire of Peppermint Grove

POSITION IDENTIFICATION	
POSITION TITLE: Manager Infrastructure Services	SECTION: Infrastructure
AWARD: Local Government Industry Award Negotiated level, 3 – 5 year Contract	HOURS: 38 hours per week
DEPARTMENT Infrastructure	SUPERVISES: Two depot staff
REPORT TO: CEO	

ACCOUNTABILITY OBJECTIVES
To work with the CEO in the provision of engineering, parks and gardens operations and services to a high standard.

REQUIREMENT OF THE POSITION
SKILLS, KNOWLEDGE & EXPERIENCE/SELECTION CRITERIA: 1. Experience in planning and managing road assets 2. Experience in managing parks, gardens and street trees. 3. Computer skills in Microsoft and excel. 4. Excellent written and verbal communication skills. 5. Good interpersonal skills and ability to work in a team environment. 6. Ability to organise own time and work unsupervised. 7. Experience in developing Asset Management Plans. 8. Able to assist in budget development.

QUALIFICATIONS AND EXPERIENCE/OR TRAINING

1. Minimum of five (5) years Local Government experience.
2. Qualifications, licenses or certificates relevant to the role.
3. Comprehensive understanding of WHS requirements.

KEY RESPONSIBILITIES

OUTCOME 1: OPERATIONAL FUNCTIONS

- Manage the day-to-day operations of the Shire depot.
- Provide leadership and guidance to depot staff.
- Manage road renewal program.
- Manage road and laneway maintenance.
- Manage contractors for street sweeping, tree pruning, waste collection.
- Manage the contractor for the annual tree planting program.
- Manage the contractor for parks and verges contractor mowing.
- Liaise with community members on issues related to areas of operations.
- Develop the annual budget and monitor ongoing cost allocations.
- Issue purchase orders and manage account payments.
- Submit annual waste and waterwise plans
- Ensure compliance with WHS requirements

OUTCOME 2: CORPORATE/ORGANISATIONAL

- Participate in organisational processes, staff meetings and training to ensure continuous improvement of the organisation.
- Create and maintain policies and procedures for infrastructure operations.
- Manage contracts and service agreements for infrastructure services.
- Prepare reports and other relevant documentation as directed by the CEO.

OUTCOME 3: STATUTORY/COMPLIANCE

- Take reasonable care to ensure own safety and health at work.
- Avoid adversely affecting the safety and health of any other person.
- Report any unsafe conditions or incidents that occur.
- Maintain procedures to reflect current practice.
- Ensure that areas within the scope of authority, including contractors, are complying with all occupational safety and health policies and procedures.

OUTCOME 4: CUSTOMER SERVICE INTERFACE

- Proactively deal with resident issues to achieve positive outcomes
- Manage contractors to ensure community expectations on service delivery are met.

PRINCIPAL CONTACTS	
WHO	PURPOSE
Internal – All staff External • Public/residents • Contractors	• Work with residents to maintain a variety of services and activities. • Manage contracts and service agreements for maintenance or services related to Shire operations.

EXTENT OF AUTHORITY

This position operates under the direction of the CEO and makes decisions in accordance with Shire policies, procedures and CEO delegations.

PROBLEM SOLVING AS PART OF THE POSITION:

The Manager Infrastructure will be required to: -

- identify solutions to problems as they arise using knowledge, judgement and work organisational skills acquired through qualifications and/or ex
- Liaise with customers, volunteers, community groups tenants, and contractors.

ANNUAL REVIEW

At least once in each calendar year the CEO will conduct an evaluation of the Manager Infrastructure's performance. The annual review will include an assessment of achievement against performance objectives.

POSITION AND INCUMBENT DETAILS: Note: Both parties are to sign and date the areas provided to indicate their mutual agreement of the requirements of the position.

Current Incumbent:	Date PD first issued:
Signed:	_____
Incumbent: _____	Date Employee Appointed to Shire:
CEO: _____	_____
Date: _____	Date Employee Appointed to this Position:

PD REVIEW RECORD:

We the undersigned, agree that both parties mutually agreed upon the amendments made to this position description and associated manuals, on the dates listed below.

INCUMBENT:	CEO:	DATE:
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