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**POSITION DESCRIPTION**

**POSITION TITLE** MANAGER ENGINEERING SERVICES

**DEPARTMENT**  INFRASTRUCTURE AND ENGINEERING SERVICES

**REPORTS TO** DIRECTOR INFRASTRUCTURE AND ENGINEERING SERVICES

**STATUS** FULL TIME

**HOURS OF DUTY** MONDAY - FRIDAY

8.00AM – 4.30PM

**GRADE** 19 Entry - Step 5

(Plus Civil Liability Allowance)

On-Call Roster

Leaseback Motor Vehicle Available

**LOCATION** NARROMINE SHIRE DEPOT

**LAST PD REVIEW** AUGUST 2016

**POSITION OBJECTIVE**

The objective of this position is to contribute to the overall effectiveness of Council by coordinating Council’s asset registry, inspection programs, investigations, assessment analysis, planning and reporting as well as developing appropriate annual and long term works programs, resourcing strategies and maintenance schedules.

The position is responsible for Council’s plant and fleet, procurement, Engineering Services Contractor Management, Contract Administration, project concept planning, Investigations and Design and Program Strategic planning, Emergency Services, Workshop and Depot Management and Stores function.

To provide a high quality level of customer service to Narromine Shire Council’s internal and external stakeholders in a professional and courteous manner, by managing and responding to their requests and enquiries

**KEY ACCOUNTABILITIES AND DUTIES**

* Identification and coordination of all asset registers ensuring they are kept up to date with data for strategic and operational use from both an engineering (attributes, condition, etc) as well as from a financial (capital value records, depreciation, revaluation, etc) perspective for their full lifecycle. Assets classes include:
* Roads, bridges, footpaths, car parks, street lighting and road furniture;
* Rural and urban stormwater drainage;
* Water and sewerage;
* Buildings, furniture and furnishings;
* Aerodromes and airstrips;
* Fleet, plant and equipment;
* Waste facilities;
* Recreational areas including parks, ovals, gardens and open spaces;
* Swimming pools, cemeteries, showgrounds and saleyards;
* Trees;
* Land; and
* Office equipment including computerised systems.
* Development of asset management strategies and plans in conjunction with Director and Engineering managers.
* Development of an asset management system for all of Council’s infrastructure that incorporates maintenance and service levels and programs for forward planning of maintenance and capital works.
* Develop 10 year Capital, renewals and maintenance programs in conjunction with Director and Engineering Managers.
* Responsible for project concept planning, investigation and design services and preparation of Project Plans for capital works.
* Ensure mapping and location of assets are recorded accurately, condition inspection programs are developed and undertaken with assistance of the Asset Engineering Officer and Asset Inspector.
* Understanding of best practice maintenance and asset replacement methods.
* Work closely with all departments to achieve the overall objectives of Council’s Asset Management Strategy, Policy and Plans.
* To facilitate the provision of present and future services required by the Community versus the cost of provision in conjunction with relevant Directors and Managers.
* Asset planning including risk, financial, asset management and identification of service funding gaps.
* Strategic road use, optimisation of road system/best practices.
* Manage Authority Work Order System
* Ensure procurement, engineering services contractor management and Contract administration is undertaken in accordance with legislation and policy.
* Maintain Contracts register.
* Assist the Director with Emergency Services management (RFS, SES)
* Develop a 15 year plant replacement program.
* Work closely with all Directors and Managers when finalising budget and Financial Statement preparation.
* Input into Integrated planning review of funding options.
* Assist in the implementation of Quality Management Systems.
* Overseeing that Milestone inspections are undertaken by the Asset and Quality Inspector to ensure correct work methods and techniques are applied to achieve project objectives.
* Preparation and maintenance of Council’s Asset Insurance Schedules.
* Have an understanding of the social and political context of Local Government environment.
* Attend and contribute to community consultation meeting as required.
* To ensure that all customers are addressed in a professional and caring manner.
* Any other duties within the skills of the position as directed by the Director.
* Comply with the obligations under the Workplace Health and Safety Act and the Workplace Injury Management and Workers Compensation Act 1998.
* Comply with Council’s Code of Conduct, WHS and EEO policies.
* Adhere to Council’s policies and procedures.
* Other targets as agreed.

**DELEGATIONS OF AUTHORITY**

* Authorise expenditure within designated budget up to approved level

**GENERAL DUTIES/RESPONSIBILITIES**

* Lead and provide direction for the Engineering Services Team.
* Identification, coordination and maintenance of all asset registers.
* Development and maintenance of asset management strategies and plans.
* Develop 10 year Capital, renewals and maintenance programs in conjunction with Director and Engineering Managers.
* Project concept planning, investigation and design services and preparation of Project Plans for capital works.
* Comparison of estimated and actual performance and identification of improvement opportunities.
* Develop a 15 year plant replacement program.
* Utilise appropriate communication and decision making mechanisms with staff, colleagues and contractors/consultants.
* Ensure the store is functioning to a satisfactory standard and stock is available within budget restraints
* Assist the Director with Emergency Services management (RFS, SES)
* Be prepared to undertake any training considered necessary for the position, and train others in your own areas of experience and expertise.
* Respond to enquiries from the Community in a courteous and timely manner.
* Ensure quality customer service is a primary focus in all activities.
* Promote the image of Council as courteous, responsive and efficient.
* Ensure work practices and work environment meet statutory and corporate Work Health Safety requirements.
* Comply with Council’s Equal Employment Opportunity policy.
* Comply with Council’s Code of Conduct.

**SELECTION CRITERIA**

**Essential**

* Bachelor Degree in Accounting or Civil Engineering, or Asset Management Qualifications.
* Minimum 2 years’ experience in a related role.
* Sound working knowledge of asset management principles.
* Ability to lead a team, promote innovation and business improvement.
* Excellent written and verbal communication skills.
* Strong computer literacy with experience working with a computerised asset management package such as Civica Authority, along with high level competency in Microsoft office applications and GIS experience.
* Excellent research and analytical skills together with the ability to solve problems using own initiative.
* Self-motivated with the ability to work as a team member, whilst producing high quality work under pressure and meeting deadlines.
* Class “C” drivers licence.
* OHS Construction induction (White) card.
* Working knowledge of technical specifications, project scheduling techniques, project cost estimating and project management.
* Knowledge of Quality Assurance processes and systems.
* Thorough knowledge and understanding of WHS requirements.
* Experience in establishing and managing a budget that supports Council’s strategic and corporate directions, including consultation with various work teams, accountability for expenditure and revenue, and participation in forecasting and budget management processes.
* Strong organisation and time management skills.

**Desirable:**

* Knowledge of Local Government financial modelling.
* Post-graduate qualification in Asset Management or a related discipline

**Acknowledgement**

I have read and understood the contents of this position description and accept the following:

* This position description is not to be considered as a complete list of responsibilities and that other duties may be required consistent with my grade/classification from time to time.
* My position is dynamic and that continuing development, change and improvement of processes, practices, knowledge, skills and behaviours is expected by Narromine Shire Council.
* My position will develop over time and this position description will facilitate this development as a ‘living document’ that I will actively invest in.

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| **Signed**  **\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_Date\_\_\_\_\_\_\_\_\_\_\_\_**  **Employee** | **Signed**  **\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_Date\_\_\_\_\_\_\_\_\_\_\_\_**  **Supervisor** |