



Shire of
Bridgetown-Greenbushes
The heart and soul of the South West

RECRUITMENT INFORMATION PACKAGE

Manager Works & Services

FULL TIME

Applications will be accepted until Close of Business on **Monday 22nd December 2025**

Enclosed is 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
(Note this document contains the selection criteria for the position)
- Information for Prospective Applications - includes information on how to submit an application.

If you have any queries regarding the position please contact Meg Symes - Human Resources on (08) 9761 0807 or via email to msymes@bridgetown.wa.gov.au.

VACANCY

Manager Works and Services

FULL TIME

An exciting and rewarding career opportunity awaits an energetic professional to fill this important management role within the Shire of Bridgetown-Greenbushes (the Shire).

As the successful Works & Services Manager, you will manage the outdoor operations and oversee a team of supervisors and technical officer, to deliver on the Shire's Works & Services obligations.

Why Join Us?

The Shire of Bridgetown-Greenbushes values innovation, collaboration and community.

As part of our team, you'll benefit from:

- A monthly RDO
- 50% membership discount at the Bridgetown Leisure Centre
- 12% Superannuation plus 3% when an employee contributes 5%
- Salary Packaging available to all employees
- Negotiated salary between \$110k - \$130k plus super
- Negotiated restricted private use of a vehicle
- Working from home options available for the right candidate

At the Shire of Bridgetown-Greenbushes, we live our values:

- Welcoming – We foster inclusion and approachability
- Community Minded – We work collaboratively with and for our people
- Creative – We seek better ways through innovation
- Sustainable – We consider the future in every decision
- Cost-Effective & Accountable – We ensure value for our community

Applicants need to provide a resume and cover letter addressing the Selection Criteria in the Information Package.

For further information on this position, contact Morgan Gillham - Director Projects & Environment on 0422 864 600.

Applications close on Monday 22nd December 2025

POSITION DESCRIPTION

1. **POSITION TITLE** Manager - Works & Services

2. **DIRECTORATE** Projects & Environment

3. **POSITION OBJECTIVES**

To provide effective leadership, planning, and delivery of all civil infrastructure, maintenance, and operational services, including roads, drainage, parks, waste, plant and fleet, and depot functions across the small Shire of Bridgetown - Greenbushes. This role ensures works and services are delivered in line with community needs, statutory obligations, and Council's strategic objectives.

The role includes an expectation of reasonable overtime, which has been factored into the total remuneration package.

4. **REQUIREMENTS OF THE POSITION**

4.1 **Operational Management**

- Manage and lead the overall performance of the Works & Services team and achieve the goals and outcomes of each position and of the department.
- Lead and supervise the day-to-day operations of the Works & Services team.
- Oversee the development and implementation of annual, 5 year and 10 year maintenance and capital works programs.
- Monitor performance against operational budgets and schedules.
- Ensure effective asset management practices, including inspections and reporting.
- Lead, mentor and develop staff.
- Ensure a commitment to customer service within the Works & Services team and continued achievement of the requirements of the Shire's Customer Service Standards.
- Ensure the development and maintenance of minimum standards for gifted and accepted assets from developers, Shire constructed and renewed assets, design drawings and specifications.
- Ensure the development, maintenance and review of departmental process maps, strategic plans and business plans.
- Ensure the Council and Executive team is regularly briefed on the delivery of maintenance schedules, major projects, trends in infrastructure technology, the performance of the Shire's infrastructure, funding requirements, regional transport, traffic and road safety.
- Ensure compliance with statutory obligations, and collate evidence and prepare legal briefs, as required, to ensure the protection and enforcement of the Shire's legal rights.
- Regularly review risks associated with the team, and the delivery and maintenance of infrastructure.
- Delivery of a design program, with emphasis on maintaining reputation for grant funded project delivery.
- Develop and maintain a framework for quality, budget and timeliness control of the delivery of the annual Capital Works Program, including capital projects and related tenders, request for quotations, contractual documentation and contract management.
- Represent the Shire at the Southwest Regional Road Group meetings.

4.2 **Leadership & Staff Management**

- Provide direction, mentoring, and support to tech officers, supervisors and works staff.
- Maintain a safe and positive team culture aligned with the organisation's values.
- Ensure staff compliance with policies, procedures, and WHS requirements.

4.3 Infrastructure & Asset Delivery

- Oversee the planning, design, delivery, and supervision of civil capital projects.
- Ensure all works comply with engineering standards, regulations, and funding agreements.
- Manage external contractors and consultants engaged for capital works and maintenance.

4.4 Financial and Contract Management

- Prepare and oversee cost estimates, budgets, and procurement documents.
- Monitor expenditure and ensure effective use of Council resources.
- Oversee contracts and service agreements, ensuring quality and value for money.

4.5 Strategic and Regulatory Compliance

- Contribute to strategic planning and service reviews in the works and infrastructure portfolio.
- Ensure compliance with local government regulations, environmental approvals, and relevant legislation.
- Provide reports and recommendations to the CEO and Council on infrastructure and operations.

4.6 Stakeholder Engagement and Customer Service

- Liaise with community members, stakeholders, and Councillors regarding works programs and service issues.
- Respond to service requests and complaints in a timely, professional manner.
- Foster cooperative working relationships with internal departments and external agencies.
- Establish effective working relationships and work cooperatively with State Government agencies including Main Roads WA and service authorities

5. WORK HEALTH & SAFETY

- Comply with all WHS legislation, Council policies, and procedures.
- Take appropriate action to maintain the health and safety of self, other employees, workers and community.
- Report hazards, incidents and accidents promptly, in accordance with procedure and take part in investigation as necessary.
- Promote a strong safety culture within the team.
- Conduct and ensure completion of risk assessments and job safety analyses where relevant.
- Promptly report all incidents, accidents, and hazards.
- Implement hazard controls in line with the hierarchy of control.
- Escalate significant WHS risks to the Executive Leadership Team (ELT) as required.
- Participate in the Shire's Safety Committee meetings and workplace risk assessments for the identification and control of hazards.

6. MAINTAIN INTEGRITY OF SHIRE'S VALUES AND STANDARDS

- Apply the Shire's values every day.
- Maintain compliance with the Shire's Code of Conduct.
- Comply with all statutory obligations including the Local Government Act and Equal Opportunity Act.
- Adhere to the provisions of the State Records Act and the Shire's Record Keeping Plan at all times - creating records which would not otherwise be created, registering them into electronic and/or paper systems and retaining and protecting records as required.

7. **ESSENTIAL CRITERIA**

- Extensive experience in Local Government operations.
- Comprehensive knowledge and experience of engineering design, land developments, construction, drainage and maintenance, and relevant statutory requirements.
- Excellent communication skills, both written and verbal.
- Excellent leadership, team building and management skills.
- Advanced negotiation, community and stakeholder engagement and liaison skills.
- Advanced project management skills.
- Advanced knowledge of asset management and the development of long-term budgets.
- Tertiary qualification in Civil Engineering or a related field, or equivalent industry experience.
- Current 'C' Class Driver's Licence

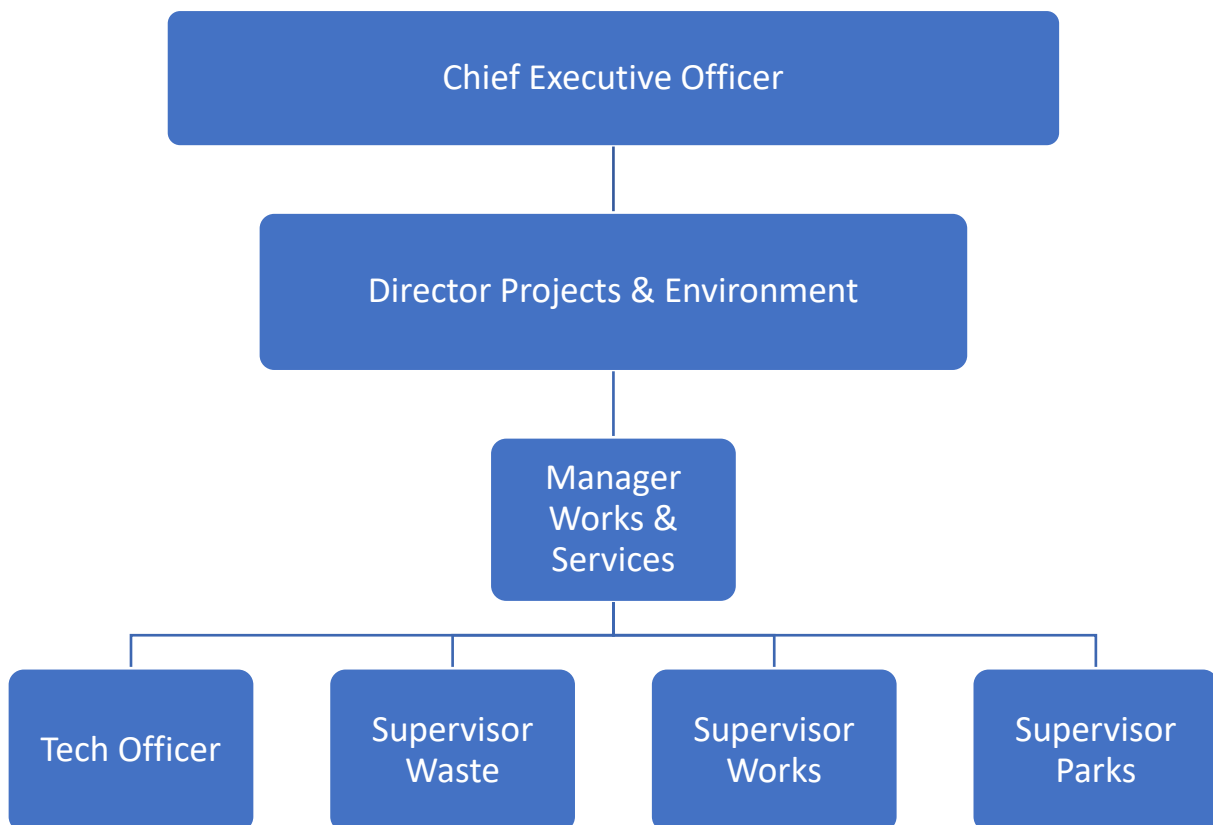
8. **ORGANISATIONAL RELATIONSHIP**

Reporting to: Director Projects & Environment

Manages: 3 x Supervisors & Technical Officer

External: Funding bodies, MRWA, WALGA, Industry, Contractors, Consultants, Service Authorities, Developers, General Public, Customers

Internal: All Shire Employees



9. **EXTENT OF AUTHORITY**

Operates within the limits of statutory requirements, Council policies and delegated authority.

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.
2. 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.
3. 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.**
4. **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.**

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

Applications will be accepted via email to careers@bridgetown.wa.gov.au or via Seek

Queries

If you have queries with regards to completing your application, please contact Meg Symes Human Resources on (08) 9761 0807 or careers@bridgetown.wa.gov.au

For information on the Shire of Bridgetown-Greenbushes, visit our website www.bridgetown.wa.gov.au