



# Works Manager – Position Description

**Wagait Shire Council**

## Position Details

**Position Title:** Works Manager

**Employment Status:** Full-Time

**Classification:** Local Government Industry Award 2020 – Level 8 (or as determined)

**Reports To:** Chief Executive Officer (CEO)

**Location:** Wagait Shire

---

## Position Overview

The Works Manager is responsible for the planning, coordination and hands-on delivery of Council’s civil works, asset maintenance programs and contracted services.

In a small Council environment, this role operates as a working supervisor, undertaking operational tasks while leading a small team to ensure infrastructure and community assets are maintained in a safe, compliant and cost-effective manner.

---

## Nature of Role

- This is a hands-on position in a small remote Council with limited staffing resources
- The Works Manager is required to actively participate in day-to-day operational works, including use of plant and equipment
- The role combines physical, technical and supervisory responsibilities
- The position requires a high level of self-sufficiency, adaptability and practical problem solving
- The Works Manager must be able to transition between strategic oversight and operational delivery as required

## Key Responsibilities

### Civil Works & Service Delivery

- Plan, coordinate and deliver Council's civil works and maintenance programs in accordance with Council priorities
  - Ensure timely delivery of works including roads, verges, drainage, public spaces and buildings
  - Monitor service delivery standards and implement improvements where required
  - Respond to emerging issues, weather events and operational priorities in a proactive manner
  - Actively participate in the delivery of works, including manual labour and operation of plant and equipment where required
- 

### Asset Management

- Manage and maintain Council assets including roads, buildings, plant, equipment and community infrastructure
  - Undertake routine inspections and ensure assets are maintained to appropriate standards
  - Identify maintenance requirements and prioritise works based on risk, safety and service levels
  - Maintain accurate records of asset condition, maintenance activities and works undertaken
- 

### Contract Management

- Manage and oversee Council contracts to ensure compliance with agreed scope, standards and performance expectations
  - Liaise with contractors and service providers including (but not limited to) DIPL, Power and Water Corporation and other agencies
  - Monitor contractor performance, deliverables and reporting requirements
  - Identify and escalate risks, issues or non-compliance to the CEO
- 

### Financial & Resource Management

- Assist in the development and implementation of works budgets
  - Monitor expenditure and ensure delivery of works programs within approved budgets
  - Ensure efficient and effective use of Council resources, plant, equipment and materials
  - Procure goods and services in accordance with Council policies and legislative requirements
  - Identify opportunities for cost efficiencies and improved service delivery
-

## Work Health & Safety (WHS)

- Lead and promote a strong safety culture across the Works team
  - Ensure all works are undertaken in compliance with WHS legislation, Council policies and procedures
  - Conduct risk assessments and ensure Safe Work Method Statements (SWMS) are in place and followed
  - Ensure all incidents, hazards and near misses are reported and investigated
  - Ensure staff are appropriately trained, inducted and supervised
- 

## Staff Supervision & Leadership

- Supervise a small Works team and work alongside staff in the delivery of operational tasks, including casual employees
  - Lead by example through active participation in works activities
  - Allocate tasks, monitor performance and provide direction to ensure effective service delivery
  - Foster a positive, respectful and productive team environment
  - Support staff development, training and compliance with Council requirements
- 

## Plant & Equipment Management

- Ensure all Council plant and equipment is maintained in safe and operational condition
  - Coordinate servicing, repairs and maintenance schedules
  - Operate plant and equipment as required to support service delivery
  - Ensure safe and appropriate use of machinery and equipment
- 

## Animal Management

- Implement Council's Dog Management Program in accordance with legislation and Council policy
  - Manage animal control activities including use of containment facilities and approved equipment
  - Ensure all activities involving firearms are conducted in strict compliance with legislation, licensing and Council procedures
  - Maintain animal management infrastructure including containment areas and traps
- 

## Administrative & Reporting Responsibilities

- Provide regular reports to the CEO on works activities, maintenance programs and operational issues

- Contribute to Council reporting requirements, including monthly and operational reports
  - Maintain registers, procedures, SWMS, SOPs and compliance documentation
  - Attend meetings as required, including Toolbox meetings and stakeholder engagements
- 

### **Customer & Community Service**

- Provide a high level of service to internal and external stakeholders
  - Engage respectfully with community members and respond to service requests where appropriate
  - Represent Council in a professional manner at all times
- 

### **Continuous Improvement**

- Identify and implement improvements to systems, processes and work practices
  - Contribute to organisational efficiency, compliance and service delivery improvements
- 

## **Key Performance Indicators (KPIs)**

- Delivery of works programs within budget and agreed timeframes
  - Compliance with WHS legislation and Council safety requirements
  - Effective management of Council assets and infrastructure
  - Contractor performance and compliance with contractual obligations
  - Accuracy and timeliness of reporting
  - Responsiveness to community and operational service needs
  - Effective balance between operational delivery and supervisory responsibilities
- 

## **Key Relationships**

### **Internal:**

- Chief Executive Officer
- Council Staff
- Elected Members

### **External:**

- Contractors and service providers
- Northern Territory Government agencies
- Community members and residents

---

## Selection Criteria

### Qualifications

- Relevant qualifications in civil works, construction, asset management or a related field (desirable)
  - Relevant licences, tickets and certifications for plant and equipment operation
- 

### Experience

- Demonstrated experience in civil works, maintenance and infrastructure services
  - Experience in supervising staff in a similar operational environment
  - Experience in contract management and service delivery oversight
  - Experience in plant and equipment operation and maintenance
  - Experience in budget awareness and resource management
- 

### Knowledge

- Knowledge of civil works, road and building maintenance practices
  - Understanding of Work Health & Safety legislation and requirements
  - Knowledge of local government operations (desirable)
  - Understanding of compliance, risk management and governance principles
- 

### Skills & Competencies

- Strong leadership and supervisory skills
  - Effective communication and interpersonal skills
  - Ability to plan, prioritise and manage competing demands
  - Problem-solving and decision-making capability
  - Ability to work independently in a remote environment
  - High level of organisation and attention to detail
  - Demonstrated ability to work in a hands-on operational role
  - Ability to undertake physical work in outdoor environments and varying conditions
  - Practical problem-solving skills with limited resources
- 

### Personal Attributes

- Professional and ethical approach
  - Positive and proactive attitude
  - Ability to work under pressure
  - Commitment to safety and teamwork
  - Adaptability and willingness to support organisational needs
- 

## Other Requirements

- Current NT “C” Class Driver’s Licence (minimum)
  - Relevant machinery/operator tickets
  - Working with Children Clearance (Ochre Card)
  - National Police Check
  - Capacity to undertake regular physical and outdoor work in a remote environment
- 

## Acknowledgement

I certify that I have read and understood the duties, responsibilities and requirements of this position.

**Employee Name:** \_\_\_\_\_

**Signature:** \_\_\_\_\_

**Date:** \_\_\_\_\_

**Supervisor Name:** \_\_\_\_\_

**Signature:** \_\_\_\_\_

**Date:** \_\_\_\_\_