



MOUNT BARKER
DISTRICT COUNCIL

MANAGER INFRASTRUCTURE MAINTENANCE & OPERATIONS

JOB & PERSON SPECIFICATION

APRIL 2021



MOUNT BARKER
DISTRICT COUNCIL

POSITION TITLE:	MANAGER INFRASTRUCTURE MAINTENANCE & OPERATIONS
WORKPLACE AGREEMENT:	MOUNT BARKER DISTRICT COUNCIL INSIDE STAFF ENTERPRISE AGREEMENT NO 8, 2018
CLASSIFICATION:	N/A (EMPLOYMENT CONTRACT)
DEPARTMENT / TEAM:	INFRASTRUCTURE INFRASTRUCTURE MAINTENANCE & OPERATIONS
POLICE CLEARANCE:	REQUIRED
FUNCTIONAL CAPACITY ASSESSMENT:	NOT REQUIRED
REPORTS TO:	GENERAL MANAGER INFRASTRUCTURE
DIRECT REPORTS:	TEAM LEADERS – CIVIL & PUBLIC PLACES & ENVIRONMENT MAINTENANCE & OPERATIONS COORDINATOR; ADMINISTRATION OFFICER & TRAINEE

POSITION OBJECTIVES:	<ul style="list-style-type: none">➤ The position of Manager Infrastructure Maintenance & Operations will lead, develop and manage all aspects of the Infrastructure Maintenance & Operations team of Council including:<ul style="list-style-type: none">○ civil works/services○ horticulture services○ fire prevention and emergency management○ cemeteries○ asset maintenance○ waste services and the Windmill Hill Waste Transfer Station➤ The position is also responsible for the effective and efficient management of human, financial and physical resources, and work health and safety.
KEY ROLE RESPONSIBILITIES:	<ul style="list-style-type: none">➤ Ensure the provision of effective leadership, management and development of the Infrastructure Maintenance & Operations staff including the promotion and facilitation of a customer service ethic, a culture of continuous improvement, team based approaches and innovation and change management.➤ Manage programs, projects, maintenance services and customer requests for both the community and internal customers to approved maintenance service levels.➤ Contribute to the preparation of asset management plans and then deliver a rolling long term works program (including footpaths, sealed and unsealed roads and property maintenance)

	<ul style="list-style-type: none"> ➤ Ensure tree, parks and reserves (open space), cemeteries and playgrounds maintenance are conducted to approved maintenance service levels ➤ Oversee Council’s waste management contracts and associated outcomes and its day to day relationship with the Adelaide Hills Regional Waste Management Authority. ➤ Ensure plant and equipment are maintained to a suitable standard and the replacement schedule is kept up to date.
<p>KEY MANAGEMENT RESPONSIBILITIES:</p>	<ul style="list-style-type: none"> ➤ Manage contracts and contractors and contribute to the development of contract documents and ensure selection of contractors, products and services is in accordance with Council’s procurement policy. ➤ Manage Departmental budgets and resources and exercise authorised financial delegations. ➤ As required, write Council, other strategic reports and business cases with appropriate recommendations and data analysis. ➤ Promote and facilitate a culture of cross collaboration and integration both within Infrastructure Delivery and across the organisation and a team based approach to problem solving. ➤ Support Senior Management in providing resolution, information and communication regarding Elected Member requests for service and information. ➤ Ensure timely and responsive management and resolution of customer requests ➤ In accordance with Council’s vision, promote Council’s image, role and service standards in the community.
<p>LEADERSHIP VALUES:</p>	<p>1. BE AN AUTHENTIC MENTOR We inspire and empower others by leading from the front, and encouraging individual thinking and problem solving <u><i>What we will do:</i></u></p> <ul style="list-style-type: none"> ➤ Trust one another to do what we say we will do ➤ Deliver consistent messages and be proud of our contribution to the community ➤ Know when to ‘let go’ and allow others to step up and make decisions ➤ Create a positive work environment, through sharing success stories and key learnings <p>2. OWNING OUTCOMES <i>We stand up, take responsibility and accept the consequences of our actions</i> <u><i>What we will do:</i></u></p> <ul style="list-style-type: none"> ➤ Be prepared to make difficult / unpopular decisions and own them ➤ When things don’t quite go to plan, actively seek a positive from a negative ➤ Demonstrate self-awareness in recognising that we are all different in the way we react to situations or interact with others ➤ We understand ‘why’ we are here - every interaction is linked to positive community outcomes <p>3. BEING COURAGEOUS <i>We are innovators that encourage creative thinking, risk taking and decision-making</i></p>

	<p><u>What we will do:</u></p> <ul style="list-style-type: none"> ➤ Empower people to contribute ideas and solutions. There is no such thing as a bad idea ➤ Provide a supportive, “no blame” environment, where mistakes are seen as an opportunity to learn and develop capability ➤ Be willing to step into the unknown and take (considered) risks ➤ We will celebrate and share examples of innovative thinking <p>4. ACTING WITH UNITY</p> <p><i>We take a collaborative approach through mutual respect, honest interactions and open communication</i></p> <p><u>What we will do:</u></p> <ul style="list-style-type: none"> ➤ Listen to, respect and value the diversity of ideas and opinions ➤ Provide honest, constructive feedback to one another in a timely manner ➤ Be visible throughout the organisation and “get out of our workspace” ➤ We act as ambassadors for our respective teams at meetings, by attending on time, turning our mobile phones to silent and ensuring we are well prepared
<p>WORK HEALTH & SAFETY RESPONSIBILITIES</p>	<ul style="list-style-type: none"> ➤ Ensure full compliance with Council's Safety and Rehabilitation Policies, Procedures and Instructions, specifically taking action on all points of the employee's responsibility as outlined in Council's WHS and Return to Work Policy. ➤ Ensure full compliance with responsibilities under the WHS Act 2012, the WHS Regulations 2012 and other relevant legislation, in particular: <ul style="list-style-type: none"> ○ Consultation with staff in regards to the work environment and safe systems of work, ○ Hazard Identification and risk assessment to minimise and control risk, ○ Information, instruction and training is provided to all employees, volunteers and work experience personnel, and ○ Suitable and adequate supervision is provided by a competent person. ➤ Ensure that you are not, by consumption of alcohol or drugs, in such a state as to endanger your own safety at work or the safety of any other person. ➤ Ensure personal adherence to Council's WHS Policies, Safety Work Procedures, Safe Operating Procedures and Safety Instructions.

GENERAL RESPONSIBILITIES	<ul style="list-style-type: none"> ➤ To comply with Council’s Code of Conduct for Employees and all other policies and procedures as varied from time to time. ➤ To manage all Corporate Records in accordance with required policies and procedures. ➤ Within the scope of this position, manage all risks within the workplace as defined by Council’s Enterprise Risk Management Policy. ➤ Responsible for purchasing goods and services in accordance with purchasing guidelines and delegated financial limits. ➤ Application of relevant strategies in Mount Barker 2035 – District Strategic Plan as they pertain to the role ➤ To stay up to date and knowledgeable of the objectives and strategies contained within Mount Barker 2035 – District Strategic Plan
REQUIRED SKILLS & KNOWLEDGE	<ul style="list-style-type: none"> ➤ Demonstrated ability to lead, develop and motivate teams and staff in a fast-paced environment. ➤ High level written and verbal communication, interpersonal, negotiation and conflict resolution skills. ➤ Ability to negotiate, liaise, communicate and coordinate with a range of audiences and stakeholders. ➤ High level organizational, project and contract management skills. ➤ A commitment to customer service and an ability to coordinate customer responses from across Departments. ➤ Proven ability to initiate and strategically analyse problems and formulate appropriate management solutions. ➤ Ability to develop and improve business performance measurement. ➤ Ability to be self-directed and self-motivated and to work independently. ➤ Ability to be innovative and manage change. ➤ Ability to formulate budgets and monitor financial performance of significant budget lines. ➤ Financial and budget management at a management level. ➤ Knowledge of environmental sustainability principles in particular, recycling and waste management strategies. ➤ Knowledge of the Work Health and Safety Act, Local Government Act, National Australian Road Rules and other relevant legislation. ➤ Asset management principles, strategies, systems and processes. ➤ Plant and equipment management and utilisation. ➤ Knowledge of sound procurement policy and practices. ➤ Forward works programming (desirable). ➤ Horticultural practices (desirable). ➤ Landscaping and engineering design and techniques (desirable).
REQUIRED EXPERIENCE & QUALIFICATIONS	<ul style="list-style-type: none"> ➤ Substantial experience in a management role in an operations based environment. ➤ Significant experience in financial management including project costing. ➤ Significant experience in managing and developing staff. ➤ Significant experience in change management and continuous improvement ➤ Experience in contract and/or project management.

	<ul style="list-style-type: none">➤ Tertiary qualifications in a relevant discipline are desirable but not essential.
SPECIAL CONDITIONS	<ul style="list-style-type: none">➤ Expected to attend relevant committees, informal strategy meetings and Council meetings when Divisional papers are put forward.➤ Required to hold a current Class C South Australian drivers licence.



HOW TO APPLY

Applications should be addressed to Andrew Reed or Justin Hinora. Please visit henderconsulting.com.au to apply.

For a confidential discussion, please call (08) 8100 8827.

Please Note

Your application will be automatically acknowledged by a return email.