



BLAND SHIRE COUNCIL POSITION DESCRIPTION

Position Title: Manager Engineering Services	Directorate: Assets and Engineering Services
Classification: Grade 19 in Council's Salary System	Location: Council Offices, Shire Street
Basis of Employment: Full Time, 35 hours per week	Reports to: Director Assets & Engineering Services
Award: Local Government (State) Award	TechOne Ref: 4011

Primary Objective:

To efficiently and effectively manage the engineering services function of Council with an emphasis on creating and sustaining a culture of continual improvement, innovation and efficiency.

Duties. Shall include but not be limited to:

- Assist the Director Assets and Engineering Services in managing the Asset and Engineering Services Department, sometimes by direct control of various sections.
- Stand in for the Director Assets and Engineering Services when required.
- Assist the Director Assets and Engineering Services in managing the day to day processing of reports, submissions and general paperwork.
- Assist the Director Assets and Engineering Services in preparing the annual and long term budgets.
- Prepare and monitor the budget for the area under control.
- Look after the security of Council assets, mainly the large structures like the Council's administration building.
- Provide technical advice and support to various teams and supervisors.
- Prepare, review, call and select tenders, quotations, annual rates, as per Council's policies and procedures.
- Prepare submissions, grant funding applications, annual returns, acquittals and reports.
- Ensure design and construction of infrastructure complies with legislative requirements, recognised engineering standards and community and Council expectations.
- Liaise and represent Council with Government agencies, community representatives and relevant business and industry groups as required.
- Actively contribute to the Directorate, promote best parties and maintain professional standards and integrity.
- Contribute to the promotion of the image of the Council and the maximisation of good public relations.
- Take reasonable care for the health and safety of yourself and others who are at the place of work.
- Co-operate with council or others so far as necessary to enable compliance with any requirements under WHS legislation.
- Comply with WHS and EEO policies and procedures.

Key Performance Indicators:

- Delivery of works projects to required quality and standards, within the approved budget and within agreed timeframes.
- Effective management and implementation of Capital Works Programs.
- SIMC performance reports.
- All required plans including WHS, environmental, quality assurance and security are developed, implemented and reviewed within the required timeframes.
- Reduction in customer complaints.
- High level of confidentiality maintained.
- Attainment of budget targets both in terms of outputs and financial constraints.
- Responsibility area objectives achieved as outlined in Council's Management Plan.
- High level of participation and commitment to team outcomes.
- Effective and efficient supervision and development of staff, including responsibility and accountability for the health and safety of employees.
- Competency Assessments and Performance appraisals for staff undertaken on time.
- All liaison carried out in a professional manner being a positive ambassador for Bland Shire Council.
- Promote and support the shared values of Council.
- Follow Council's policies and procedures.
- Other targets as agreed between the Director Assets and Engineering Services in performance agreements are achieved.

Key Physical Requirements

Frequent sitting (driving)
 Frequent bilateral gross hand manipulations
 Occasional climbing

Occasional Pushing/pulling
 Occasional bending/stooping
 Occasional Lifting/carrying up to 25kg
 Occasional Confined space entry

(Key = Occasional 1-33%, Frequent 34-66%, Constant 67-100%)

Selection Criteria		
Please address the following:		Weighting 100%
SC1	A relevant Degree or Diploma in Engineering allowing membership to the Engineering Institution of Australia or Institution of Public Works Engineering Australia or similar body. Class 'C' Drivers Licence	Mandatory
SC2	Extensive experience in civil engineering administration works, particularly civil infrastructure, construction, design, contracting and tendering practices. Experience in a local government environment would be advantageous with knowledge of local government legislations, standards and regulations.	30%
SC3	Demonstrated experience in managing project costs and control and developing budgets/estimates for individual projects.	25%
SC4	Leadership and coordination skills, with the ability to stimulate a high level of performance and foster teamwork across a varied and multi-disciplinary workforce.	25%
SC5	Excellent oral and written communication skills, including the ability to produce high quality reports, correspondence and grant funding applications.	10%
SC6	Demonstrated knowledge of and commitment to WHS and EEO principles, practices and legislation.	10%

Authorisation

General Manager: Ray Smith

Date: 31 July 2017

Date originated: October 2014

Date last reviewed: 31 July 2017