

Position Description

Coordinator Roads

<i>Directorate</i>	Infrastructure Services
<i>Department</i>	Roads and Civil Projects
<i>Job Family</i>	Coordinator
<i>Reports to</i>	Manager Roads and Civil Projects
<i>Direct Reports</i>	Roads Maintenance and Construction Officers
<i>Indirect Reports</i>	Nil.
<i>Location</i>	Tom Price, WA / Onslow, WA (frequent intra Shire travel)
<i>Industrial Instrument</i>	Shire of Ashburton Industrial Agreement 2026
<i>Classification</i>	Level 6

Vision

We will be a welcoming, sustainable, and socially active district, offering a variety of opportunities to the community.

Values

Respect	Openness	Teamwork	Leadership	Excellence	Health & Wellbeing
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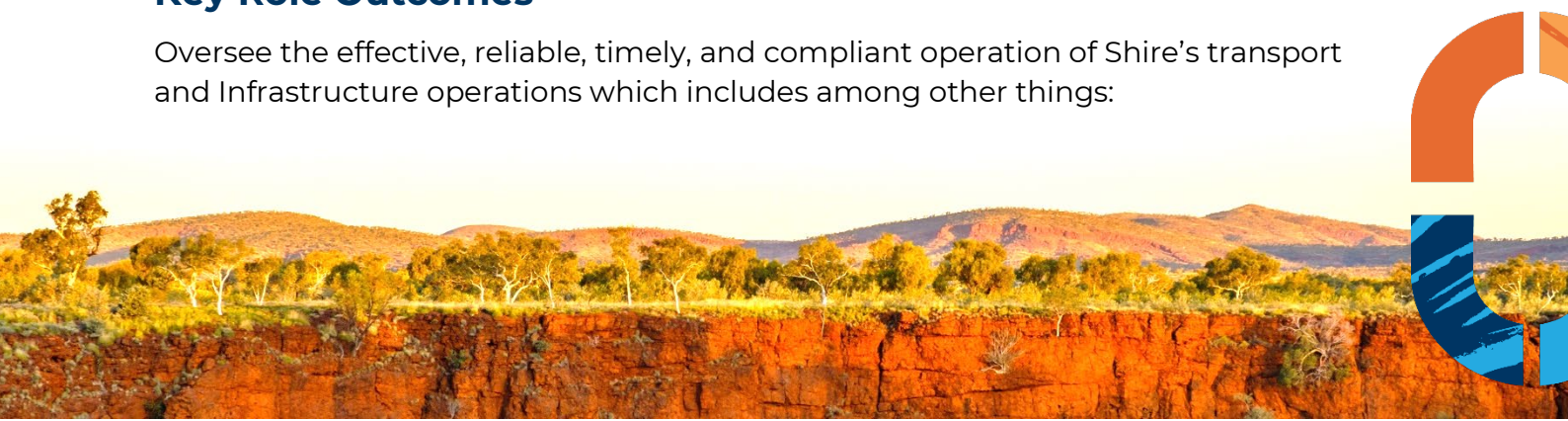
About the Role

Role Objective / Purpose

Responsible for the effective and timely provision of transport and infrastructure services for the Shire, including supervision direction of the road maintenance and construction team.

Key Role Outcomes

Oversee the effective, reliable, timely, and compliant operation of Shire's transport and Infrastructure operations which includes among other things:



- Monitor budget, works scheduling, ordering, and procuring, developing procedures, and engaging in road maintenance, construction and infrastructure tasks as required.

Ensure at all times the safety of all relevant users and community members, the safe operation of Shire infrastructure, and the safety of staff and contractors, which may include, among other things:

- Develop Safe Work Method Statements and Job Safety Analysis;
- Preparation and implementation of Safety, Quality and Environmental Management Plans;
- Safety training and compliance amongst the team; and
- Facilitate incident reports and assist in safety investigations.

Effectively oversee and direct duties of road maintenance and construction staff to ensure safe and effective operation of transport infrastructure including but not limited to:

- Supervise staff, induction, training;
- Performance monitoring and communication via regular toolbox meetings;
- Works scheduling and rostering;
- Assist in hiring and selection;
- Mentoring and broader leadership of the team; and
- Maintenance Management System operations.

Work Duties

The position description does not act to limit or set specific duties required to fulfil this role, this document serves to describe the role, outline required outcomes, and set expectations. All employees are required to have a flexible approach to their work, including undertaking work duties which may fall outside those required of this role. All employees must comply with reasonable and lawful directions.

Core Competencies

The following competencies are required of **all roles** within the Shire and are ranked to reflect differing levels of responsibility. These competencies reflect the Shire's Values of Respect, Openness, Teamwork, Leadership, Excellence, Health and Wellbeing which apply at all times, to all staff, in all roles.

Competency	Required Level
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Health and Safety	Advanced: Develops Job Safety Analysis, Safe Work Method Statements and other safety procedures for own work area and related work areas. Train and coach others in safety procedures. At all times acts in accordance with the principles identified in the Local Government Act and State and Federal legislations.
Accountability	Proficient: May manage work of others. Able to keep track of multiple, important details amongst a wide range of activities. Will manage work flows and adapt, interpret or modify procedures to achieve objectives. Mostly autonomous with broad discretion. Assessed on outcomes rather than task completion.
Judgement and Decision Making	Proficient: Decision making requires analysis of data and involves consideration of aspects that are more conceptual than definitive. Judgement is applied in a leadership capacity, and may require innovation or judgement applied to new or unknown problems or matters.
Time Management	Highly Proficient: Develop and implement short-, mid- and long-term outcomes for the work area(s).
Customer Service	Advanced: Effectively communicate with clients and members of the public and in the resolution of minor matters. The employee will reflect and always demonstrate the Code of Conduct of the organisation, its values and work with the highest level of integrity.
Financial Management	Advanced: Develop or assist in the development and monitoring of budgets for a function or work area. Line management responsibility for parts of the department budget that apply to work area.
Leadership	Intermediate: Required to influence and lead a small team or functional area. Leadership by oversight, supervision, and participation.



Role Specific Competencies

These are the specific competencies required of the role.

Competency	Required Level
Problem Solving	Proficient: Solve problems requiring an assessment of a range of options with elements of complexity and may impact beyond the immediate work area. Problem solving of varied, new and unique problems in frequent. Acting at all times in accordance with management directives, policies of Council and legislative requirements.
Policy or Legislative Interpretation	Intermediate: Apply knowledge of policy framework to procedures and tasks, including providing advice and interpretation to staff and members of the public.
Supervision Skills	Proficient: Line management responsibility for staff delivering a range of administrative, technical or professional services.
Conflict Resolution	Advanced: Able to resolve a predictable range of conflict of opinions where resolution is not immediate and negotiation skills are required.
Communications Skills	Intermediate: Business level written, and verbal language skills expected for most roles where a major portion of the communication is written. This includes ability to use standard office programs, including formatting, spellcheck and use appropriate grammar. Able to resolve minor matters.
Report Writing	Intermediate: Undertake initial or straightforward drafting of reports, submissions, or non-standard correspondence.
Administration Skills	Intermediate: Able to use software to complete more complex administration tasks.



**Policy and
Procedure
Development**

Intermediate: Research, develop and recommend / suggest changes for internal procedures or work processes which impact on the section or department.

**Project
Management**

Fundamental: Maintain records, filing systems, contract details, variation records and other support and control mechanisms within a project based environment.

Licenses, Registrations, Memberships or Qualifications Required of Role

Essential:

- Minimum C Class Driver's License.
- Current National Police Clearance (within 6 months of commencement).
- White Card
- Worksite Traffic Management Certification

Desirable:

- HR Driver's License
- First Aid Certificate
- Advanced Worksite Traffic Management certification.

Experience, Skills, Knowledge Required of Role

Essential:

- Previous experience in roads maintenance and construction role or equivalent;
- Previous supervisory experience, scheduling, and work planning experience, and
- Previous experience in preparation and review of safety documentation

Desirable:

- Previous experience in other infrastructure maintenance and construction; and



- Experience with working in the rural regional context – including remote work which may require residing in a construction camp for work periods.

Confirmation

I have received, read, and familiarised myself with this position description:

Name _____

Signed _____

Date _____

Position descriptions may be reviewed on an annual basis, as part of the Shire's annual performance review process.

