



**INFORMATION PACKAGE**

**TECHNICAL SERVICES MANAGER**

**Applications close 4.30pm on Friday, 13 September 2019**



## **TECHNICAL SERVICES MANAGER**

Please find attached the following information to assist you in applying for the abovementioned position with the Shire of Bridgetown-Greenbushes.

- Copy of the advert calling for applications.
- Position Description – Technical Services Manager;  
*(Note this document contains the essential and desirable selection criteria for the position)*
- Information for Prospective Applications - includes how to submit your application.

If you have any queries regarding the position please do not hesitate to contact the Shire's Executive Manager Development & Infrastructure, Gilbert Arlandoo on 9761 0800 or via email – [GArlandoo@bridgetown.wa.gov.au](mailto:GArlandoo@bridgetown.wa.gov.au)

**TIM CLYNCH**  
**CHIEF EXECUTIVE OFFICER**

## ADVERTISEMENT



### TECHNICAL SERVICES MANAGER

The Shire of Bridgetown-Greenbushes is seeking to appoint an enthusiastic, motivated and professional person to the position of Technical Services Manager.

This position will be responsible for the management, planning and objectives of the Infrastructure services of the Shire of Bridgetown-Greenbushes. This includes design, costing, coordinating technical activities, monitoring works and assisting the Executive Manager of the department in achieving the objectives of the Shires Infrastructure services.

The Shire is seeking candidates that can operate under limited direction and who have substantial skills and experience in customer service, time management, project management, supervision of staff, GIS and drafting software, associated with municipal works.

The position will require effective interpersonal skills and the ability to provide complex advice to internal and external stakeholders within the work area. The position contributes to the ongoing development of the operations of and management of the Shire's outside workforce including Occupational Health and Safety within the work place.

Conditions of employment will be in accordance with Level 8 of the Local Government Officers (WA) Award and the Shire of Bridgetown-Greenbushes Enterprise Agreement. An annual salary between \$81,000 - \$85,000 will be negotiated with the applicant that demonstrates the required qualifications and experience.

Applicants must address the Selection Criteria contained in the Information Package for the position. A package can be downloaded from the Shire website [www.bridgetown.wa.gov.au](http://www.bridgetown.wa.gov.au) or can be obtained by emailing [careers@bridgetown.wa.gov.au](mailto:careers@bridgetown.wa.gov.au)

Your confidential application addressed to the Chief Executive Officer, Shire of Bridgetown-Greenbushes, PO Box 271, Bridgetown 6255, should reach this office by 4.30pm **Friday, 13 September 2019**.

**TIM CLYNCH**  
**CHIEF EXECUTIVE OFFICER**



## POSITION DESCRIPTION

1. **POSITION TITLE**     Technical Services Manager
  
2. **DEPARTMENT**        Development & Infrastructure
  
3. **LEVEL & CONDITIONS**
  - 3.1 Salary in accordance with Level 8 (negotiated) of the Local Government Officers (Western Australia) Interim Award 2011
  - 3.2 Access to a Shire owned vehicle will be in accordance with Council policy and will be discussed with the suitable candidate.
  - 3.3 Reasonable overtime is an expectation of the role. The remuneration for which has been factored in to your annual rate of pay

#### 4. **POSITION OBJECTIVES**

The objective of this position is to have an employee that operates under limited direction and has substantial skills and experience in customer service, time management, project management, supervision of staff, GIS and drafting software, associated with municipal works.

The focus of the position is to have a person who can contribute to the management, planning and objectives of the Infrastructure services of the Shire of Bridgetown-Greenbushes. This includes design, costing, coordinating technical activities, monitoring works and assisting the Executive Manager of the department in achieving the objectives of the Shires Infrastructure services.

The employee is to have effective interpersonal skills and at times provide complex advice to internal and external stakeholders within the work area. The employee is to contribute to the ongoing development of the operations of and management of the Shire's outside workforce including Occupational Health and Safety within the work place.

#### 5. **REQUIREMENTS OF THE POSITION**

##### 5.1 **Skills**

- Proficient in report writing, budgetary preparation and record

management

- Proficient in developing and implementing techniques, work practices and procedures
- Developed staff management and supervisory skills
- Developed time management skills
- Developed leadership skills
- Developed project management skills
- Developed public relations skills
- Proficient in the use of engineering design softwares, GIS and Asset Management Systems.
- Ability to operate survey equipment and undertake surveying tasks.

## 5.2 Knowledge

- Knowledge of Australian and Main Roads WA design standards for road infrastructure and other municipal/civil works.
- Advanced knowledge of construction and maintenance techniques for municipal works.
- Knowledge of surveying techniques and formats.
- Knowledge of the Local Government Act and Regulations and other relevant legislation
- Knowledge of Asset Management systems including RAMM.
- Developing knowledge of the local community

## 5.3 Experience

- Substantial experience in Project & Contract Management of Civil Construction and Maintenance projects.
- Experience in the delivery of municipal works within budgetary and time constraints
- Experience in planning, managing and directing staff and contractors for major projects.
- An understanding of Council's policies and structure and knowledge of the local community will be highly regarded.

## 5.4 Qualifications and/or Training

- Formal nationally recognized qualifications in Civil Engineering
- Experience in civil engineering design, drafting, survey and supervision
- Current Class C drivers licence

## **6. KEY DUTIES/RESPONSIBILITIES**

- 6.01 Managing the engineering services provided by the department.
- 6.02 Prepare designs, drawings, quantities, costings & setting out details of Councils Infrastructure projects. Project and contract manage the implementation and execution of approved designs.
- 6.03 Undertake field investigations, survey works, site inspections and data collections
- 6.04 Assist in the daily and annual planning and work priorities for the department and work crews.
- 6.05 Ensure that all regulatory, licensing and environmental requirements are adhered to.
- 6.06 Work as part of a team in the completion of duties as required.
- 6.07 Management, programming and delivery of relevant training for Development & Infrastructure staff.
- 6.08 Assist in the setting of goals and the development of current and future plans.
- 6.09 Manage the development and maintenance of the Shire's RAMM Asset Management system.
- 6.10 Undertake traffic and transport management duties throughout the Shire
- 6.11 Prepare reports and/or agenda items for council as required.
- 6.12 Prepare budgetary costings for relevant projects or reports and presentations as required.
- 6.13 Contribute to maintaining infrastructure to a high standard and works being completed efficiently and effectively
- 6.14 Prepare submissions for grant applications, external funding and acquittals
- 6.15 Ensure compliance with relevant Acts, legislation, industry standard and contemporary practices.
- 6.16 Provide complex advice to internal and external stakeholders within the work area.
- 6.17 Undertake other duties as may be required by the Executive Manager Development & Infrastructure.

## **7. ORGANISATIONAL RELATIONSHIPS**

- |     |                   |  |
|-----|-------------------|--|
| 7.1 | Responsible to:   | Executive Manager Development & Infrastructure   |
| 7.2 | Supervision of:   | Technical Officer<br>Consultants<br>Contractors<br>Other staff as directed                                 |
| 7.3 | Internal Liaison: | Executive Manager Development & Infrastructure<br>Chief Executive Officer<br>Councilors<br>All departments |
| 7.4 | External          | General public   |

Liaison: Ratepayers & Community Groups  
Contractors & Consultants  
Relevant state Government Departments e.g. Main  
Roads WA



## **8. SELECTION CRITERIA**

### **8.1 Essential**

- Formal nationally recognized qualifications in Civil Engineering
- Experience in civil engineering design, drafting, survey and supervision
- Advanced knowledge of road and infrastructure construction and maintenance techniques and procedures.
- Knowledge of project management techniques.
- Knowledge of contract management techniques.
- Knowledge of Occupational Health and Safety regulations.
- Proficient in the use of asset management systems and engineering design softwares including AutoCAD, RAMM & GIS
- Ability to operate survey equipment and undertake surveying tasks
- Proficient in report writing, budgetary preparation and record management
- High level of communication and interpersonal skills
- Hold a current class C drivers licence

### **8.2 Desirable**

- Experience working for Local Government in a similar position
- Knowledge of the local community and Bridgetown-Greenbushes area
- Knowledge of Local Government Act

# INFORMATION FOR PROSPECTIVE APPLICANTS

*Thank you for your interest in the position advertised by the Shire of Bridgetown-Greenbushes. To assist you in submitting your application, please take the time to read the following information.*

## **Equal Employment Opportunity:**

The Shire of Bridgetown-Greenbushes is an equal opportunity employer. All applications for a position will be assessed against the criteria included in the Position Description.

## **Completing your Application:**

Your application should include the following:

1. A **covering letter** stating why you are applying for the position and giving details of how you may be contacted during the hours of 9.00am to 5.00pm.
2. A **separate statement** addressing the “*selection criteria*”. You should address each selection criteria under a separate heading. Consideration for the interview is based upon clear demonstration of your ability to meet each of the selection criteria.

You should indicate how you meet the criterion and provide examples of events and projects that demonstrate your experience, knowledge and skills. It is recommended that your statements in response to each of the selection criteria be no more than half a page.

3. A **resume or curriculum vitae** which includes your relevant personal details, qualifications, work history, education and professional memberships. Relevant work history should commence with the most recent position you have held as well as the dates/period of employment. In the description of your work history give a brief summary of the duties and responsibilities for each of the positions.
4. The **names and contact details of at least two (2) referees** should be included in your resume or curriculum vitae. Referees may be contacted to verify your claims in relation to your prior work performance. ***Do not submit original copies of references.***
5. **Photocopies of your qualification(s) or academic records** of current studies should be attached to your application. ***Do not submit original certificates of your qualifications or academic records.***
6. **Please do not submit applications in plastic folders** or include original documents. All documentation should be stapled together in the top left-hand side of the application.

*Please note all applications received will become the property of the Shire of Bridgetown-Greenbushes and cannot be returned to unsuccessful applicants.*

**Lodging your Application:**

1. Your application must be marked “**Confidential – Human Resources Coordinator**” on the envelope, and addressed as follows:  
Chief Executive Officer  
Shire of Bridgetown-Greenbushes  
P O Box 271  
BRIDGETOWN WA 6255
2. Applications must reach our offices no later than the specified closing date. Applications will be accepted by email before the deadline via email to [careers@bridgetown.wa.gov.au](mailto:careers@bridgetown.wa.gov.au)
3. For reasons of equity, late applications will not be accepted. If you are forwarding your application through Australia Post, please ensure that you allow enough time for it to reach us before the closing time.

**Acknowledgment of Applications:**

All applicants will be notified in writing (after the closing period) that their applications have been received within the required time-frame.

**The Interview Process:**

If you are selected for an interview you will be contacted by telephone during office hours. The Interview Panel will generally consist of at least two (2) Shire Officers however for professional appointments; the Interview Panel may include a non-Shire person.

During the interview the Interview Panel will take notes in order to assess your responses. This will assist in ensuring each candidate is assessed in an equitable and fair manner. If you do not understand a question, you should seek clarification before providing a response.

**Recommended Applicant:**

Prior to any offer of employment being finalised, the preferred applicant will be required to:

- Obtain a satisfactory **pre-employment medical** report from the Shire’s Medical Officer (at the Shire’s expense).
- Produce a current **National Police clearance** (at the Shire’s expense if the applicant does not hold a current clearance). A criminal conviction does not automatically exclude you from consideration for employment. Applicants who have a record of conviction are invited to discuss its relevance or otherwise to the position being applied for, with the Interview Panel.
- Provide documentary **proof of age** in the form of a birth certificate or current passport. This requirement is necessary to comply with a requirement of another law, award or industrial agreement in relation to payment of wages or remuneration to employees less than 21 years of age.

- Documented evidence of **legal entitlement to work** unrestricted in Australia (if relevant).
- Produce **original or certified copies** of all relevant qualifications and licences.

**Other Requirements:**

Upon appointment, the successful applicant will be required to sign and have witnessed the following documents:

- Shire of Bridgetown-Greenbushes Code of Conduct
- Shire of Bridgetown-Greenbushes Confidential Clause
- Acceptance of the Letter of Appointment
- Position Description for the job
- Statutory Declaration in relation to current Drivers Licence (if relevant)

**Queries:**

If you have queries about any aspect of the position or filling out your application please contact Gilbert Arlandoo on 08 9761 0800,

*For information on the Shire of Bridgetown-Greenbushes, visit our website at [www.bridgetown.wa.gov.au](http://www.bridgetown.wa.gov.au)*