



## POSITION DESCRIPTION

### OPERATIONS MANAGER

<b>Position Number:</b>	740	<b>Location:</b>	Cunnamulla
<b>Award:</b>	Queensland Local Government Industry Award (Stream A) – State 2017		
<b>Certified Agreement:</b>	Paroo Shire Council – Non-Operational Staff Certified Agreement 2021-2024		
<b>Classification Level:</b>	8	<b>Employment Type:</b>	Permanent Full Time
<b>Department / Team:</b>	Infrastructure / Operations		
<b>Reports to:</b>	Director Infrastructure	<b>Supervises:</b>	1 direct report

### Our Values

In making and implementing our decisions we will be guided by the principles of **integrity, efficiency and continuous improvement** and exhibit the following values:

- P – Pride
- A – Accountability
- R – Respect
- O – Open and Transparent
- O – Opportunities for Employment
- S – Safety
- C – Commitment



### Position Objectives

The Operations Manager is responsible for ensuring the effective and efficient management of the maintenance and construction of roads, footpaths and drainage to a suitable standard to provide an agreed level of service to the community of Paroo Shire. This will include the management of Council's operational workforce, RMPC contract and recommending contracts for works from tender processes and managing budgets.

### Key Responsibilities

- Provide leadership and governance to Operations Team and be the subject matter expert in the road maintenance operations within the Infrastructure Department.
- Establish and implement a program to complete a diverse range of major road construction and renewal projects such as pavement rehabilitation, road construction and concrete structures such as culverts, footpaths, kerbing and channel.
- Develop, implement and monitor a road maintenance works program for all Council sealed and unsealed roads.
- Collaborate with the Senior Technical Officer to develop and implement Council's road resurfacing program.
- Collaborate with the Senior Technical Officer to manage Council's contract with the Queensland Department of Transport for provision of road maintenance and rehabilitation works under the Road Maintenance Performance Contract (RMPC).
- Manage Council's gravel pit resources, ensuring compliance with WH&S, Department of Agriculture & Fisheries (DAF) and environmental requirements.
- Assist in reviewing and preparing Council's scheduled works program and reports, with regards to roads infrastructure.
- Collaborate with the Director Infrastructure on the department budget planning and preparation as well as overseeing the planning and preparation of operating and capital expenditure and programs and recommending works against approved budget.

- Provide technical advice to senior managers on projects, including budget costs.
- Monitor and be accountable for expenditure against the maintenance budget and make recommendations for quarterly reviews.
- Provide recommendations to Council on projects to be considered for the Capital Works Program and prepare reports to Council.
- Assist in the valuation and revaluation of road infrastructure assets and provide necessary data for asset management systems.
- Facilitate team meetings and monitor staff performance to foster a culture of continuous improvement including productivity, efficiency and effectiveness.
- Develop and maintain professional relationships with internal and external stakeholders, including other Government Agencies, to the advantage of road programs in Paroo Shire.
- Regularly review and recommend improvements to Council procedures, asset management plans, and work practices for roads maintenance and construction.
- Identify opportunities for cost savings and operational efficiencies.
- Identify economic opportunities in relation to obtaining income from nonstandard sources and manage the generation of income from private works.
- Ensure appropriate policies, codes of practice, and processes are adhered to, documented and recorded.

## Qualifications, Skills and Experience

---

### Essential

- Minimum 5 years' extensive operational experience in road construction and maintenance relevant to civil works, preferably in rural and remote localities.
- 'C' Class Queensland Drivers Licence or higher.
- Pre-Employment Health Assessment and National Police Check prior to appointment.
- Demonstrated senior leadership skills in managing multidisciplinary teams, fostering collaboration, and driving excellence in service delivery.
- Demonstrated technical knowledge of civil engineering projects including road, drainage, and community recreation facilities.
- Demonstrated experience in resource management including staff, external contractors, allocated budget and plant and equipment to achieve agreed targets and timeframes within budget.
- Demonstrated experience in infrastructure project management and contract management preferably applicable to local government context, with a sound understanding of the legislative framework.
- Demonstrated experience in collaborating with various stakeholders, including project managers, engineers, financial officers and other Government Agencies, to align activities with project needs and organisational goals.
- Sound knowledge of the capabilities, maintenance, and safety protocols associated with heavy plant and machinery.
- Ability to implement and oversee safety protocols to ensure a safe working environment.
- Proficiency in negotiating contracts to secure favourable terms and conditions, ensuring compliance with legal and regulatory requirements.

### Desirable

- Diploma or Degree in Civil Engineering.
- Experience in managing civil construction and maintenance works in a local government context.
- 'MR' Class Queensland Drivers Licence.
- Proficiency in the use of various construction equipment including plant and machinery.

## Corporate Accountabilities

---

- Demonstrated commitment to apply and adhere with Council's Policies and Procedures and Local Government Act 2009, including but not limited to Council's Code of Conduct, Work Health and Safety Policy and Anti-Discrimination Policy.
- Capable of carrying out the physical and inherent requirements of the position and being flexible and adaptable to meet the requirements of the position.

- Maintain a positive team culture based on honesty, trust and integrity.
- Perform jobs, tasks and processes in accordance with relevant guidelines and standards.
- Maintain confidentiality of Council information obtained during the course of employment.
- Operate and maintain Council assets including equipment, plant and fleet within Council guidelines and manufacturers' specifications.
- Foster and maintain strong stakeholder relationships directly or indirectly associated with Council.
- Provide consistent and timely customer services to our colleagues and communities.

### **Work Health and Safety**

---

- Apply Council policies and procedures in everyday work activities to assist Council in ensuring a safe work environment and to meet the standards imposed by any relevant safety legislation as required by Queensland's Work Health and Safety Act 2011.
- Maintain a positive attitude towards acquiring an understanding of work health and safety (WHS) legislation, including Council WHS policies and procedures and foster and maintain a positive attitude towards WHS within the individual work teams.

### **Position Description Acceptance**

---

I agree and accept all terms, conditions and duties outlined in this document.

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

Employee Signature: \_\_\_\_\_ Date: \_\_\_\_\_