



Position Description

Manager Civil Operations

Our Vision	Our Objectives	Our Values
A vibrant coastal community, connected to the environment, living the village lifestyle.	- Enhance community connection and well-being. - Operate as environmental custodians for the future. - Support local jobs, industry, and small business and facilitate sustainable development.	Consistency Sustainability Honesty Integrity Teamwork Transparency Respect
Our Commitment		
Protect what makes us special, improve our quality of life, and plan for future generations.		

Position:	Manager Civil Operations	Direct Reports:	Mechanical Workshop Supervisor
Department:	Infrastructure and Assets		Administration Officer Civil Infrastructure and Waste Operations
Reports to:	Director Infrastructure and Assets		Leading Hand Construction
Status:	Fulltime, Fixed-Term Contract (up to five years)		Leading Hand Maintenance Leading Hand Drainage Machine Operator/General Hands

Performance Summary
The Manager Civil and Waste Operations provides strategic and operational leadership across the Shire's civil construction, maintenance, mechanical services and depot functions. The role translates strategic priorities and asset management requirements into coordinated work programs, applying continuous improvement and better practice to deliver infrastructure safely, efficiently and with a strong customer and community focus. The Manager leads, inspires and mentors a multidisciplinary workforce, fostering trust, accountability and a strong team culture. The role manages operational and corporate risk while optimising budgets, plant, people and other resources; builds collaborative relationships across

the organisation and with contractors, government agencies and the community; pursues innovation and practical solutions; and champions the Shire's vision, values and commitment.

Key Responsibilities

- Lead the planning, coordination and delivery of the Shire's civil construction, maintenance, mechanical services and depot operations.
- Manage civil operations budgets, resources and work programs, with clear systems for monitoring performance, expenditure and delivery.
- Deliver allocated capital works in accordance with approved budgets, service standards and project requirements.
- Promote efficient construction and maintenance practices that provide value for money and are appropriately benchmarked against market delivery.
- Lead the development and implementation of operational plans, service levels, procedures and performance measures for civil operations.
- Contribute to the development and ongoing review of the Shire's long-term capital works program and operational expenditure forecasts.
- Provide leadership for the redevelopment and effective operation of the Shire Depot.
- Accept new responsibilities, help team members and colleagues, learn new skills and focus on organisational improvement.
- Ensure civil operations comply with relevant legislation, policies, procedures and Work Health and Safety requirements.
- Foster a proactive safety culture through visible leadership, effective systems, workforce engagement and continuous improvement.
- Guide and support direct reports to achieve agreed outcomes, develop capability and maintain accountability for team performance.
- Work collaboratively across the organisation to align civil operations with asset management plans, the Integrated Planning and Reporting Framework and broader organisational priorities.
- Drive the effective use of systems, data and technology, including GIS, to improve planning, work management, reporting and service delivery.
- Maintain a customer-focused approach that supports responsive service, effective consultation and clear communication with the community and stakeholders.
- Provide timely, accurate and practical advice and presentations to the Executive, Council, community members and other stakeholders.
- Manage the Shire's after-hours response arrangements for civil infrastructure operations.
- Maintain current knowledge of industry developments, identify opportunities for innovation and implement better practice where appropriate.
- Deputise for the Director Infrastructure and Assets as required.
- Undertake other duties as required by the Director Infrastructure and Assets.

Position Requirements

Essential

- Tertiary qualification in Civil Engineering or substantial related equivalent experience.
- Strong interpersonal, leadership and communication skills, including the ability to set expectations, provide feedback, manage workplace issues and maintain effective customer relationships.
- Working knowledge of workplace safety, environmental compliance, contractor administration and operational record keeping.

- Detailed understanding of civil maintenance and construction processes. Demonstrated experience leading multidisciplinary operational teams and delivering strategic infrastructure outcomes through effective workforce, asset and financial management. Experience in procurement, contract administration and contractor performance management.
- Proficient in Microsoft Office Suite and contemporary asset management or GIS systems.
- 'C' Class Driver's Licence.

Desirable

- Knowledge of local government functions.
- Knowledge of SynergySoft and GIS software.

General Accountability, Attitude, Behaviour and Conduct

- Adhere to management directives and approved policies, procedures and delegated authority.
- Take reasonable care for personal safety and health and that of other persons, and actively support safe systems of work.
- Comply with lawful and reasonable directions relating to integrity, confidentiality, Shire reputation, efficiency, fraud and corruption prevention.
- Demonstrate and reinforce the Shire's values and culture through respectful, consistent and accountable leadership.

Certification

As the occupant of this position, I have noted and agreed to the values, statement of duties, responsibilities and other requirements as detailed in this document.

NAME _____

SIGNATURE _____

DATE _____

MANAGER _____

SIGNATURE _____

DATE _____

PERFORMANCE PROFILE REVIEWED

DATE October 2026