Job Title: Coordinator Engineering Operations

Directorate: Engineering Services

Level: Contract

Reports to: Manager Engineering Operations
**RESPONSIBLE FOR**

To effectively Coordinate the Engineering Operations and all activities within that area, providing effective operational support in consultation with the Manage Engineering Operations

To Coordinate the implementation of an overall Asset Management Plan for the Town of Port Hedland in accordance with Council’s strategic and corporate plans for the benefit of the community

To develop the Engineering Operations work programs, in consultation with the Manager Engineering Operations

To supervise and oversee all operational resources, employees and contractors within Engineering Operations area and ensure that all works are carried out to deliver strategic outcomes

To liaise with the Manager Engineering Operations on matters relating to Engineering Operations along with providing operational support and advise to other council employees in the relation to operational maintenance within the Town of Port Hedland

**POSITION ACCOUNTABILITIES**

**KEY RESPONSIBLE AREA** | **ACCOUNTABILITIES**
--- | ---
**Corporate** | Assist the Manager to develop business plans for the unit
 | Assist the Manager to develop policies and objectives for the unit
 | Assist and provide information to the Department’s Annual budget
**Human Resources** | Monitor and review employees performance and provide counseling and advice where appropriate
 | Identify and provide ongoing training and development of departmental employees
 | Assist in the recruitment and selection of Department employees
 | Provide new Department employees with an effective induction program
 | Develop and maintain a sense of loyalty and team ownership between members of the Department
 | Ensure all Town of Port Hedland employees and Contractors (as applicable) are given formal induction programs in records management and understand Information Services procedures and responsibilities that pertain to them
**Customer Service** | Coordinate and managing the Town’s Engineering maintenance programs according to the needs of the Town by prioritising the importance of tasks required
 | Develop harmonious relationships with all customers, internal and external

**Friday, 12 April 2013**
Treat all customers with professionalism and dignity

Promptly attend to customer enquiries in a courteous and effective manner

Participates in growing the business by ensuring all customer points of contact are dealt with in a friendly timely and efficient manner

Participates in the ongoing improvement of business processes by implementing and recommending improvements to systems and processes

Awareness of working with a diverse workforce

**Technical Outcomes**

Coordinate all employees in the Engineering Operations area on a daily basis to ensure and maintain a safe and amicable work environment

Coordinate and control the delivery of capital works and maintenance programs in line with the approved annual budget

Coordinate and supervise all burials at Council's cemetery

Report on progress of the Engineering Operations matters and actions undertaken to the Manager Engineering Operations

Coordinate and develop detailed operational maintenance programs for the Engineering Operations area to ensure all work is carried out using relevant technical practices in accordance with relevant legislation, regulations and prevailing Council policy and procedures and monitor workflow

Be responsible under general direction of Manager Engineering Operations for the successful outcomes of the Engineering Operations unit

Be involved under the general direction of the Manager Engineering Operations in the formulation and implementation of new Council policies and procedures in relation to the Engineering Operations associated areas

**Administration**

Assist in the preparation of annual budget submissions for Engineering Operations with the Manager Engineering Operations

Assist in the control and monitor budget expenditure for Engineering Operations under general direction of the Manager Engineering Operations

Assist in the preparation of agenda items and detailed reports relevant to Engineering Operations under general direction of the Manager Engineering Operations
Ensure that materials, parts and services are purchased in a cost efficient manner according to ongoing needs of the Engineering Operations

Ensure accountability and whereabouts of all operation tools and maintenance equipment relating to Engineering Operations

Undertake administration duties including timesheets, record keeping and work requests relating to the Engineering Operations

### People

Works to create a great team environment through effective team communication and relationship building skills

Participates in the Performance Review and Assessment process

Undertakes development and training as agreed for career and personal development initiatives

### Occupational Health & Safety

Ensure that, where practicable, Unit employees are not exposed to hazards

Ensure that accidents and significant incidents are properly and promptly reported

Ensure that relevant employees are consulted with regards to changes to premises, plant and equipment which may/will impact on their safety, health and the environment

Ensure that plant and equipment provided is in good condition and suitable for the purpose for which it is to be used

Ensure that there is competent and sufficient supervision to facilitate the work to be carried out in a safe manner.

Ensure that any contractor engaged for the area of authority operates in accordance with Council’s required safety and environmental standards

Comply, as far as is reasonable, with safety, health and environment instructions

### Quality

Comply with relevant legislation regarding documentation and record keeping

Undertake quality audits as requested

Ensure compliance with all relevant legislation, policies and guidelines

Advise Manager Engineering Operations of identified improvements that can be made within Department
Position Description – Coordinator Engineering Operations

(Note: The above key duties and responsibilities are in accordance with the broad banding principles of the Collective Agreement. They are not an exhaustive list of duties and responsibilities of the position).

QUALIFICATIONS, SKILLS & EXPERIENCE

- Demonstrated supervisory skills
- Sound public relations skills
- Well developed time management and organisational skills
- Strong leadership and team building skills
- Highly developed interpersonal, verbal and written communication skills
- ‘C’ or HR class driver’s licence
- Certificate of Civil Engineering/Construction or equivalent demonstrated experience and background
- Previous experience in Engineering operations at a supervisory level
- Working knowledge of Occupational Health and Safety Regulations
- Knowledge of Council’s organisational structure, functions and policies
- Broad understanding of the role requiring engineering standards and techniques
- Sound knowledge of minor works contract administration
- Working knowledge of cemetery operations and practices
- Comprehensive knowledge and experience in civil works, construction and maintenance activities, particularly roads, drainage, footpaths and plant/equipment operations
- Basic Worksite Traffic Management and Traffic Control qualification
- Current Senior First Aid qualification
- Ability to manage conflicting priorities and make decisions

ORGANISATIONAL RELATIONSHIPS

Reports directly to:
Manager Engineering Operations

Internal Stakeholders:
Directors
Senior Management
Coordinators and employees
Other relevant internal stakeholders

External Stakeholders:
Relevant external stakeholders and other government authorities and departments

EXTENT OF AUTHORITY

This position will be required to exercise a degree of autonomy but works under limited direction of the Manager Engineering Operations, and within established guidelines and policies of Council and relevant statutory requirements. This position has the authority for the Coordination of Engineering Operations employees and contractors on a daily basis

Friday, 12 April 2013
Position Description – Coordinator Engineering Operations

This position may give direction (either directly or indirectly) to:

- Engineering Operations employees and other employees when requested
- Contractors

Delegation

- Purchase orders to the value of $10,000
- Any other delegations as per the delegation register

This position is required to undertake problem solving by:

Exercising initiative/judgement within documented techniques, precedents and guidelines
Assistance is available when required

This position may make recommendations on:

- Employee issues and operational concerns
- Suggested Capital and/or operational items for inclusion into budget submissions
- Operation in the Unit’s structure and its effectiveness
- Recruitment and development of Unit staff
- Systems and procedures that impact on the provisions of quality service to internal/external customers

SELECTION CRITERIA

Essential

- Demonstrated supervisory skills
- Sound public relations skills
- Well developed time management and organisational skills
- Strong leadership and team building skills
- Highly developed interpersonal, verbal and written communication skills
- ‘C’ or HR class driver’s licence
- Certificate of Civil Engineering/Construction or equivalent demonstrated experience and background
- Previous experience in Engineering operations at a supervisory level
- Working knowledge of Occupational Health and Safety Regulations

Desirable

- Knowledge of Council’s organisational structure, functions and policies
- Broad understanding of the role requiring engineering standards and techniques
- Sound knowledge of minor works contract administration
- Working knowledge of cemetery operations and practices
- Comprehensive knowledge and experience in civil works, construction and maintenance activities, particularly roads, drainage, footpaths and plant/equipment operations
- Basic Worksite Traffic Management and Traffic Control qualification
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Friday, 12 April 2013
This Position Description is indicative at this point in time. It is envisaged that the position will be reviewed in the next twelve months.

POSITION DESCRIPTION ADMINISTRATION

<table>
<thead>
<tr>
<th>Prepared By:</th>
<th>Human Resources</th>
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<tbody>
<tr>
<td>Manager:</td>
<td>Manager Engineering Operations</td>
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<tr>
<td>Director:</td>
<td>Director Engineering Services</td>
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<tr>
<td>Reviewed Date:</td>
<td>October 2012</td>
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