



## Position Description

### Technical Services Manager

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|------------------------|-----------------------------------------|
| <b>Title</b>           | Technical Services Manager              |
| <b>Salary</b>          | \$137,158.72 per annum                  |
| <b>Employment Type</b> | Permanent Full-Time                     |
| <b>Reports to</b>      | Director Council and Community Services |
| <b>Direct Reports</b>  | Project Officer                         |
| <b>Location</b>        | Angurugu, Groote Eylandt                |

#### Position Overview

The Technical Services Manager is responsible for leading the planning, delivery, maintenance, and ongoing management of the Council's Technical Services portfolio. This includes community roads, the Council fleet, public reserve assets, waste management facilities, staff housing, cemeteries, and operational buildings. The role combines strategic leadership with operational oversight to ensure assets are safe, well maintained, aligned with community needs, and compliant with relevant legislation and standards.

#### Key Responsibilities

1. Develop and implement strategies to maintain, upgrade, and expand community road networks.
2. Prepare and manage infrastructure and Local Authority project budgets to ensure resources are allocated effectively for construction, repairs, and maintenance.
3. Conduct assessments and audits of infrastructure assets to identify priorities and inform upgrades.
4. Oversee the acquisition, maintenance, and disposal of the council fleet, and implement strategies to improve efficiency, control costs, and maintain safety compliance.
5. Manage public reserve assets to ensure they are maintained and developed in line with community needs and environmental requirements.
6. Coordinate the management and maintenance of staff housing and operational buildings to ensure they are safe, functional, and fit for purpose.
7. Manage tenders end to end, prepare and present Council reports, produce financial returns and acquittals, and ensure legislative compliance across all Technical Services projects.
8. Oversee service delivery at waste centres and monitor compliance with relevant legislation.
9. Develop, recommend, and implement forward capital works programs.
10. Oversee the operation of community cemeteries and ensure compliance with relevant legislation.
11. Engage with residents, local organisations, and other stakeholders to gather input on infrastructure and asset issues.
12. Ensure technical services programs and projects comply with relevant legislation, regulations, and Council policies.

13. Prepare and present reports to the CEO and Council on all technical services projects, performance, maintenance activities, and strategic initiatives.
  14. Provide guidance, support, and development opportunities for technical services staff across operational locations.
  15. Foster a culture of safety, collaboration, excellence, and continuous improvement across Council departments.
  16. Undertake other duties as reasonably directed by the reporting manager.
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### **Key Selection Criteria**

- Relevant tertiary qualifications in Civil Engineering, Asset Management, Project Management, or a related discipline.
- Demonstrated experience in civil, infrastructure and/or asset management, ideally within local government or a similarly complex service environment.
- Strong knowledge of road maintenance, fleet management, and contemporary asset management principles.
- Sound understanding of the legislation, standards, and regulatory requirements relevant to infrastructure and asset management.
- Proven leadership capability, including the ability to lead, support, and develop teams across multiple locations.
- Well-developed analytical, problem-solving, and decision-making skills.
- High-level communication and interpersonal skills, with the ability to build productive relationships with a wide range of stakeholders.
- Strong organisational skills, including the ability to manage competing priorities, projects, and deadlines effectively.
- A strong commitment to delivering meaningful outcomes for the residents and communities of the Groote Archipelago Regional Council area.
- Demonstrated understanding of, and respect for, Aboriginal cultures and communities, with the ability to work collaboratively and in a culturally respectful manner.

### **Desirable Selection Criteria**

- Current licence and experience operating MR/HR vehicles and earthmoving equipment, including backhoes, loaders, and graders.
  - Experience using technical software applications such as AutoCAD and Konect.
  - Demonstrated ability to work effectively in a diverse cross-cultural environment.
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### **Conditions of Employment**

- The role requires travel and overnight stays within the Groote Archipelago region and may occasionally require work outside standard hours to meet operational needs.
- Employees must be willing and able to travel to remote communities by a range of transport options, including four-wheel drive vehicles and light aircraft.

- Employment is subject to a satisfactory Working with Children Check, National Police Clearance, and any other pre-employment screening required for the role.

Groote Archipelago Regional Council is a committed to Equal Employment Opportunity employer.

*Max Duncan*

**Maxwell Duncan**  
**Chief Executive Officer**  
**Groote Archipelago Regional Council**