



<b>POSITION TITLE:</b>	Works Officer
<b>AWARD CLASSIFICATION:</b>	Victorian Local Authorities Award, 2001
<b>BAND:</b>	6 Level (Plus "On Call Allowance")
<b>DEPARTMENT:</b>	Assets and Development Services
<b>LOCATION:</b>	Beaufort
<b>TERM OF TENURE:</b>	Fulltime
<b>START DATE:</b>	TBC
<b>COMPLETION DATE:</b>	Ongoing
<b>APPROVED DATE:</b>	December 2025
<b>REVIEWED DATE:</b>	December 2025
<b>PREPARED BY:</b>	Director Assets and Development Services

**COUNCIL VISION:** Sustainable and welcoming places and natural environments that create inclusive, happy, healthy, and connected communities

**MISSION:** The role Pyrenees Shire Council will take to achieve our vision is to:

- Motivate and inspire community involvement
- Provide transparency and accountability
- Use resources efficiently and effectively

**VALUES:** Our leadership values are:

**Service** I will be part of the solution  
I will strive to continuously improve how I work  
I will do what I can to help get things done  
I will do what I said I would do  
I will treat all customers as equals

**Integrity** I will not walk past a standard that I want to uphold and keep  
I will honour the commitments I make  
I will do what is right, not what is easiest  
I will be transparent and accountable in my decision making  
I will be accountable for my actions and inactions

**Respect** I will be mindful of the impact that my words and actions have on others  
I will strive to keep commitments  
I will treat others as they deserve to be treated  
I will encourage diverse opinions and perspectives, even when they challenge my own  
I will include people in decisions that affect their work

**The Pyrenees Shire Council is an equal opportunity employer**

## ORGANISATIONAL RELATIONSHIPS:

Reports to:	Manager Works
Supervises:	Assigned Staff
Internal Liaison:	All Council staff. Members of the Senior Leadership Team.
External Liaison:	General Public and Suppliers.

## 1. POSITION OVERVIEW:

To oversee and coordinate outdoor staff and subcontractors engaged in construction and maintenance activities across the municipality, ensuring all works are delivered safely, efficiently and to a high standard, in accordance with organisational, contractual, OHS, customer service and environmental requirements.

## 2. POSITION KEY SELECTION CRITERIA

1. Ability to lead, motivate and manage staff.
2. Ability to set objectives for yourself and others and manage resources to deliver on Council's objectives.
3. Knowledge of Local Government practices in relation to road maintenance and construction.
4. Knowledge of project management principles and practices.
5. Ability to use communication skills to influence decisions, actions or perceptions of internal and external stakeholders.

### 2.1 Position Responsibilities

a) Assurance of Organisational Management System Compliance in relation to Roads, Streets and other Facilities/Assets

To oversee and coordinate activities of staff and subcontractors as applicable, engaged with the performance of a variety of duties associated with:

- Maintenance and road construction
- Maintenance and construction of associated assets, e.g. Bridges, underground drains and culverts.
- Maintain accurate records of timesheets and job costs.
- Mentor all Council employees within your area of responsibility and assist in the transfer of skills.
- Coordinate materials and resources.
- Ensure all tools, plant, equipment and vehicles are maintained in good working order and serviced as required.
- Ensure the Council depot is fully operational, and a safe working environment is maintained at all times.
- Park and Recreation facilities

Ensuring all works are completed to a satisfactory standard, delivered within budget and established timeframes, and conducted in full compliance with relevant organisational, contractual and regulatory requirements.

**b) Resource Management**

Manage the resources of the sections, including staff, equipment and materials to ensure optimum use, meeting of departmental and contractual requirements and objectives including timely completion of all required or specified works for areas of position responsibility including:

- Ensuring appropriate equipment personnel are allocated to various works.
- Ensure all Road Management Plan Inspections and maintenance activities are carried out as per Councils Road Management Plan.
- Discussions with Works Manager on training requirements and where appropriate provide “on the job” training/instruction.
- Discussion with Works Manager on most appropriate equipment purchases.
- Assisting with costing of works, monitoring of progress costs and works and ensuring compliance with budget allocations.
- Ensuring satisfactory and appropriate compliance with Occupational Health and Safety procedures and practises.
- Ensuring that time sheets are completed in a timely manner and that they accurately reflect the allocation of time and resources to works undertaken.
- Carry out annual appraisals in relation to the performance of supervised staff.
- To assist in the preparation of the program budget areas which are the responsibility of the position.
- Be available for and/or organise after hours call outs in the case of emergencies.

**c) Policy System**

- Ensure that all works undertaken by section staff and contractors are in compliance with current Policy System’s procedures.

**d) Reporting of all accidents, incidents, risks/hazards and near misses in the appropriate format designated within the Council’s Policy System.**

**e) Maintain ongoing commitment to procedures and works instructions within the Policy System in order to support broader organisational objectives.**

**f) Ensure that all work areas, inclusive of mobile plant, are kept in a clean, safe and tidy state at all times.**

**2.2 Corporate Responsibilities**

- a) Comply with Council policies and procedures that are relevant to the position, including compliance with legislative obligations and behavioural expectations relating to equality, non-discrimination, anti-bullying, privacy, and Council’s Codes of Conduct.
- b) Efficient and effective utilisation of Council’s resources, including the reporting of property damage, theft, or other losses immediately.
- c) All staff shall create full and accurate records of work-related decisions and activities; and save these records into the corporate electronic document management system in accordance with Council’s Records or Information Management Policies.
- d) In the event that the Municipal Emergency Management Plan is enacted, employees may be called upon to assist with emergency related functions under the Emergency Management Act 2013, including the provision of emergency response, relief, and recovery services to our community.

**2.3 Child Safe Standards**

- a) Pyrenees Shire Council is committed to providing an environment that protects children and young people; where children and young people are respected, listened to, valued, and encouraged to reach their full potential.

b) All staff must adhere to Council's Child Safety & Wellbeing Policy and Framework and ensure that any reasonable suspicion of abuse or serious neglect to children or young people is reported.

#### **2.4 Risk Management and Occupational Health & Safety**

All employees must:

- a) Take reasonable care for their own health, safety, and wellbeing; and for the health, safety, and wellbeing of anyone else who may be affected by their acts or omissions in the workplace.
- b) Cooperate and abide with all safe working procedures developed by the Pyrenees Shire Council and any other action taken by Council to comply with relevant occupational health & safety legislation or regulation.
- c) Actively participate in the identification and documentation of workplace hazards, and the development of safe working procedures.
- d) Actively encourage other employees to work safely.
- e) Ensure Council's risk management and OHS policies and procedures are observed and complied with at a personal level.
- f) Understand, apply, and encourage others to observe Council's risk management and OHS policies and related procedures.
- g) Ensure the physical security of all property, equipment, and buildings within your area of control or influence.
- h) Report any incident resulting in personal injury immediately.
- i) Actively reduce Council's risk exposure by reporting any issue that may result in an insurance claim (or lead to potential future injury or loss) including incidents, security issues, and all safety hazards and near misses.

### 3. REQUIRED COMPETENCIES

The Pyrenees Shire Council's Capabilities Framework defines the core skills and abilities of the position in the organisation to achieve excellence and success, and to deliver its Council Plan and strategic priorities:

LEVEL 2 – CO-ORDINATOR / TEAM LEADER / SUPERVISOR (includes all expectations from Level 1 plus Level 2)		
Competencies	Expectations	Behaviours
Live PSC's Mission, Vision and Values	Be reflective and connect the purpose and practice of your work to the work of PSC. Link everything you do to the PSC's Mission, Vision and Values.	<ul style="list-style-type: none"> <li>Understand, articulate and give expression to PSC's Mission, Vision and Values to others.</li> <li>Take pride in being trustworthy.</li> <li>Represent PSC's highest standards through respectful and ethical expression of the Council's Mission and the shaping of a hope-filled future.</li> <li>Deal with others in an open, honest and respectful manner that fosters trust.</li> </ul>
	Understand the organisational direction, and PSC's Mission, Vision and Values, and translate this effectively into outcomes and work for the team.	<ul style="list-style-type: none"> <li>Confidently represent and give proper expression to PSC's Mission, Vision and Values.</li> <li>Create for all team members an understanding of the links between PSC's Mission, Vision and Values and the work of the team. Provide ongoing advice and feedback and make it a topic of conversation at team meetings.</li> <li>Encourage understanding of and commitment to PSC's Mission, Vision and Values in others. Recognise and reward individual and team behaviour aligned to the Mission, Vision and Values.</li> <li>Convey compassion and honesty in difficult situations, displaying balance and judgment.</li> </ul>
Apply commercial acumen	Take action and complete tasks in compliance with your delegation of authority. Understand the context in which you carry out your day-to-day work and the contribution you make to the broader organisation.	<ul style="list-style-type: none"> <li>Show understanding of how resources (time, materials, staffing, etc) link to outcomes. Work to achieve budget or control costs.</li> <li>Establish methods for staying in tune with industry trends.</li> <li>Understand the wider environment in which PSC operates by keeping up-to date with new developments.</li> <li>Be aware of the commercial aspects of PSC; including stakeholders, services and funding that contribute to the financial sustainability of PSC.</li> </ul>
	Analyse and interpret information and use this information to make decisions.	<ul style="list-style-type: none"> <li>Actively develop a wide range of sector contacts to regularly conduct benchmarking activities and identify continuous improvement opportunities for PSC.</li> <li>Understand the challenges and opportunities of PSC and proactively investigate and develop options that improve performance by doing things that may be unique, leading-edge or new to PSC.</li> <li>Be willing to think beyond your own role by integrating knowledge across different areas of the organisation and adopt broader thinking about how your work contributes to the core business of PSC.</li> <li>Know the bigger picture in which you operate by understanding the history, Mission, identity, Values, organisational structure.</li> </ul>

<b>LEVEL 2 – CO-ORDINATOR / TEAM LEADER / SUPERVISOR (includes all expectations from Level 1 plus Level 2)</b>		
<b>Competencies</b>	<b>Expectations</b>	<b>Behaviours</b>
Adapt to and lead change	Understand that PSC needs to make changes and maintain effectiveness when experiencing change.	<ul style="list-style-type: none"> <li>• Think positively and remain open-minded even when faced with obstacles.</li> <li>• Be resilient and flexible in approach to work.</li> <li>• Think creatively when implementing change initiatives in the context of your work.</li> <li>• Listen to the changes proposed, provide feedback and contribute to new solutions.</li> </ul>
	Adapt working practices for self and team in time of change for easy adoption and acceptance.	<ul style="list-style-type: none"> <li>• Proactively consider the impact of change on people and their personal circumstances and ensure this is addressed in your actions and communications.</li> <li>• Communicate with clarity in order to reduce ambiguity and to create clear direction in times of change.</li> <li>• Cascade the impact of change initiatives into working practices and processes for the staff in a work unit/directorate/faculty or location.</li> <li>• Use a range of techniques including group brainstorming to generate creative solutions to the change challenges.</li> </ul>
Deliver stakeholder centric service	Carry out personal actions and tasks with a stakeholder focus and community outcomes in mind.	<ul style="list-style-type: none"> <li>• Respond to requests for service in a timely and thorough manner.</li> <li>• Do what is appropriate to ensure stakeholder expectations are met.</li> <li>• Prioritise stakeholder needs.</li> <li>• Follow up to evaluate stakeholder satisfaction.</li> </ul>
	Plan and direct team activities on a daily basis with stakeholder impact in mind, community focus at the core and achievement of strategic objectives as the outcome.	<ul style="list-style-type: none"> <li>• Take measured and judicious risks to serve the interests of stakeholders.</li> <li>• Bring appropriate people together as a team to address service initiatives and challenges in an efficient and effective manner.</li> <li>• Demonstrate service excellence in day-to-day work.</li> <li>• Promote service excellence behaviour and reward staff who exhibit this behaviour.</li> </ul>
Collaborate effectively	Cooperate and collaborate with others to achieve individual and team goals	<ul style="list-style-type: none"> <li>• Demonstrate high levels of personal engagement and inclusiveness amongst peers.</li> <li>• Be visible and accessible to colleagues; communicate openly and widely to share information and knowledge.</li> <li>• Be a team player; share information and see the benefits of working as a team.</li> <li>• Keep others informed and up-to-date about what is happening.</li> </ul>
	Work with others to build the conditions for team effectiveness.	<ul style="list-style-type: none"> <li>• Create strong morale and spirit amongst own team by working to remove barriers to collaboration.</li> <li>• Define success in terms of the whole team and support stages of team growth and maturity.</li> <li>• Recognise and reward the contribution of others.</li> <li>• Ask others for their views and opinions when making decisions and plans.</li> </ul>
Communicate with impact	Communicate clearly based on facts and logic; listen and respond appropriately to others.	<ul style="list-style-type: none"> <li>• Provide accurate and timely information in the right amounts to others to support their work.</li> <li>• Convey facts, concepts and technical information clearly and concisely, using terms that most people can understand.</li> <li>• Pay attention and listen to others, taking time to build rapport.</li> <li>• Demonstrate respect for others and how they are feeling.</li> </ul>

<b>LEVEL 2 – CO-ORDINATOR / TEAM LEADER / SUPERVISOR (includes all expectations from Level 1 plus Level 2)</b>		
<b>Competencies</b>	<b>Expectations</b>	<b>Behaviours</b>
	Tailor communication approach to the audience or situation; win support from others to create a positive impact and successful outcomes.	<ul style="list-style-type: none"> <li>Seek to understand the perspectives of others.</li> <li>Listen to and be sensitive towards others' motives, concerns, interests and views; adapt communication style, language and context accordingly.</li> <li>Have awareness of and relate to people from diverse backgrounds.</li> <li>Provide the information that people need to do their jobs and feel good about being a member of the team/ organisational area.</li> </ul>
Coach and develop	Take responsibility for one's own personal growth and skill development and actively seek out opportunities for learning and self-improvement.	<ul style="list-style-type: none"> <li>Be personally committed to and actively work to continuously improve yourself.</li> <li>Understand that different situations and levels may call for different skills and approaches.</li> <li>Work to deploy strengths and compensate for weaknesses and limitations.</li> <li>Seek out opportunities for personal growth and development.</li> </ul>
	Actively coach direct reports and others within the organisation and conduct regular career development discussions.	<ul style="list-style-type: none"> <li>Have regular development conversations and set clear performance and development goals.</li> <li>Assist in unblocking barriers to development.</li> <li>Celebrate success, openly recognise individual and team achievement and give credit where credit is due.</li> <li>Delegate tasks and decisions without deferring responsibility.</li> </ul>
Be responsible and accountable for achieving excellence	Be Mission-aligned and responsible for delivering results through self-examination, perseverance, adhering to regulatory obligations and applying policies and procedures that inform the legal and risk responsibilities of one's role.	<ul style="list-style-type: none"> <li>Maintain the practice of self-reflection and renewal; examining and nourishing self upon the core values of the Mission, Vision and Values of PSC.</li> <li>Be accountable to identify and connect legal and risk responsibilities back to your role and know where to find the relevant policies and procedures, particularly the PSC Code of Conduct.</li> <li>Fulfil all commitments made to peers, co-workers, supervisors and customers; take personal responsibility and accountability of your work and seeing efforts through to completion. Be honest about mistakes.</li> <li>Persist with assigned roles and tasks until completion, while seeking support when required.</li> </ul>
	Understand the purpose of PSC governance policies and procedures and be confident to take ownership of issues to manage risk actively in the best interests of PSC; act to make incremental improvements.	<ul style="list-style-type: none"> <li>Act in the interests of PSC by knowing the limits of your own legal and risk knowledge and by knowing when to escalate issues to your manager or subject matter experts for high-level decision-making.</li> <li>Be confident to take ownership of issues that have potential legal and/or risk implications and know who to go to for information and support to work the issue through.</li> <li>Take action to improve performance without being directed to do so.</li> <li>Always look for new and better ways to do things.</li> </ul>

<b>LEVEL 2 – CO-ORDINATOR / TEAM LEADER / SUPERVISOR (includes all expectations from Level 1 plus Level 2)</b>		
<b>Competencies</b>	<b>Expectations</b>	<b>Behaviours</b>
Know PSC work processes and systems	Confidently use PSC's processes and systems to efficiently carry out day-to-day work.	<ul style="list-style-type: none"> <li>• Demonstrate use of core office applications and other technologies in use in your field of work; ensure the accuracy of data entry and output in support of accurate and timely reporting.</li> <li>• Use computer, telecommunications and audio-visual equipment or other technologies used by the organisation in relation to your work.</li> <li>• Accept responsibility for own performance to deliver work activities on time and to the required standard in agreement with your nominated supervisor.</li> <li>• Understand the steps in work flow to achieve outcomes that appropriately utilise available systems and procedures.</li> </ul>
	Manage and organise processes and systems to maximise work efficiencies and work effectiveness.	<ul style="list-style-type: none"> <li>• Demonstrate a sound understanding of systems, processes and technology relevant to your job and identify and select the most appropriate tools for assigned work, including PSC records, information and knowledge management functions and systems.</li> <li>• Manage own and team workload by planning and prioritising work activity and use time management methods to meet deadlines and achieve agreed goals.</li> <li>• Contribute to the planning for projects and, as required, communicate the project strategy and its expected benefit to others.</li> <li>• Identify ways to improve systems that are used by the work unit and support the implementation of business improvement initiatives and the introduction and roll-out of new technologies.</li> </ul>
Make informed decisions	Identify and utilise key data and information available within PSC to make informed decisions.	<ul style="list-style-type: none"> <li>• Demonstrate a sound understanding of PSC (business) functions, terminology and processes.</li> <li>• Have knowledge and awareness of relevant information sources to aid research and analysis.</li> <li>• Be bold and express your opinion that is based on fact in order to aid team decisions and discussions.</li> <li>• Employ a methodical and logical approach when analysing information to make informed conclusions and decisions that are based on fact.</li> </ul>
	Make timely and evidence-based decisions and challenge the decisions of staff to ensure they undertake the same.	<ul style="list-style-type: none"> <li>• Look beyond the obvious and recognise patterns and trends to draw out key information from complex data.</li> <li>• Seek team input into decision-making where appropriate and coach for improved evidence-based decision-making in direct reports.</li> <li>• Approach decisions from a high-level, systems perspective to identify broader contextual issues, constraints and objectives that may affect business outcomes.</li> <li>• Interpret data to make causal links and consider consequences of actions before making evidence-based decisions.</li> </ul>

#### **4. ACCOUNTABILITY AND EXTENT OF AUTHORITY**

- a) For all works within responsibility of the position being conducted in a manner which complies with all budgetary, contractual, statutory and Policy System requirements, procedures and practices, including ensuring all staff are appropriately trained and licensed.
- b) Accountable for ensuring all staff assigned to projects comply with their obligation in relation to the applications of Council's Occupational Health and Safety and Environmental Management procedures, practices and issues.
- c) For the quality control measures, quantity, cost effectiveness and timeliness of assigned projects comprising the work groups program of activity.
- d) The provision of workplace leadership and on the job staff training within various workgroups.
- e) For compliant support of the Council's Customer Action Response system in keeping with current procedures and time frames.
- f) Timely and accurate submission of personal timesheets, infrastructure maintenance reports, works reports and plant maintenance records.

#### **5. JUDGEMENT AND DECISION-MAKING**

- a) Ensure appropriate allocation of resources, procedures and technology in keeping with defined organisational objectives to ensure successful and timely cost effective project and program outcomes.
- b) Provision of accurate supportive advice and informal decision making relevant to operations and in support of optimal safety for workers and public based on available knowledge and information.
- c) Make on site decisions regarding productivity, safety and efficiency of operations of the all plant, equipment and human resource utilised within works applications.
- d) In conjunction with appropriate operations staff and/or managers make valued assessments of issues affecting staff with regards programming and implementing various field activities and provide appropriate advice and direction as applicable.
- e) Required to solve complex problems sometimes requiring creativity and originality, whilst usually having access to guidance and advice.

#### **6. INTERPERSONAL SKILLS**

- a) High level of written and oral communication skills.
- b) Be team oriented and maintain quality customer service approaches.
- c) Ability to manage others and provide clear and concise information and guidance.
- d) Commitment to continuous improvement.
- e) An ability to liaise with counterparts in other organisations.

#### **7. MANAGEMENT SKILLS**

- a) Ability to apply credible time management within the workplace.
- b) Ability to provide advice and effective management for a range of assigned personnel and resources working within Council programs, this includes; completion of annual performance review, performance management and professional development programs for employees in the Works team.
- c) A clear understanding of organisational and personnel practices.
- d) Ability to delegate to and motivate staff in a supportive manner.

#### **8. SPECIALIST KNOWLEDGE AND SKILLS**

- a) Ability to undertake a motivational supervisory role in support of a range of field activity ensuring compliance with the relevant requirements of the workplace and demands of the Council's Policy System.
- b) Ability to assess and identify specific human and plant resource requirements of predefined individual and multiples of projects.
- c) A clear understanding of personal obligations in relation to Occupational Health and Safety and Environmental

Management systems and procedures relevant to the Council's Works Operations.

- d) A clear understanding of personal obligations in relation to Council's Policy System, specifically relevant to Council's Works Operations.
- e) Ability to carry out accurate quantity estimates and contribute to the preparation of capital and operational budgets.
- f) Ability to interpret detailed technical drawings and carry out basic project set outs.

## 9. QUALIFICATIONS AND EXPERIENCE

- a) Current Driver's License, relevant endorsed vehicle licenses desirable.
- b) Appropriate Certification of Competency in relation to operation of a range of Construction and Maintenance Plant
- c) Substantial experience in managerial role in related field dealing with multi-skilled and faceted workforce.
- d) Experience in construction and maintenance of municipal assets.
- e) Competent in the management of construction and other worksite traffic signage.
- f) Knowledge of construction and maintenance techniques' relevant to Council Infrastructure.
- g) Sound knowledge of Workplace OH&S Applications.
- h) Sound knowledge of Council's Policy System's Workplace Applications.
- i) Sound knowledge of Workplace Environmental Management Procedures.

## 10. AUTHORISATION

The following signatures are required to indicate understanding, agreement, and approval of the position description. This position description is current at the date of issue and is subject to review at least annually, in collaboration with the employee.

**Employee signature:**

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**Employee name:**

**Supervisor signature:**

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**Date:**

**Date:**

**CEO signature:**

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*Jim Nolan*

**Manager People & Culture signature:**

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*Norman Prueter*

**Date:**

**Date:**