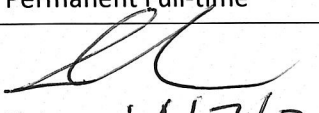


POSITION DESCRIPTION



Position title	Manager Municipal Services
Directorate	Infrastructure Services
Classification	Level 8 (Municipal Officer) ASTC
Position number	P3302
Responsible to	Director Infrastructure Services
Position status	Permanent Full-time
Position description approved	 Date: 14/7/2026

Primary Objective

The Manager Municipal Services is responsible for providing strategic and operational leadership for Council's Municipal Services functions, including the Works Depot and Regional Waste Management Facility (RWMF).

The position is accountable for the effective management of people, budgets, projects, assets, contracts, and service outcomes to ensure the delivery of Council's Strategic Plan, Municipal Plan, Annual Business Plan, and operational objectives relevant to the services delivered by the Works Depot and RWMF. The role provides high-level advice to the Director Infrastructure Services and Executive Leadership Team and drives continuous improvement, innovation, compliance, and community-focused municipal service delivery.

The Manager Municipal Services balancing strategic priorities, operational demands, community expectations, legislative obligations, and available resources in order to deliver positive outcomes for the community.

Key Responsibilities

- Provide strategic leadership, direction, and management to a diverse group of multi-disciplined resource team members at the Works Depot and Regional Waste Management Facility (RWMF), fostering a high-performing, accountable, and professional culture while ensuring effective use of resources and budgets.
- Develop and implement annual work plans, service delivery strategies, and operational programs aligned with Council's Strategic and Municipal Plans aligned to budget and Council priorities.
- Lead the delivery of infrastructure maintenance, civil works and repairs, parks and gardens repairs and maintenance, and waste management programs to required service levels.
- Contribute to and implement Council's strategic, municipal, and business plans, providing high-level technical and strategic advice to the Director, CEO, Council, and key stakeholders.
- Support Municipal Services and Parks and Gardens Supervisors and unit staff in the periodic planning of works programs, scheduling, budgeting, cost control, achievement of service outcomes, use of resources, negotiations and relationships with external stakeholders, plant management, and resolving day to day personnel and operational issues referred by Supervisors.

- Monitor and drive performance of staff in accordance with the Enterprise Agreement and ensure that all employees within the department are correctly licenced or certified, supported, trained and equipped to perform their duties competently and safely.
- Through delivery of service planning processes, ensure that department and team goals and objectives are set and are in-line with organisational performance and strategic objectives.
- Provide considered advice to the Manager and Director Technical Services on policy matters, programs, and activities related effective service delivery.
- Support the strategic development of the Regional Waste Management Facility (RWMF) and delivery of services and operations in accordance with the Land Environment Management Plan (LEMP) and long term strategy.
- Strategic development of infrastructure projects and other civil works of a maintenance nature, including those across the open parks and gardens.
- Develop and maintain strong relationships with internal and external stakeholders, effectively managing community expectations and ensuring timely, accurate communication and reporting.
- Oversee compliance with legislative requirements, governance frameworks, and risk management practices, including procurement and contract administration.
- Shape financial sustainability through sound budget management, efficient resource utilisation, and strategic asset management.
- Manage activities and operations during disaster management and ensure operational readiness and continuity of essential services for future emergency events.
- Drive continuous improvement by monitoring industry trends, fostering innovation, and supporting professional and leadership development within the Directorate.
- Promote and maintain a strong workplace health and safety culture, ensuring compliance with WHS obligations and the safe delivery of all operations.
- Preparation of high-level reports and recommendations and represent Council at Committee meetings, forums and workshops as required, particularly in the event of directorate absences.
- Contribute positively to Council-wide initiatives, organisational development programs, and strategic priorities.
- Lead and promote a positive safety culture across all municipal services operations.
- Take reasonable care for your own health and safety, as well as that of others.
- Follow health and safety instructions and comply with relevant workplace policies, procedures, and emergency protocols.
- Use personal protective equipment and operate machinery, plant, and vehicles safely.
- Report hazards, incidents, accidents, and near-misses to your Manager/Supervisor promptly.
- Perform other duties that are within the employee's skills, competence, training, and classification level as reasonably directed.

Qualifications

- Relevant tertiary qualification in Civil Engineering, Infrastructure Management, Project Management, Environmental Management, Asset Management, or a related discipline; or substantial equivalent experience.
- Current National Criminal History check (less than 6 months old)
- Current C class driver's license to be able to drive in the NT.
- Current Working with Children clearance (Ochre Card)
- Provide First Aid (minimum).

Selection Criteria

Essential

1. Demonstrated successful experience in providing the planning and delivery of large scale programs, including an understanding of relevant approvals and compliance requirements.
2. Demonstrated experience leading and managing multiple operational service areas within a complex local government, infrastructure, civil construction, public works, or related environment.
3. Significant experience managing operational and capital budgets, contracts, projects, assets, and service delivery programs.
4. Demonstrated experience in a senior position with demonstrated positive leadership and management experience, including leading multidisciplinary teams and managing workforce performance, capability development, and operational outcomes.
5. Strong understanding of municipal infrastructure maintenance, waste management operations, plant management, parks and gardens, and public works delivery.
6. Demonstrated project management, procurement, planning and coordination expertise for a wide range of infrastructure services, including the ability to prioritise, analyse and report on complex and sensitive issues, risks and strategies in concise and meaningful way.
7. High level oral and written communication skills including the ability to develop reports and to effectively communicate tailored information to diverse audiences.
8. High level stakeholder management skills with demonstrated ability to develop strong relationships and engage and collaborate with senior leaders, industry and the community.
9. Proven experience in leading contracts and stakeholder negotiations, with a strong ability for dispute resolution and resolving problems in the pursuit of removing or reducing complex risks, and deployment of risk mitigation plans.

Desirable

1. Demonstrated experience working within the legislative and regulatory framework of Local Government.
2. Knowledge of Alice Springs' operational environment, Infrastructure needs, and community priorities.

ACKNOWLEDGEMENT

I have received a copy of this Position Description and have read and understand its contents.

Employee Name _____ ::FIRSTNAME:: ::LASTNAME:: _____

Signature _____ ::SIGNATURE:: _____ Date _____