

Manager Works and Services

Shire of Donnybrook Balingup 000.V.24.2



GENERAL OVERVIEW:

Position Title/Number: Manager Works and Services
Directorate/Division: Operations
Industrial Instrument: Local Government Industry Award 2020(IA)
Classification/Banding: Local Government Authority, Banding 3
Reports to: Director Operations
Primary Location: Depot Office Building – 23 Cherrydale Way, Donnybrook, WA 6239

OUR VISION:

“ A proud community enjoying our rural lifestyle, cultural heritage, and natural environment. ”

POSITION OVERVIEW:

- Manage and oversee the Works and Services department and provide advice to the Executive, Council and the public for the orderly compliance and development of the Shire in accordance with Council's objectives.
- Provide leadership and direction to all staff under the Manager Works and Services in the delivery of efficient and effective services for construction, maintenance, parks and gardens, workshop, fleet, cemeteries, waste and administration service areas.
- Ensure statutory requirements of all applicable Acts and Regulations are complied with by the department and promote good governance to maintain the integrity of the organisation.
- Work collaboratively with the Executive Manager Assets and other internal stakeholders to plan and support delivery of capital, renewal and maintenance projects on time, within scope and within budget.
- Lead and manage programs, staff, contractors, plant, materials and Council resources to deliver operational services, maintenance programs and capital works.

POSITION OBJECTIVES:

Operational

- Be accountable for management and oversight of Works and Services functions including construction, maintenance, parks and gardens, workshops, plant, cemeteries, waste and administration.
- Coordinate plant, labour, contractors and materials to deliver maintenance, renewal and capital programs efficiently and safely.



- Be responsible for managing the Shires waste facility operations and services to acceptable Council standards and DEC licence requirements
- Maintain high standards of customer service and ensure community requests and correspondence are responded to in accordance with the Shire's Customer Service Charter.
- Prepare and review Council reports, correspondence, statistics and advice relevant to Works and Services operations.
- Administer compliance with road asset management reporting to Main Roads WA and relevant road funding programs where required.
- Provide timely advice to the Director Operations on contentious or emerging operational issues likely to impact Council, the community or service delivery.
- Ensure cemeteries and after-hours/on-call operational responsibilities are effectively managed within organisational requirements.

Strategic

- Facilitate review of forward capital works programs, asset management plans, works and services studies, associated budget documents and operational plans in association with the Executive Manager Assets.
- Participate in strategic organisational planning, integrated planning and asset management programs as they relate to Works and Services.
- Implement adopted asset management plans and organisational goals defined in strategic and corporate plans.
- Represent the Shire in regional operational initiatives and support supplementary funding opportunities including grants and road funding programs.

Leadership

- Demonstrate positive and proactive leadership and provide clear direction, communication and support to Works and Services staff.
- Promote best practice, continuous improvement and practical innovation to improve business systems, compliance systems and service delivery.
- Coordinate onboarding and works passport requirements, performance reviews, workforce planning, team meetings, staff development and human resource matters within the unit.
- Ensure Works and Services staff comply with the Shire's values, Code of Conduct, policies and management practices.

Governance

- Ensure all works undertaken comply with relevant legislation, including Work Health and Safety.
- Ensure Works and Services staff comply with Shire policies and procedures, including procurement, record keeping, workplace health and safety and relevant Council delegations.

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- Implement and monitor best practice and legislated engineering standards as they relate to Shire projects and operational works.

Finance

- Oversee budget submissions and manage Works and Services budget reporting, expenditure, forecasting and financial comments within required timeframes.
- Apply sound estimation, costing, scheduling, planning, procurement, project management and maintenance practices across programs and projects.

Other

- Undertake training and professional development as required to develop the necessary knowledge for the position.
- Any other relevant duties as directed by the Director Operations

ORGANISATIONAL RELATIONSHIPS:

Responsible for*:	1. Parks and Gardens, Reserves, Road Maintenance, Road Construction, Plant Maintenance, Cemeteries and Waste Facilities
	2. Supervisor Shire Works
	3. Supervisor Parks and Gardens
	4. Administration Officer
	5. Parks and Gardens General Hands
	6. Plant Operators
Internal Relationships:	All Shire of Donnybrook Balingup employees
External Relationships:	Federal and State government agencies, other local governments, community groups, agencies, contractors, staff associations and organisations, private sector stakeholders, ratepayers, local residents, media, and general public.

EXTENT OF AUTHORITY:

Under the direction of the Manager Corporate Services and as delegated from time-to-time, the incumbent has authority to act within predetermined guidelines, policies, procedures, predetermined budgetary limits and expenditure and in accordance with the statutory provisions of the *Local Government Act 1995* and other relevant legislation. Delegated authority in accordance with the Delegations Register.

POSITION BENEFITS:

Rostered Day Off (RDO):	Yes	Vehicle:	Yes
Mobile Telephone:	Allowance	Laptop/computer:	Yes



Gym Membership: Yes

Wellbeing Program: Yes

CORPORATE RESPONSIBILITIES:

Budget:	Council adopted
Employees:	Approximately 20 staff, consisting of full time and part time employees.
Extent of Authority:	This position operates under direction of the Director Operations within established guidelines, procedures and policies of Council as well as statutory provisions of the Local Government Act and other legislation.
Information Management:	Comply with the Shire's Records Management Policy including creation of appropriate records in the Shire's records management system and proper custodianship of records to ensure against loss, removal or destruction.
Code of Conduct:	All employees are responsible for adhering to the Shire's Code of Conduct and the policies and procedures that support it.
Workplace Health and Safety (OH&S):	The Shire of Donnybrook Balingup is committed to ensuring the health and safety of its employees. All employees have responsibilities and accountabilities which are identified in Operational Procedure EXE/OP-7 Work Health and Safety Responsibilities.
Equal Opportunity:	Comply with the Shire's EO requirements and provide, so far as practicable, an environment that is fair, equitable and free of harassment for staff and those we serve.

TRAINING MATRIX:

Training can be achieved through many different mediums, including previous experience, formal qualifications and education. The following programs are provided to you, and are compulsory, as a new employee of the Shire of Donnybrook Balingup:

Shire of Donnybrook Balingup Induction:	To be completed within one (1) week of commencement of employment as per contract.
Workplace Health and Safety (OH&S) Induction:	To be completed within two (2) weeks of commencement of employment as per contract.
Records System Training:	To be completed within the first month of commencement of employment as per contract.
Corporate Software (Synergy) Training:	To be completed within the first month of commencement of employment as per contract.
Local Government Induction Training:	To be completed within the first month of commencement of employment as per contract. <i>(Not required for all positions)</i>

ANNUAL PERFORMANCE REVIEW:

At least once in every calendar year, an evaluation of the position holder's performance will be conducted by the Director Operations. The annual review will include an assessment of achievement of the key duties, responsibilities, and key performance indicators (KPIs) and will be used to identify training and development needs.

SELECTION CRITERIA:

Essential Requirements

- Tertiary qualification/s in a discipline relevant to the position (e.g. Civil Engineering, Building Surveying, Construction Management, Project Management) or equivalent experience.
- Relevant previous experience in a senior management role.
- Sound knowledge of the statutory requirements, procedures and practical application of Western Australian civil engineering in relation to public road construction.
- Sound management knowledge relevant to parks, gardens and reserves.
- Demonstrated capacity to make timely and sound decisions, problem solve and think strategically, in a context involving complexity and multiple stakeholders.
- Demonstrated ability to effectively lead a multi-disciplinary team to develop and manage work plans and achieve agreed strategic outcomes.
- Highly developed people management skills including communication, influencing, negotiation, performance management, business planning, conflict resolution and interpersonal skills.
- Demonstrated strong communication and interpersonal skills, including the ability to manage performance.
- Effective organisation and time management skills, with the ability to work under pressure.
- Advanced interpersonal, public relations and customer service skills, with the ability to liaise at all levels and work in a team environment.

Desirable Experience and Qualifications

- 5+ years previous experience within a similar role in a Local Government
- Extensive knowledge of the implementation of WHS within road construction and maintenance

Other Requirements

- Current 'C' class driver's license.
- Police Clearance:
 - To be valid within three months from employment – It is a requirement of this position for an applicant to provide a National Police Certificate. This certificate remains the property of the applicant; however, a notation of sighting the original certificate will be kept on the employee's personnel file.

ACKNOWLEDGEMENTS:

The details contained in this position description are an accurate statement of the key duties and responsibilities and other requirements of this position and consideration has been given to any relevant KPIs and objectives.

Manager Name: Ross Marshall

Signature: 

Date: 28/07/2026

I have noted the statement of the key duties and responsibilities and other requirements as noted in this position description. I also acknowledge that other duties, KPIs and objectives may be assigned to this position as required from time to time to meet the business needs of the organisation.

**Position Holder
Name:**

Signature:

Date:

28/07/2026

Signature request summary

Request Title:	Position Description - Manager Works and Services
Request ID:	3f22e8d8-1311-42e9-94b6-efbee8b97fa6
Status:	COMPLETED
Completion date:	28/07/2026, 16:10:59
Sent by:	Murray McNeill (murray.mcneill@donnybrook.wa.gov.au)
Sent date:	28/07/2026, 14:39:25
Signed by:	Ross (Rosco) Marshall (ross.marshall@donnybrook.wa.gov.au)

Signature request activity

Document signed by Ross (Rosco) Marshall (ross.marshall@donnybrook.wa.gov.au)
28/07/2026, 16:10:59

Document viewed by Ross (Rosco) Marshall (ross.marshall@donnybrook.wa.gov.au)
28/07/2026, 16:10:06

Request created by Murray McNeill (murray.mcneill@donnybrook.wa.gov.au)
28/07/2026, 14:39:25