



## POSITION DESCRIPTION

**Position Title:** Civil Works Manager  
**Reporting to:** CEO  
**Location:** Wurrumiyanga, Bathurst Island  
**Grade:** LGIA Level 10-11  
**Status:** Fixed Term Full Time

### OBJECTIVES OF THE POSITION:

This position is responsible for:

- Maintenance of 1,100 km of rural and urban roads
- Construction of new roads and infrastructure
- Maintenance of Parks and Gardens
- Maintenance and construction of township infrastructure
- Rubbish collection and tip management

This is a “hands on” position requiring a person who knows how to direct, monitor and achieve results through the efforts of civil works employees.

This is a challenging work location, and requires a person with practical experience working in remote communities, or the ability to adapt their management style to achieve results under local conditions.

### DUTIES AND RESPONSIBILITIES:

#### ***Management of Council Assets***

- Ensure roads are maintained to the level required for safe travel
- Ensure the roads are closed and the public notified if they are unsafe or impassable
- Ensure all other outdoor infrastructure is maintained to the highest levels possible
- Ensure all public spaces are always neatly mown and rubbish free

#### ***Planning and Reporting***

- Prepare road and other maintenance plans for approval by management
- Provide monthly reports on maintenance and construction for management and council requirements

#### ***Assist with council budget development and management***

- Provide advice to the Director Infrastructure and CEO on related budget matters including suggested strategies to fund improvements to Tiwi islands infrastructure

#### ***Mentoring staff***

- Mentor local employees.

## **SELECTION CRITERIA:**

### ***Essential***

- Proven experience in road construction and maintenance (not negotiable)
- Solid understanding of civil works plant and equipment, with the ability to maximise time on the job and productivity
- Proven experience in managing civil works crews
- Proven ability to achieve results
- A positive attitude and the willingness to accept responsibility for the delivery of results in their portfolio
- Knowledge of procurement policies and relevant local government and OHS legislation
- Hold or acquire a current NT drivers license

### ***Desirable***

- Relevant civil works qualifications
- Heavy vehicle and plant operator licenses
- Workplace training and assessment skills
- OH&S legislation.
- Sound computer skills

### ***Personal Qualities***

- A positive attitude and the willingness to accept responsibility for the delivery of results in their portfolio (see above)
- The patience and persistence to achieve agreed outcomes
- Respect for different cultures
- High ethical standards and personal integrity
- Good interpersonal skills and manner
- The determination and initiative, patience, persistence, and flexibility necessary to achieve results in a remote community