



Position Description

POSITION TITLE:	Works Engineer
DEPARTMENT:	Engineering Services
SECTION:	Infrastructure Services
CLASSIFICATION:	Band 3 Level 2 Grade 15
REPORTS TO:	Manager Infrastructure Services
DATE OF LAST REVIEW:	1 July 2024

PURPOSE OF THE POSITION

- Lead all maintenance activities for planned and reactive road, drainage, structures and traffic facilities maintenance
- Customer request management
- Deliver Capital Programs for Infrastructure Services
- Public liability claims investigations and reporting
- To plan and coordinate regular routine defect inspections of Council assets in particular transport related assets to meet agreed inspection timeframes (SLA's) and/or Asset Management Plans
- Manage Council's Maintenance Management System (MMS)
- Based on the inspections raise a defect in the MMS, coordinate and schedule maintenance or refer to others for decision
- Assist in the preparation of annual works programs including patching and reseals
- Supervise contractors to undertake routine and annual maintenance programs
- Deliver capital works for time/cost/quality
- Coordinate in the handover of assets back to Assets Section, WHS practices and works reporting
- Liaise with other Council sections to achieve Council objectives
- Present a positive image and provide excellent customer service relations.

SELECTION CRITERIA

Essential

1. Degree qualifications in Civil Engineering and relevant experience in the construction and maintenance of roads and related facilities and stormwater drainage. Alternatively, a Civil Engineering diploma qualification or similar with extensive civil construction and maintenance experience will be highly regarded.
2. Experience in developing forward works programs, project management, contract management for civil works (including associated administration), community consultation, project scoping and quantity surveying including preparation of detailed estimates.
3. Demonstrated experience in Local or State Government construction and maintenance relating to roads, bridges, bitumen sealing, unsealed roads, asphalt, traffic facilities and stormwater drainage including management of in-house resources and contractors.
4. Demonstrated experience in delivering efficient and effective construction and maintenance services, to agreed levels of service whilst managing customer expectations.
5. Sound experience in the interpretation and application of Engineering plans and specifications and statutory requirements.
6. Demonstrated knowledge and practical experience in bitumen sealing practices and design.
7. A demonstrated high level of computer literacy (word processing, spreadsheets, databases, asset management systems).
8. Ability to maintain a high quality and quantity of work output in an environment of change.
9. Demonstrated sound conflict resolution skills and the ability to negotiate successful outcomes.

10. Knowledge and experience of managing risk and applying Workplace Health and Safety using safe systems of work.
11. Current NSW Drivers Licence
12. White Card – Construction Induction

Desirable

13. Knowledge and experience in managing risk and managing workplace health and safety using safe systems of work in road construction and maintenance activities including; Pedestrian and vehicular traffic management, Confined Spaces, Overhead and Underground Assets, Excavation and Working with Hazardous Substances.
14. Practical use and knowledge of Corporate Systems including Enterprise Resource Planning and Customer Relationship Management System (Financial Management, Asset Management, Maintenance Management, Document Management, GIS and Customer Requests).
15. Experience in pavement investigation and design of flexible pavements
16. Demonstrated experience in developing and implementing environmental assessments and management plans and practical knowledge of Local Government Act, Roads Act and Civil Liability Act.
17. Higher qualifications in Leadership and/or Business Management.
18. Demonstrated competency in Prince 2 or equivalent Project Management methodology

KEY RESPONSIBILITIES

Works Management	<ul style="list-style-type: none"> • Effectively lead, motivate, coach and train the Infrastructure Maintenance teams, ensuring safety and quality outcomes are achieved. Management of staff (including direct reports) in accordance with Council Procedures and Policies. Manage the Council resources to deliver on the program, including staff rostering, plant allocation, material acquisition and disposal and contractor contributions • Assist in the development and implementation of prioritised Infrastructure Maintenance Programs for the current and following Financial Years using Council approved systems and local knowledge. Ensure that the civil infrastructure assets are maintained as per approved standards, policies and procedures. • Investigate operational and non-compliance problems, formulate and/or recommend solutions and arrange remedial action, and report systemic issues. Investigate and prepare reports on claims under Public Liability provisions relating to roads, drainage and footpaths. • Monitor expenditures for programs on a regular basis ensuring that costs are allocated correctly and identify, report and manage variations. Identify and provide feedback to Assets branch to assist in preparing annual budgets for maintenance and renewal projects. • Manage internal and external customers ensuring a culture of cooperation with all stakeholders of Council is promoted to meet established service standards. • Manage workplace risk in conjunction with your supervisory staff; minimise Council's liability by developing and implementing Councils safe work systems. • Contract administration in accordance with Procurement Guidelines. • Identify and recommend options for renewal and/or upgrade of assets and maintenance of Roads, Drainage and Traffic Facility Assets to ensure that they are in optimal operating condition. • Ensure compliance with environmental legislation by developing and implementing environmental assessments and management plans. The position will manage operations in accordance with the Local Government Act, Roads Act and Civil Liability Act. Assist with the development of the assets registers, capitalisation of works and provide input into policies
Administrative Support	<ul style="list-style-type: none"> • Undertake general administrative duties including word processing, data entry photocopying and filing • Attend committee meetings as required • Lead team in the use and reporting from Council's MMS • Develop departmental material for use on Council's website as per policy • Produce orders and allocate activity codes to relevant orders • Produce reports as required from computer records • Maintain register of proposed annual works for planned and routine works • Use Council's Geographic Information System to identify parcels of land, locations, road segments etc.
Customer Service	<ul style="list-style-type: none"> • Attend to enquiries and complaints in person and over the telephone • Register complaints into Council's Customer Service Request system • Undertake inspections, report back and close action required from Customer Requests • Operate the computerised mapping system for in-house enquiries

OTHER KEY CORPORATE RESPONSIBILITIES

Work Health and Safety	<ul style="list-style-type: none"> • Follow safe practices/procedures to perform your duties in a manner, so as not to put yourself or others at risk of harm • Participate in development of safe work methods and risk assessments with your supervisor when required; • Actively participate in WHS inductions and training when required; • Wear personal protective equipment (PPE) in the prescribed manner and when specified; • Participate in workplace inspections if required; • Take care of any plant or equipment of any kind, including computer and other telecommunication devices; • Participate in emergency preparedness training, including any required knowledge for business continuity plans • Report all hazards, near misses and damage to Nambucca Valley Council's property to the General Manager (or delegate). • Where required for the position, either by legislation or through Nambucca Valley Council's policies and procedures, maintain all certificates, licences, operative training etc., and advise the General Manager (or delegate) of any change to these, including vehicle licences. • Report all injuries/illnesses to the General Manager (or delegate) immediately; • If injured at work, actively cooperate and participate to comply with obligations imposed under injury management and return-to-work plans where applicable. • Report any potential public liability and professional indemnity exposures in your workplace to the General Manager (or delegate).
Council's Policies and Procedures	Comply with all Council policies and procedures which are relevant to the position. Identify where these are out-of-date and where improvement is needed
Customer Service	Promote a professional and positive image of Council. Take a pro-active approach to providing excellent customer service – to both internal and external customers.
Equal Employment Opportunity	Comply with the requirements of the Anti-Discrimination legislation and Council's policies and procedures relating to EEO and Anti-Discrimination. Take appropriate action to ensure a harassment-free workplace.
Ethical Conduct	Comply with the requirements of Council's Code of Conduct. Take appropriate action to ensure a workplace free from corruption, maladministration and serious and substantial waste.
Environmental Protection	Comply with the requirements of legislation and Council's policies and procedures relating to environmental protection. Take appropriate action to ensure the protection of the environment.
Statutory Obligations	Ensure that all statutory obligations are met in an appropriate and timely manner and are applied fairly and impartially.
Records Management	Ensure that all corporate records are fully and accurately captured and maintained, to comply with legislative requirements and business needs.
Teamwork	Support and promote teamwork through co-operation and communication.

OUTPUT MEASURES

- Timely and accurate preparation of maintenance, construction and financial reports
- Effective and efficient allocation of resources
- Effective use of Council's MMS
- Actual performance reported against SLA's
- Annual maintenance and capital works plans delivered on time, cost quality and safety
- Contractors deliver safe and quality works
- Prompt, courteous and efficient handling of customer requests
- Ensure deadlines for inspections are achieved
- Minimal duplication of duties and processes
- Effective utilisation of resources

COUNCIL VALUES

Council is committed to creating a workplace where staff demonstrate the following values in our behaviour and conduct:

Professionalism	Show drive and motivation, innovation, an awareness of strengths and weaknesses and a commitment to learning
Accountability	Take responsibility for own actions, act in line with legislation and policy and be open and honest
Community Focus	Commit to delivering customer and community focused services in line with strategic objectives
Teamwork	Be a respectful, inclusive and reliable team member, collaborate with others and value diversity
Safety	Strive towards a safety focused workplace culture to ensure the wellbeing of staff, their families and the community
Value for money	Achieve results through efficient use of resources and a commitment to quality outcomes

ACCEPTANCE

I, _____ confirm I have read and understood the Position Description. As the incumbent of this position, I agree to work in accordance with the requirements of the position and will abide by Nambucca Shire Council's policies and procedures.

I understand this Position Description is designed to guide the responsibilities and activities to be undertaken in this position and is not intended to be an exhaustive list. I acknowledge that the organisation, in response to changing priorities, may vary tasks and responsibilities from time to time.

Signature:

Date: