

Coordinator Civil Works

Position Number	1078
Directorate	Infrastructure
Department	Civil Works
Location	Municipal Depot, Selkirk Drive, Horsham
Position Classification	Band 7 Level A
Position Appointment	Permanent Full-time
Enterprise Agreement	Horsham Rural City Council Enterprise Agreement Number Ten, 2022-2025
Reports to	Manager Roads & Facilities

Organisation Values - **FAIR**

Flexibility

We are adaptable to changing circumstances

Accountability

We are responsible for our behaviour and actions

Integrity

We are ethical, transparent and honest in our conduct

Respect

We value diversity and appreciate others and will not tolerate sexual or others forms of harassment

1. Position Objectives

The position plays a key role in the coordination and delivery of civil works across the road maintenance, road construction and urban infrastructure operational streams, to support the maintenance and development of the municipality's built environment and reputation as a desirable place to live and work.

It delivers strong leadership of people and programs, particularly in an environment of efficiencies and innovation and the delivery of Council's strategic vision.

2. Key Responsibility Areas

- In collaboration with the Operations Leadership Team, lead a team of civil operations staff to deliver Council's annual works program, in a timely and accountable manner.
- In close collaboration with the Strategic Asset Management team, support the Manager Roads and Facilities in the development of comprehensive annual programs and projects for the maintenance and development of infrastructure including:
 - urban and rural roads and streets
 - footpaths
 - kerbs and channels
 - drainage systems
 - bridges
 - minor concrete and hard surface works
- Support the Manager Roads and Facilities in the development of budgets and project estimates. Monitor expenditure on maintenance/works programs and the delivery of the Capital Works Program.
- Prioritise program functions and liaise with Team Leaders to manage implementation of activities in accordance with all human resource, budgetary, OH&S, traffic management, environmental, legislative, statutory and relevant service authority standards.
- Provide leadership to civil operations to operationalise Council's strategic direction. In particular, provide leadership and guidance to frontline leaders in the coordination and execution of programs and activities, including day-to-day prioritisation, monitoring, and regular reporting on compliance with the requirements of the Road Management Plan and OH&S regulations and Council's policies, procedures and guidelines.

- Implement human resource processes for Road Maintenance, Urban Infrastructure and Roads Program Teams staff, including annual reviews, training and development needs, mentoring, performance issues, etc.

Other Responsibility Areas:

- Prepare tender and contract documentation and oversee the procurement and management of materials utilised by the Civil Works Unit.
- Provide leadership in the Operations Leadership Team, to ensure efficient sharing of plant and other resources and information, support, assistance and coordination, including the operation of the Council's emergency standby and after-hours callout arrangements.
- Ensure that Council plant and equipment used by the Civil Works Unit are managed, operated, maintained and serviced in line with respective plant maintenance programs to provide reliable, safe and efficient operation, that staff are appropriately trained and inducted in the use of this plant and equipment, and that other assets under control of the position and Council work sites, are kept in an appropriately neat, tidy, safe and secure condition.
- Ensure compliance with relevant legislation, including the Road Management Act 2004, Flora and Fauna Guarantee Act 1988, Emergency Management Act 2013, Local Government Act 2010, Occupational Health and Safety Act 2004 and Environment Protection Act 2017.
- Represent the Civil Works Unit in relevant internal and external meetings and promote the operations and activities of the Unit.
- Achieve a high level of customer service, including oversight of responses to the Customer Request Management system.
- Provide regular, minimum monthly, internal verbal and written reports, and reports to Council (and external bodies) as required on progress and issues relating to the program area.

Note: In accordance with award provisions, Council may direct an employee to carry out such duties as are within the limits of the employee's skill, competence and training, provided such duties do not promote a narrowing of the employee's skills base.

3. Occupational Health and Safety (OH&S) Responsibilities

- Ensure training for self to maintain awareness of current requirements and practices
- Provide leadership through the promotion of safety.
- Provide appropriate supervision to employees.
- Provide information and instruction.
- Ensure appropriate training is provided.
- Encourage and support the reporting of incidents and hazards both in the Fleet unit and other departments.
- Ensure the provision of safe equipment.
- Ensure appropriate PPE is always worn.
- Ensure compliance with Safe Work Method Statements and procedures.

4. Accountability and extent of Authority, Judgement and Decision Making

- Responsible to the Manager Roads and Facilities for the satisfactory completion of all duties within the set time schedule; to the appropriate standard and in a safe and efficient manner in accordance with the Occupational Health & Safety Act, regulations and requirements and Council policies which apply. Guidance and advice are usually available with regard to any matter.
- Freedom to act is governed by policies, objectives and budgets with regular reporting to the Manager Roads and Facilities to ensure achievement of goals and objectives. Decisions and actions taken may have a significant effect on the programs or projects being managed or on the public perception of the wider organisation.
- The nature of the work is often specialised and methods, procedures and processes are generally developed from theory or precedent. The application of these established techniques to new situations, and the need to recognise when these established techniques are not appropriate, will influence how problems are solved.
- Overall responsibility for the quality, effectiveness, cost and timelines of programs, projects and work plans are undertaken by the Civil Works Unit, together with the safety and security of personnel, plant and other assets overseen by the position.

5. Skills and Knowledge

- Technical knowledge and understanding of engineering and capital works principles and the ability to analyse and interpret technical and financial data.
- Understanding of current works program efficiencies and the ability to adapt and respond to changing environments.
- Knowledge of OH&S legislation, systems and practices
- Practical knowledge of plant/equipment operation, care and management.
- Knowledge and understanding of the Road Management Act and municipal works processes with the ability to interpret and apply requirements and provide solutions.
- An understanding is required of Council's Strategic direction, long term HRCC goals, values and aspirations and of the legal and political context in which HRCC operates.
- Knowledge of the principles and practices of budgeting and relevant accounting and financial procedures is required, together with familiarity of their application.
- Capacity for innovation, particular in an efficiencies and change environment.

6. Management and Administrative skills

- Ability to manage time, set priorities and plan and organise one's own work, and where appropriate that of other employees, so as to achieve specific and set objectives in the most efficient way possible within the resources available and within a set timetable despite conflicting pressures.
- Understanding of personnel policies and practices and the ability to implement relevant aspects, including:
 - Awards
 - Equal opportunity and occupational health and safety policies
 - Recruitment and selection procedures and techniques
 - Position descriptions
 - Employee development schemes and long term staffing strategies
- Excellent computer skills and ability (Microsoft Office suite).
- Excellent administrative skills with the ability to produce effective written documentation.

7. Interpersonal skills

- Excellent oral and written English skills, including the ability to prepare reports of a standard suitable for submitting to Council, and writing letters to members of the public.
- Excellent personal presentation and the ability to deal courteously and efficiently with the public, counterparts in other organisations to discuss and resolve specialist problems, and with other employees within the organisation to resolve intra-organisational issues.

- Excellent leadership and supervisory skills encompassing the ability to motivate and develop employees, work co-operatively with others and discuss and resolve issues in a positive and constructive manner.

8. Qualifications and Experience (Selection Criteria)

- Completion of a relevant engineering degree or similar, or diploma course with several years of subsequent experience in coordinating and leading a team of staff in municipal works or relevant maintenance or construction activities.

OR

- Completion of a relevant diploma and several years' relevant experience.

OR

- Completion of a relevant certificate with extensive (10+ years) relevant experience.
- Experience in the implementation/programming and supervision of municipal works relevant maintenance or construction activities.
- Current driver's licence

9. Organisational Relationships

Reports to:	Manager Roads and Facilities
Supervises:	Team Leader Road Maintenance Team Leader Urban Infrastructure Team Leader Roads Program
Internal Liaisons:	Strategic Asset Management Team Project Management Team Other Coordinators and Team Leaders Director Infrastructure Other Infrastructure employees/staff Depot staff (administration) Customer Service
External Liaisons:	The public Key stakeholders including VicRoads Contractors

10. About Horsham and Horsham Rural City Council

Horsham Rural City is a vibrant, multi-cultural community situated in the heart of the Wimmera region of Victoria, approximately 300 kilometres north-west of Melbourne. The municipality has a population of approximately 20,000, covering an area of 4,267 square kilometres, with approximately three quarters of residents living within the urban area of Horsham.

Horsham is the major provider of retail, community and government services in the Wimmera, with dryland and broadacre agriculture being our major industry. There are a range of quality educational and health care facilities including secondary colleges, a university and an agricultural college.

Council is committed to working with the community to develop the municipality through strong leadership, vision, good governance, responsive services and quality infrastructure, whilst enhancing our liveability and natural environment.

Accessible and Inclusive Employer

Horsham Rural City Council supports flexible and accessible working arrangements for all staff. We are progressive, open to new approaches, and aim to be an inclusive and diverse workplace that celebrates the contribution made by all our staff.

Occupational Health and Safety/Risk Management

All employees are required to follow workplace health and safety requirements and obligations in accordance with legislative frameworks, Council policies (including the OHS Responsibility and Accountability Procedure) and other workplace procedures at all times.

Employees will also observe and comply with Council's Risk Management Policy and the application of sound risk management practices within the workplace and the community.

11. Further information

Horsham Rural City Council is an Equal Opportunity and Child Safe Employer and values Flexibility, Accountability, Integrity and Respect. We encourage and celebrate all cultures, heritage and diversity. We recognise the important and ongoing place that all Indigenous people hold in our community.

Council encourages applications from people of all abilities and can make information available in alternative formats if required.

Council and its employees also have obligations under Victoria's Charter of Human Rights and Responsibilities. See the People & Safety Department or www.humanrightscommission.vic.gov.au for further information.

Manager People & Safety
Horsham Rural City Council
PO Box 511
Horsham Victoria 3402
Email: hr@hrcc.vic.gov.au

12. Sign Off

I confirm I have read the Position Description, understand its content and agree to work in accordance with the requirements of the position.

Document prepared by: People & Safety Department

Approved by:
(Director Infrastructure)

Date:

Employee name:

Signature:

Date: