

# Form Position Description

ABN 63 954 974 254  
ICN 2256



**JOB TITLE**                      **MUNICIPAL SERVICES CO-ORDINATOR**

**REVIEW DATE**

**REPORTS TO**                      **CHIEF OPERATING OFFICER**

## POSITION DESCRIPTION

**Position purpose**                      ***Responsible for the supervision, co-ordination and management of the MUNS teams delivering on all contractual, breakdown and project works.***

**Main tasks**                              Core objectives include:

- Co-ordinate the Municipal Service team members to allow effective completion of contractual obligations
- Create, supervise, and maintain the works schedule of operations for staff and/or contractors
- Effectively liaise with all key stakeholders including community representatives and members, suppliers and contractors
- Ensure a high level of health, safety and environmental standards are implemented and maintained across the MUNS department
- Ensure all works are completed in a timely manner, within budget constraints and comply with industry standards/regulations
- Ensure all works related documentation is processed correctly and/or completed in a timely manner
- Ensure appropriate training for staff is identified and implemented in conjunction with Human Resources
- Ensure departmental key performance indicators are being met
- Ensure pro-forma reports are lodged in a timely and accurate manner
- Ensure that the operational controls put in place are being maintained effectively
- Maintain job/project budgets
- Maintains effective communication within and between the various profit and cost centres within the MUNS departments
- Manage and supervise staff members to ensure work is being implemented to a high standard
- Participate in the review and update of the strategic and business planning in relation to MUNS
- Promote the interests and services of the Corporation to clients, potential clients and the wider community
- Regularly report on the works schedule to the Chief Operating Officer
- Sign off on project and works related documentation including JSEA's, staff time sheets etc.
- Travel when required to remote communities to assist teams and client audit teams

The above list is not exhaustive and the role may change to meet the overall objectives of the company.

**Other Duties**

Fulfil other duties as required by management and other department personnel as requested/required.

**PERSON SPECIFICATION****Qualifications**

- Bobcat License
- Chainsaw (desirable)
- Excavator licence
- First Aid (HLTAID001, HLTAID002, HLTAID003)
- Front end loader licence
- Tertiary qualification in business management and/or project management

**Experience**

- Demonstrated computer literacy in Microsoft Office Suite
- Demonstrated experience in a similar role
- Demonstrated experience in ensuring scheduled and unscheduled maintenance/service works are completed within a busy work environment
- Demonstrated experience in working with government departments
- Demonstrated skills and experience in staff management
- Demonstrated time management skills
- Demonstrated verbal and written communication skills

**Knowledge**

- Demonstrated knowledge, understanding of and commitment to the principles of Equal Opportunity and Occupational Health and Safety
- Demonstrated knowledge of machinery operations

**Skills & competencies**

- **Communication:** the ability to communicate clearly and concisely, varying communication style depending upon the audience.
- **Attention to detail:** excellent attention to detail and written skills when communicating with others, both internally and externally.
- **Teamwork:** willingness to assist and support others as required and work alongside team members in a professional and positive environment.
- **Commerciality:** ability to apply knowledge in a practical, commercial manner.
- **Time management/organisation:** accomplish objectives effectively within time frame given, and carry out administrative duties within portfolio in an efficient and timely manner.

**Personal attributes**

- Professional approach
- Ability to work under pressure
- Ability to build rapport with colleagues, suppliers and community members
- Organisational and time management skills
- Excellent attention to detail
- Confident manner
- Positive approach to change

**Other**

- Current National Police Clearance (essential)
- Current manual 'HR' class drivers licence (essential)
- Pre-employment medical including a drug and alcohol assessment

**This job description serves to illustrate the scope and responsibilities of the post and is not intended to be an exhaustive list of duties. You will be expected to perform other job related tasks requested by management and as necessitated by the development of this role and the development of the business.**

**ACKNOWLEDGEMENT**

I certify that I have read, understood and accept the duties, responsibilities and obligations of my position.

**SIGNED BY YOU**

.....  
Employee

.....  
Date

**SIGNED BY AUTHORISED PERSON**

.....  
Chief Executive Officer

.....  
Date