



Position Description

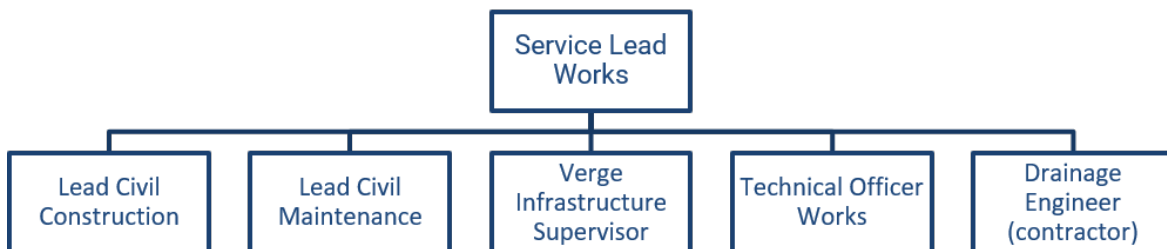
Position Title:	Service Lead Works
Position No:	4053
Position Classification:	SMECLC
Status:	Contract Full Time
Position Revised On:	5/08/2026
Directorate:	Environment and Infrastructure
Business Unit:	Engineering
Service Area:	Works
Location:	Operations Centre, Bramanti Road, Murdoch
Reports To:	Manager Engineering
Reporting Line:	5

Primary Purpose

Lead the planning, delivery and continuous improvement of the City's civil construction and maintenance programs, including roads, drainage, paths, car parks and associated civil assets.

Provide leadership and direction to a high performing team, ensuring safe, efficient, customer-focused and financially responsible outcomes for the community.

Structure



Principle Accountabilities

- Lead the development, delivery and review of annual civil works and maintenance programs for roads, drainage, paths, car parks and related civil assets.
- Develop, manage and monitor operational and capital budgets, ensuring expenditure is controlled, value for money is achieved and financial reporting is accurate.
- Lead, coach and performance management of staff to build a high performing, accountable and safety-focused team culture.
- Plan and coordinate construction and maintenance resources, including internal crews, contractors, plant, materials and service providers, to deliver agreed service levels.
- Manage procurement, tendering, contract administration and contractor performance.
- Coordinate asset management planning by providing operational input into renewal priorities, lifecycle planning, condition issues, maintenance standards and long-term program development.
- Liaise with internal teams, contractors, utilities, agencies, elected members and the community to resolve construction and maintenance issues and communicate current or planned works.
- Identify, assess and manage operational, public safety, environmental, financial and reputational risks associated with civil works and maintenance activities.
- Champion safe systems of work and ensure compliance with relevant workplace health and safety, environmental, quality, procurement and local government requirements.
- Review and improve systems, procedures, service levels, workflows and reporting to enhance productivity, customer service, governance and continuous improvement.
- Prepare reports, correspondence, technical advice and performance updates for the Manager Engineering and other stakeholders as required.
- Model the City's values and support cross-functional collaboration to deliver responsive, inclusive and community-focused outcomes.
- Undertake other duties within the scope and level of the position as required.

Position Specifics

Essential Requirements

- Relevant tertiary qualification in Civil Engineering, Construction Management, Asset Management, Project Management or a related discipline, or lesser formal qualifications combined with considerable specialist expertise and extensive, diverse experience relevant to the role.
- Current 'C' Class Driver's Licence and current White Card.
- Extensive knowledge and experience leading civil construction and maintenance teams delivering roads, drainage, paths, car parks and related civil infrastructure programs.

- Demonstrated ability to lead, develop and manage staff, including workforce planning, performance management, coaching and building a high performance and safety-focused culture.
- Demonstrated experience leading safe systems of work, contractor safety and operational risk management in a field-based civil construction and maintenance environment.
- Comprehensive experience in project and program management, including planning, estimating, scheduling, resourcing, delivery, monitoring and reporting.
- Comprehensive experience in budget development, financial monitoring, cost control, procurement, tendering, specification preparation, contract administration and contractor performance management.
- Demonstrated ability to use corporate, asset, financial or maintenance management systems to plan, monitor and report on works programs and service performance.
- Highly developed communication, interpersonal, negotiation and conflict resolution skills, including the ability to manage sensitive customer, contractor and stakeholder matters.
- Highly developed decision-making, analytical, problem-solving, organisational and time-management skills, with a demonstrated commitment to customer service, continuous improvement, safety, environmental responsibility and the City's values.

Desirable Requirements

- Experience working in a local government environment or within a comparable public sector operational setting.
- Experience managing field-based crews, depots, plant, materials and emergency or after-hours operational responses in a local government or civil works environment.
- Relevant training or accreditation in project management, contract management, procurement, asset management or traffic management.
- Knowledge of asset management principles, infrastructure renewal planning and lifecycle-based maintenance programming.
- Experience developing, reviewing and implementing policies, procedures, service standards or business improvement initiatives.
- Experience using corporate systems, asset management systems, Microsoft Office applications and project or maintenance management software.
- Knowledge of quality assurance, environmental management and contemporary continuous improvement practices.

Other

- Works under broad direction, exercising autonomy and sound judgement in coordinating civil construction and maintenance operations.
- Accountable for the quality, effectiveness, cost control, safety and timeliness of programs, projects and services within the position's area of responsibility.

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- Works within approved delegations, procurement requirements, budgets, adopted programs and relevant City policies and procedures.
- May be required to attend after-hours meetings, respond to operational matters and participate in emergency or incident response activities relevant to the role.
- Act as Manager Engineering when required.