



Position Description

Job Title	Executive Engineer / Manager of Roads and Bridges
Division	Engineering Services
Position Number	ES20
Status	Permanent Full time
Reports To	Director of Engineering Services
Grade	Salary Package
Date revised	31/10/17

Position Summary

Coonamble Shire Council's goal is to maintain and improve the services it provides to ratepayers through the effective and efficient management of assets, resources and the environment in response to Community needs. The Council is focused on the provision of customer service and professional excellence.

This position exists to ensure the effective construction and maintenance of roads, bridges and other engineering infrastructure within the Shire's boundaries.

Objective

To manage the construction and maintenance of Council's state, regional and rural roads, bridges and engineering infrastructure, including stormwater and provide related services to internal and external customers to ensure effective, efficient and timely delivery against and achievement of the Council's relevant strategic objectives

Key Responsibilities	Performance Indicators
Manage the Roads and Bridges department on a day to day basis, including supervisors and contractors and associated processes.	Effective and efficient operation of the department's functions and processes including staff supervision.
Management and effective supervision of staff, including monitoring performance, encouraging development and continuous improvement and development of suitable work plans.	<p>Staff complies with all Council policies and procedures.</p> <p>Annual staff appraisals conducted and poor staff performance is managed with direction from Director / General Manager as arises.</p> <p>Set departmental goals, developing work plans and equitable distribution and delegation of workload.</p>
Ability to lead and positively influence work groups and individuals.	Display leadership qualities through personal integrity and ability to develop others.
Identification of actions to implement the goals outlined in Council's Delivery Plan and Integrated Planning Process.	Actions and reporting on goals in Council's Delivery plan and IP&R process are met within position scope and oversee those delegated to other staff within the department.
Manage Council's assets through management and asset plans, and the implementation of those plans.	Management plans are developed and reviewed annually.
Annual budget estimates and costs are developed for own department. Department is operated within budget constraints.	<p>Budget estimates and forecasting are accurate and responsive to organisational requirements.</p> <p>All operational activities are maintained within the annual budget.</p>
Assistance with preparation of quarterly and annual reviews of performance against budget and financial performance reporting to relevant staff.	All financial transactions are reviewed, compared with budgetary requirements and reported to relevant staff as required.
Ensuring that accounting transactions and records are in accordance with the Local Government Act and Financial Regulations.	Records and data entry is correct, accurate and current at all times and adheres to Local Government Act and financial regulations.
Development and implementation of Council's policies and procedures in conjunction with other departments.	<p>Development and implementation of Council's policies, programs and procedures in consultation with other Council departments.</p> <p>Ensure compliance with Council's policies and procedures.</p>
Ensure Council's compliance with legislation and regulations within the scope of the position.	Oversee the compliance of Council with legislation, regulations and codes of practice.
Oversee the department's compliance with Council's record management systems	Records are kept to the standards required in Council's Records Management Plan and other appropriate policies and procedures.

Key Responsibilities	Performance Indicators
Ensure that the identification, planning and scheduling of workforce, related materials and physical resources is effectively completed and that resulting works undertaken, achieve desired financial and practical results within timeframes	<p>Identification of major engineering and construction works. Sound planning and project management of works. Successful implementation and completion of construction works.</p> <p>Works are completed with a low margin of financial variation.</p>
Ensure all documentation is efficiently handled, accurate and meets agreed quality, safety, professional and contractual standards	<p>Oversee the completion of documentation and contractual requirements, including those associated with the RMS, contracts and regulatory bodies.</p> <p>Compliance with statutory, regulatory and engineering standards and obligations is maintained.</p>
Action all internal and external operational requests appropriately and provide technical and engineering advice to other departments as necessary	Sound technical advice is provided in a timely manner.
Accurately and effectively secure and brief engineering consultants to undertake projects as required	Appropriate consultant is engaged when cost effective and provided with a clear project brief.
Assist Project Engineering/Finance in the valuation and revaluation of Council's roads and bridges assets, the provision of relevant data and the maintenance of asset management plans and systems.	Substantial contribution towards providing information to ensure that asset valuation and forecasting is accurate and responsive to organisational requirements, and maintenance of assets is financially accounted for.
Assess the accuracy of Request for Proposals (RFP) and Requests for Tender (RFT) documentation and adjust/minimise risk as necessary. Participate in Tender evaluation with probity.	<p>Analysis is completed with a high degree of skill and conclusions / recommendations can be substantiated. Procurement is within Council's policies and procedures.</p> <p>Tender process complies with all Council's policies and procedures and Local Government Act and relevant legislation.</p>
Act as Contract Manager for Council's contract to provide services to NSW RMS (RMCC) for State Highways and similar contracts – programming, planning, budgeting and execution.	Existing contracts are maintained and renewed. New contracts are sought and successfully obtained. Council complies with contract specifications and documentation.

Key Responsibilities	Performance Indicators
Advise on civil construction surveys, estimating/costing, quantities, design, soil and materials testing and performance management.	High standard of technical knowledge to design and inspect works in relation to design and construction specifications and identifying defects.
Ensure that all critical processes and procedures are documented	Standard operating manuals are developed and maintained if appropriate. Completing documentation and contractual requirements, including those associated with the RMS, contracts and regulatory bodies.
Provide excellent customer service to both internal and external customers	Communication and service delivery to internal and external customers is of the highest standard
Prepare information and compile reports as requested.	Reports and information provided is accurate, discrepancies documented and are of a high standard.
Ensure safe work practices including the development and implementation of safe work method statements, risk assessments, injury and incident reporting and other WHS requirements for own area of work.	Documented SWMS, risk assessments and other risk management documents developed and implemented. All accidents, incidents and near misses reported within correct timeframe.
Oversee contractor compliance with all WH&S and environmental programs and procedures on projects and maintenance within position scope.	Contractors and external services comply with all Council policies and procedures within position scope.
All procedures, process and behaviour complies with the Council's Code of Conduct, EEO and Anti-discrimination principles	Conduct yourself in a professional manner with both internal and external customers that also adheres to Council's Code of Conduct.
Any other duties as directed by Director of Engineering Services.	Duties completed as instructed

Core Capabilities & Selection Criteria

Ability to manage the key responsibilities for this position and obtained the essential technical requirements as outlined in this position description

Ability to think strategically and with common sense

Ability to achieve results with a businesslike approach

Ability to develop productive working and interpersonal relationships, including team, negotiation and conflict handling skills

Demonstrated drive and integrity

Ability to communicate effectively (Oral and written skill)

A sound knowledge of the need to work safely, including WH&S and good environmental awareness

Cultural awareness and sensitivity towards equity and diversity

Technical Requirements	Personal Attributes
<p>Essential Requirements</p> <p>Degree in Civil Professional Engineering from an Australian University, or a recognised overseas equivalent</p> <p>Professional Membership of the Institute of Engineers of Australia and the IPWEA</p> <p>Demonstrated experience in a similar role, (5-10 years), especially in managing or supporting road and bridge construction and/or maintenance, using best practice civil construction</p> <p>Experience in application of various road construction and rehabilitation techniques, including low traffic volume and low cost solutions for unsealed, natural formation works; Contracting to RMS or similar experience</p> <p>Demonstrated ability to use MS Word, Excel Outlook and Access and to operate job related software e.g. Civilcad, Autocad, Mapinfo etc</p> <p>Class C Drivers Licence</p>	<p>Essential Requirements</p> <p>Australian resident or equivalent or holding a visa allowing employment in Australia</p> <p>Sufficiently fit to carry out any safety drill or rescue duty that may arise</p> <p>Ability to adapt to change</p> <p>Excellent interpersonal and team/ leadership and instructional skills</p> <p>Desirable Requirements</p> <p>Ability to be flexible and display tolerance.</p> <p>Effective public relations skills.</p> <p>Good judgment and problem solving capabilities</p>

Technical Requirements	Personal Attributes
<p>Knowledge/experience of Local Government</p> <p>Demonstrated effective staff management</p> <p>WH&S Construction Induction (White)Card</p> <p>Sound communication and negotiation skills.</p> <p>Sound numeracy, literacy and computer skills</p> <p>Willingness to be accountable and operate in a transparent fashion.</p> <p>Select/Modify Traffic Control Plans (Red card)</p> <p>Design & Inspect Traffic Control Plans (Orange Card)</p> <p>Desirable Requirements</p> <p>Awareness of the Council area and decision making environment.</p> <p>Strong analytical skills with recognition of the many ways things can be achieved.</p> <p>Sound knowledge of legislative requirements</p> <p>Completion of relevant training courses and Certificates.</p>	

Organisational Relationships and Delegations

Engineering Services Department

All Council Departments

Specialist Contractors

General Public/Facility Users

Delegations: Nil

I acknowledge and understand the requirements of the role as contained within this position description.

Signed:

Name:

Date: