

POSITION DESCRIPTION

PROGRAM LEADER FABRICATION SERVICES

POSITION DETAILS

POSITION NO:	4753	UNIT:	Projects and Support Services
EMPLOYMENT STATUS:	Full Time	LOCATION:	Cleary's Gates
DIVISION:	City Amenity	CLASSIFICATION:	MO Level 4

OBJECTIVES

MISSION STATEMENT

Working together to make Hobart a better place for the community.

DIVISION OBJECTIVE

The City Amenity Division incorporates the following Units: Parks and Recreation, Bushland, Roads and Capital Works, Stormwater, Cleansing and Solid Waste, Projects and Support Services, including Emergency Management.

The principal purpose of the Division is to provide a high standard of excellence in respect of these programs in the City's approach to customers and in the management of community assets and the provision of services.

POSITION OBJECTIVE

The role will lead and organise work teams in an economic, efficient, effective and profitable manner for the managing of a Fabrication and fitting workshop that provides a diverse range of services to the Division and other organisations and individuals.

KEY FUNCTIONS AND RESPONSIBILITIES

- Responsible and accountable for the day-to-day operational aspects of human resources, budget, plant, customer service, safety, materials and other resources of the City's Fabrication Services team including supervision, mentoring and performance management of staff.
- Prepare and monitor the annual operational and plant budgets and authorise expenditure within delegated limits including the planning and project delivery of the City's annual capital and maintenance programs.
- Project manage and implement complex project associated with fabrication works including the preparation of documentation for fabrication works including supervision of suppliers and contractors.
- Provide expert fabrication advice to the Design Services Unit and external consultants in relation to the constructability of fabrication projects and structural designs.



City of **HOBART**

- Responsible and accountable for the creation, compliance and review of Safety Management plans, Safe Work Method Statements and Safe Operating Procedures and actively drive a culture of safety within the Fabrication Services area.
- Research, compile and present information in formal reports including technical and other advice on fabrication and plant that can be understood and acted upon by senior management. Prepare reports for Committee and Council meetings and represent the City at official functions, meetings and seminars both during and outside normal working hours.
- Prepare statistical and project information, reports and correspondence as required to support project and operations management and ensure the maintenance of relevant financial management data.
- Supervise employees through mentoring, coaching and performance management to ensure an effective, productive and motivated team.

Work Health & Safety: To take reasonable care that your acts or omissions do not adversely affect the health and safety of yourself or others in the workplace, to comply with any reasonable instructions given to you by the Council and to comply with the requirements of any and all WHS policies and procedures.

To implement the Council's WHS Management System, to ensure that the work for which you are responsible is carried out in accordance with this System and the WHS legislation and to provide appropriate WHS information, instruction, training and supervision to workers for whom you are accountable.

Note: Whilst the key functions and responsibilities for the role are set out above, the Council may direct an employee to carry out such duties or tasks as are within the limits of the employee's skill, competence and training.

ORGANISATIONAL RELATIONSHIPS

REPORTING RELATIONSHIPS

1. INTERNAL

The Program Leader Fabrication Services reports to the Manager Projects and Support Services. The position will liaise with employees of the Projects and Support Services Unit, all other Council Units and other employees as necessary.

2. EXTERNAL

The position will liaise with clients of the City including representatives of the general community, suppliers of plant and equipment, other local authorities and government agencies, visitors and rate payers.

3. DIRECT REPORTS

The position supervises the Fabrication Services Supervisor.
The team also includes five welders and a boilermaker/welder apprentice.

4. BUDGET RESPONSIBILITIES

CAPITAL

The position is responsible for capital projects worth approximately \$750,000 per annum

OPERATIONAL

The position is responsible for the Fabrication Services Budget Function (approximately \$500,000 per annum) and the Minor Plant Budget Function (approximately \$500,000 per annum).

SELECTION CRITERIA

1. Degree or Diploma in Business Management coupled with significant relevant experience in the fabrication of steel structures.
2. Demonstrated knowledge and experience of fabrication systems and a wide range of structures including technologies and maintenance requirements along with relevant legislation and standards.
3. Well developed verbal and written communication and problem solving skills including a proven ability to engage, negotiate and resolve issues and conflicts.
4. Proven skills and experience in leading, mentoring and performance management in the coordination and supervision of employees.
5. Demonstrated understanding of project management principles with experience in the planning and delivery of complex projects coupled with well developed time management skills to develop and implement various work programs simultaneously.
6. Significant experience in budget management, contract administration and project costing.
7. Current Drivers Licence and Police Check.