

Position Description

Manager Transport Infrastructure

Directorate	Infrastructure & Assets
Business Unit	Transport Infrastructure
Location	Council Works Depot, Yass
Award Band	Professional/Specialist Band 3/Level 3
Position Number	461039
Grade	22
Date position description approved	December 2025

Council Overview

Yass Valley Council is a local government organisation employing over 150 staff and with an annual budget of \$50 million. Yass Valley Council (YVC) is managed by the Chief Executive Officer and three Directors. This management team ensures the continued delivery of excellent services and optimum infrastructure to residents and visitors. The three Directorates of YVC are Corporate and Community, Planning and Environment, and Infrastructure and Assets.

The Infrastructure & Assets Directorate comprises of Water & Wastewater, Engineering Services, Transport Infrastructure and Waste & Facilities. The role of Manager Transport Infrastructure is located within the Transport Infrastructure business unit.

Council Vision

“To build and maintain sustainable communities while retaining the region’s natural beauty”.

Council Values



Primary Purpose of the Position

To plan and deliver capital works and maintenance activities within the Yass Valley Council area for transport and stormwater infrastructure assets. This role will be required to provide maintenance and construction advice on roads and stormwater assets across the whole of Council.

Key Accountabilities

Within the area of responsibility, this role is required to:

- Plan and deliver capital works and maintenance activities across the Yass Valley Council local and regional road networks.
- Plan and deliver capital works and maintenance activities for Council's stormwater and drainage assets.
- Provide strategically focused and decisive leadership to the section.
- Provide effective financial management of the section's budget.
- Maintain and promote Council's culture of customer service.
- Lead continuous improvement in performance, safety and quality.
- Lead the delivery of road maintenance works through effective workforce, project planning and contract management.
- Actively participate in the use and development of asset management strategies, plans and principles.

The Director may direct the Officer to carry out other duties within the limits of the employee's skill, competence and training.

Organisational Accountabilities

Code of Conduct: Comply with the minimum standards of conduct expected of employees as set out in Council's Code of Conduct.

Customer Service: Present a positive image of Council and provide an effective service to Council customers, the community and internal customers.

Equal Employment Opportunity: Promote a workplace free from discrimination and harassment by treating all colleagues and customers with respect and professionalism without regard to background or irrelevant personal characteristics.

Policies and Procedures: Comply with all Council's policies, procedures and guidelines.

Workplace Health and Safety: Take reasonable care for the health and safety of self and others. Comply with any reasonable instructions, policies and procedures given by Council.

Key Challenges

- Influencing change to improve delivery management systems in the application of a council-wide prioritisation framework, including keeping abreast of best practice asset and project management principles to maintain a transparent decision-making framework.
- Managing the ongoing road delivery of large and diverse asset portfolio, potentially across Division boundaries, including assets and capital infrastructure in a sensitive environment, including community groups and asset users.

Key Internal Relationships

Who	Why
Director	Receive guidance and support, provide advice and exchange information
Managers in Infrastructure and Assets Division	Provides the key link within the Infrastructure and Assets
Project teams	Provide guidance support, exchange information and facilitate professional development
Accounting and communication staff	Receive guidance and support in relation to financial management and community engagement
All other staff	Consult and advise on project scoping, planning and reporting

Key External Relationships

Who	Why
Community	Consult with and advise on project scoping and planning for Roads Delivery
State and Federal governments	Consult with and report on funding for road delivery infrastructure projects

Key Dimensions

Decision making

The incumbent has the authority to take any reasonable steps to ensure the achievement of agreed objectives set out in the relevant business plan. The role may have delegations from the General Manager as set out in an instrument of delegation. All decisions must be in accordance with legislation and Council policies and procedures. Decisions should also be consistent with the objectives of Council's strategies and plans.

All staff have the power to stop work in circumstances that are deemed an immediate risk to health and safety until a satisfactory resolution is agreed and implemented.

Reports to

Director Infrastructure & Assets

Direct reports

Support Officer Transport Infrastructure

Coordinator Transport Infrastructure - Sealed

Coordinator Transport Infrastructure - Unsealed

Transport Infrastructure Project Officer

Indirect reports

Budget (operating and capital expenditure)

As per allocated projects and operational budget

Essential Requirements

- Degree qualification in a relevant field and/or a minimum of five years' experience in the delivery of infrastructure maintenance and construction.
- Demonstrated experience in a leadership role.
- Demonstrated experience in asset, project and contract management, Work Health and Safety, construction standards and maintenance planning.
- In-depth technical and operational knowledge of road construction, road and drainage maintenance, and stormwater operations.
- Demonstrated commitment to the professional development of staff including the development and implementation of individual work plans.
- Proven ability to manage staff and contractors in the delivery of projects.
- A current class 'C' driver's licence.

Approval History

Stage	Date	Comment	MagiQ Reference
Updated	9 December 2025	Organisation Restructure	

Ownership and Approval

Responsibility	Role
Author	Director Infrastructure & Assets
Approver	Director Infrastructure & Assets