



Manager Works Application Pack

October 2026

Celebrating our diversity



Manager Works – F260178

Full-Time, \$142,766 - \$152,039 per annum (plus entitlements, depending on experience)

The Position

The Shire of Manjimup is seeking a motivated and experienced individual to lead the operations of its Works department. This role is responsible for managing the delivery of construction and maintenance programs across the Shire, including roads, drainage and associated infrastructure, while overseeing employees, plant, workshop, stores and operational resources. The position also provides leadership and technical support to employees, ensures compliance with Work Health and Safety requirements, and contributes to the efficient delivery of works programs in line with Council priorities.

The Person

The ideal candidate will have the following:

- Developed skills in the planning and coordinating of the construction and maintenance of roads, footpaths, bridges and drainage systems.
- Thorough understanding of Work Health and Safety systems and processes, including sound knowledge of the Work Health and Safety Act 2020 and associated regulations.
- Highly developed leadership, team management, verbal and written communication, public relations and interpersonal skills.
- Proven experience in management, programming, design, cost estimation, surveying and construction of civil construction works.
- Experience in Human Resource management, performance management, team building and the implementation of safety management systems and training programs.
- Ability to research, analyse and solve complex problems, including demonstrated negotiation and conflict resolution skills.
- Working knowledge of tender processes, contract administration and computer based financial management systems.

To Apply

Head to www.manjimup.wa.gov.au for all the information about the position, including the position description and how to apply. You can also find information on the Shire of Manjimup and the benefits of the local community. To get further information, including the position description, please contact Human Resources by email hr@manjimup.wa.gov.au

Closing Date: 5.00pm Monday, 30 November 2026

The Shire of Manjimup reserves the right to commence interviews prior to the closing date for applications.

How To Apply

Preparing your Application

Applicants who demonstrate that they meet the requirements for the advertised position, based on their application, will be considered for interview. For your application to be considered it **must** include the following:

1) Cover Letter

- A short statement highlighting experience and expertise relating to the position.

2) Selection Criteria Statement

- Describe your relevant skills, knowledge, experience, and qualifications that align with the position requirements and would support your successful completion of the duties associated with the role.
- Ensure each criterion is addressed separately in a clear, concise and relevant manner.
- The selection criteria can be found on the last page of this pack.

3) Resume (Curriculum Vitae)

- Name, address, email and telephone number.
- Education and Training achievements.
- Work history - including employment dates, duty details and achievements.
- Activities undertaken outside of work which you consider are relevant to the position.
- Names and contact details (email and telephone number) of 2+ referees who can (preferably) comment on work experience relevant to the position.

4) Supporting Documents

- Please provide only copies of supporting documents.

Applications

Late applications cannot be received by the Shire of Manjimup unless permission has been sought from Council prior to the closing date. Canvassing of Councillors will disqualify applicants. Applications can be:

1. Lodged online via the Shire application portal
2. Emailed; marked "Private & Confidential - CEO" to info@manjimup.wa.gov.au
3. Mailed to

<i>Benjamin Rose – Chief Executive Officer</i> <i>Shire of Manjimup</i> <i>PO Box 1, MANJIMUP WA 6258</i>
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Prior to appointment

The Shire of Manjimup will undertake confirmation of one or more of the following pre-employment conditions, based on the requirements of a particular position:

- Compliance with any State Government Directions for COVID-19
- Right to work in Australia
- Academic qualifications check
- Reference checks
- Worker's Compensation checks
- Pre-employment medical
- Criminal history check
- Working with Children check
- NDIS Worker Screening Check

The Shire of Manjimup is committed to the achievement of a diverse workforce and encourages applications from Aboriginal and Torres Strait Islanders, people from culturally and linguistically diverse backgrounds, young people, women and people with disabilities.

The Shire of Manjimup is an equal opportunity employer and provides a smoke free work environment.

The Shire of Manjimup complies with the requirements of the Human Rights and Equal Opportunity Commission Act (Clth) 1986 and applies the principles therein to the recruitment and selection process by selecting according to merit and by avoiding discrimination on the basis of race, gender, marital status, age, disability or any other legally protected attribute (so long as they do not contravene the inherent requirements of a position).

Manager Works

Directorate	Infrastructure Services
Department	Works
Reports to	Director Infrastructure Services
Direct Reports	Works Supervisor, Mechanic, Stores Officer
Industrial Instrument	<i>Shire of Manjimup Enterprise Agreement (as amended)</i>
Classification	Manager Level B/A
Primary Location	Shire of Manjimup Works Depot
Benefits	Shire Vehicle and Mobile

Position Objectives

- Manage the overall activities of the Works department.
- Develop and maintain safety systems and procedures in accordance with the requirements applicable under Work Health and Safety legislation.
- Control the expenditure and movement of labour, plant and materials to achieve the objectives of the maintenance and works programs.
- Provide leadership and technical advice to the Works Supervisors and employees.
- Implement and maintain training programs and strategies.

Key Duties and Responsibilities

- Plan and manage Council's construction and maintenance programs in a safe, timely, cost effective and efficient manner, in accordance with Council priorities.
- Ensure appropriate management of all Works, Workshop, and Stores activities.
- Manage the Shire's store on behalf of all Shire operations with limited stock variances and efficient and cost effective purchasing and stock holding practices.
- Monitor employee development and implement relevant training programs and strategies.
- Develop performance targets for employees and manage employee performance accordingly.
- Ensure that Council requirements are carried out promptly and efficiently in accordance with priorities and established policy and maintain effective communication with the Senior Management Team and other Managers.
- Promote and maintain communication with other Government agencies to ensure cooperation and information sharing.
- Prepare and assess tenders and undertake contract management duties.
- Issue and approve Council purchase orders for goods and services within policy guidelines.
- Process correspondence relating to the operations and responsibilities of the Works department.
- Review, establish and maintain accurate records, management documents and control systems.

- Provide input into the preparation of Council's Annual Budget with regard to operational and maintenance activities, plant and capital expenditure priorities (based on maintenance data).
- Provide professional and proactive technical advice and support to the Works Supervisor and employees.
- Liaise with Manager Technical Services in the preparation of road and drainage design plans.
- Provide technical advice as required to other departments and ratepayers.

Skills, Knowledge, Experience and Qualifications

Skills

- Developed skills in the planning and coordinating of the construction and maintenance of roads, footpaths, bridges and drainage systems.
- Thorough understanding of Work Health and Safety systems and processes.
- Well-developed organisational and time management skills.
- Highly developed leadership, verbal and written communication, public relations and interpersonal skills.
- Ability to research, analyse and solve complex problems.
- Highly developed team management and leadership skills.
- Developed skills in negotiation, problem solving and conflict resolution.
- Well-developed skills in the utilisation of relevant computer software.

Knowledge

- Sound knowledge of the design, construction and maintenance of roads, footpaths, bridges and drainage systems.
- Working knowledge of survey techniques and practices.
- Sound knowledge of traffic management practices.
- Working knowledge of tender processes and contract administration.
- Knowledge of plant performance evaluations and mechanical diagnosis.
- Working knowledge of computer based financial management systems.
- Sound knowledge of the Work Health and Safety Act 2020 and associated regulations.
- Knowledge of WorkSafe Legislation and implementation of safe working procedures.
- Knowledge on the Local Government Act 1995.

Experience

- Proven experience in management, programming, design, cost estimation, surveying and construction of civil construction works.
- Experience in Human Resource management, performance management and team building.
- Experience in the development and implementation of safety management systems and building safety culture.
- Proven experience in Local Government engineering environment (desirable).

Qualifications

- Degree or Diploma in Civil Construction or similar (or considerable experience in construction management) (desirable).
- Current “C” class drivers licence.
- National Police Clearance.

Physical and Environmental Demands

- Office and site based; sitting, walking and bending. Some site work year-round where walking on uneven ground, up and down embankments will be required.
- Driving is an essential requirement.
- Use of computers is essential.
- Deals with highly sensitive/conflict situations.

Extent of Authority

Exercise initiative and/or judgement according to procedures/guidelines within the bounds of understanding with the Director Infrastructure Services. Operate within the parameters of Council’s policies, procedures, relevant guidelines and delegated authority.

Responsibilities Common to Leaders

Creating and implementing our vision

- Creates and communicates a clear direction for the team to provide or support provision of safe and high quality work.
- Is specific about what needs to be achieved and how it should be done.
- Gains buy-in of team and motivates team to deliver.

Influencing to achieve results

- Interprets data accurately and shares it in a timely fashion.
- Develops skills and knowledge in self and others.
- Uses knowledge, skills and experience to provide insights and guidance.
- Looks for options and alternatives, creating opportunities to explore possibilities.

Adaptability to meet service needs (change facilitators)

- Identifies and communicates areas for improvements.
- Takes ownership for change messages, communicating them positively and authentically to others.
- Models a positive, can-do approach.
- Structures the team and resources in the most effective and efficient way.
- Tackles negative attitudes and behaviours, and creates a working environment which enables employees to raise issues and concerns openly, with a view to learning and improving practices.
- Effectively handles conflict situations, supporting a positive and constructive resolution.

Following through to achieve results

- Communicates and maintains professional and technical standards.

- Ensures activities are completed and delivers on requirements and timescales.
- Takes personal accountability to make decisions and overcome barriers.
- Ensures personal and team compliance including quality, health and safety standards.

Responsibilities Common to All Employees

Commitment to Service Delivery

- Deliver high quality service by seeking and responding to feedback.
- Work collaboratively, communicate effectively and support team outcomes.
- Treat others with respect and value diversity.
- Support organisational improvement and adapt to change.
- Act in accordance with the Shire's Code of Conduct at all times.
- Take reasonable responsibility for personal health and wellbeing.
- Demonstrate the Shire's values through professional, respectful and ethical behaviour in all interactions.
- Contribute positively to achieving the Shire's vision and mission by delivering reliable, community-focused services.
- Act proactively and collaboratively to support continuous improvement, innovation and good governance.

Achieve Results

- Perform duties in line with role requirements, procedures and standards.
- Meet targets, maintain accurate records and deliver quality outcomes.
- Ensure information is accurate and support broader organisational objectives.

Work Health and Safety (WHS)

- Comply with WHS policies and procedures.
- Take reasonable care for personal safety and that of others.
- Follow safe work practices and participate in training.
- Use equipment and PPE correctly and report hazards, faults and incidents.
- Participate in return to work plans where applicable.

Selection Criteria

Essential Criteria

1. Developed skills in the planning and coordinating of the construction and maintenance of roads, footpaths, bridges and drainage systems.
2. Thorough understanding of Work Health and Safety systems and processes, including sound knowledge of the Work Health and Safety Act 2020 and associated regulations.
3. Highly developed leadership, team management, verbal and written communication, public relations and interpersonal skills.
4. Proven experience in management, programming, design, cost estimation, surveying and construction of civil construction works.
5. Experience in Human Resource management, performance management, team building and the implementation of safety management systems and training programs.
6. Ability to research, analyse and solve complex problems, including demonstrated negotiation and conflict resolution skills.
7. Working knowledge of tender processes, contract administration and computer based financial management systems.
8. Current "C" class drivers licence.

Desirable Criteria

9. Degree or Diploma in Civil Construction or similar (or considerable experience in construction management) (desirable).
10. Proven experience in a Local Government engineering environment.
11. Working knowledge of survey techniques, traffic management practices and the Local Government Act 1995.