

POSITION DESCRIPTION

Position Title:	Director of Engineering
Directorate:	Engineering
Reports to:	Chief Executive Officer
Award Classification:	Contract

POSITION OBJECTIVE

The position is responsible for:

- delivery of an effective and comprehensive infrastructure service to Doomadgee in accordance with the requirements of Acts and Legislation (including, but not limited to, roads, drainage structures, water supply, sewerage, parks, buildings, structures and airport);
- delivery of an effective and comprehensive maintenance service;
- waste management, asset management and fleet management.
- effective management of airport, building and infrastructure projects;
- airport management;
- providing leadership, motivation and appropriate training to the staff of the Infrastructure and Projects teams.
- providing expert advice to management on infrastructure and project requirements.
- local disaster coordination

ORGANISATIONAL RELATIONSHIPS

Position reports to: Chief Executive Officer

Position liaises with:

Internal

Managers within other divisions
Council staff
Councillors

External

Consultants and contractors
Council suppliers
Government offices
Non government offices

KEY RESPONSIBILITIES

Administration and Customer Services

- Tendering and Purchasing of major infrastructure and equipment as required.
- Infrastructure management – assess requirements of Councils infrastructure replacement
- Contribute to infrastructure and project needs in the strategic planning process of the organisation.
- Regular liaison with developers and contractors and develop co-operative working relationships, maintaining strong relations with major agencies that assist in the delivery of infrastructure in remote communities and in particular the Main Roads Department, Q-Build and the Department of Infrastructure and Planning.
- Preparation of agenda items and reports to Council and dissemination of Council decisions made within area of responsibility.
- Maintain an up to date filing system in areas of responsibility.
- Initiate correspondence and prepare reports on matters in areas of responsibility.
- Liaise with other statutory Authorities and Councils
- Formulation, submission and management of programmed works.
- Ensure ongoing training and development of all staff that perform works within the Infrastructure and Projects division of Council
- Manage the preparation and testing of the Council's Local Disaster Management Plan and in times of natural disaster, coordinate the Council's response.
- Prepare and update annually the Council's Asset Management Plans ensuring that the outputs of the plan are considered in the preparation of annual operational plans and budgets
- Comply with Council's workplace health and safety requirements and all Council policies including the Code of Conduct for Employees

Operational Functions

- The oversight of the delivery of services ensuring that delivery is of a high standard and that delivery is efficient and effective.
- The maintenance of Council's fleet of equipment ensuring that all equipment is maintained in optimal working order
- Managing the waste management function including collection, disposal and management of council's landfill site
- Provision of expert advice on infrastructure, service and project matters
- Planning of works and supervision of staff.
- Development of specifications for major infrastructure and construction projects.
- Management of planned Programmes and infrastructure Projects.
- Project Management of playgrounds, parks, drainage, footpath, kerbing construction and all other maintenance and capital works projects.
- Maintain Shire roads, bridges, drainage works and buildings.
- Manage Council's contracted works relating to infrastructure
- Undertake specific project management of functions and issues that have a significant impact on Doomadgee and also maintain the Shires reputation, resources and long term infrastructure position.

Financial and Budgeting Responsibilities

- Ensure the effective management of resources in areas of responsibility and prepare and monitor financial and budgeting requirements of the section, including cost estimation for works and services.
- Plan, implement and complete programs and works relating to areas of specific accountability, particularly having regard to seasonal conditions
- Planning and implementation of Annual Capital Works and Maintenance Programs.
- Submission of financial details relating to construction projects to Council auditors as required.

The above statements are intended to describe the general nature and level of work being performed by the incumbent of this job. They are not intended to be an exhaustive list of all responsibilities and activities required of the position.

ACCOUNTABILITY AND EXTENT OF AUTHORITY

- The Manager Infrastructure and Projects reports to the Chief Executive Officer
- Authorises expenditure provided for in council's budget as delegated.
- Uses delegated authority as approved by Council and/or the Chief Executive Officer.
- Operates under the statutory provisions of the Local Government Act and other legislation and in accordance with guidelines, procedures and policies of the Doomadgee Aboriginal Shire Council.
- This position has the authority to make decisions within the bounds of approved delegations and the daily activities of the Works Department, however; matters with longer-term impact should be referred to the Chief Executive Officer.
- This position is accountable to the Chief Executive Officer. Accountability will be measured in terms of corporate performance indicators and Council's Operational Plan.

POSITION REQUIREMENTS

Skills

- Well-developed skills in the usage of computer software packages
- Highly developed written and verbal communication skills, including report writing
- Interpersonal, conflict resolution and problem solving skills
- High level negotiation skills
- Excellent time management skills, with the ability to prioritise and meet strict deadlines.
- Ability to identify and respond to workplace and housing related safety issues.
- Strong project management skills and the demonstrated ability to manage multiple projects at once.
- The ability to prepare plans and strategies for the implementation civil works
- The ability to develop and implement schedules and plans to sequence works in an efficient and effective manner to gain maximum productivity and value for money for Council

Knowledge

- Knowledge of tendering processes, purchasing practises and contract document management.
- Previous exposure to financial and budgetary issues.
- Ability to interpret and apply Act, Regulations and Standards in area of expertise.
- Sensitivity to, and understanding of, cross-cultural issues.

Experience/Qualifications

Essential

- Tertiary qualifications in Engineering or related discipline OR at least three (5) years relevant experience in civil works construction and maintenance.
- Current Qld A Class Driver's licence is essential.
- Must have White Card
- Current Federal Police Clearance Certificate
- Knowledge of civil construction and maintenance, project management and contract management, particularly as it relates to remote areas.
- Strong understanding of asset management
- Knowledge of the Local Government Act 2009 and other relevant legislation that regulates Local Government works activities
- Knowledge of the requirement of the Disaster Management Act
- Knowledge of current workplace health and safety legislation and practices

Desirable

- Experienced in Fleet management
- Experience in municipal and community services
- Local Government background
- 4WD experience would be very desirable.
- Building Design/Certification/inspection (competent Person)
- Construction Survey ability.

Personal Qualities

- Exemplary ethical standards and personal integrity
- A proactive and positive approach
- An appreciation of consultative processes.
- A high level of communication skills both verbal and written.
- A genuine appreciation of Aboriginal people and their culture.
- The ability to adapt to a range of new cultural settings.
- Good interpersonal skills and manner.
- Determination and initiative, patience, tolerance and flexibility.

SELECTION CRITERIA

- Demonstrated experience in managing civil construction and maintenance works particularly in a remote location
- Demonstrated experience in managing a workforce of construction and maintenance staff
- Demonstrated experience in preparing works schedules, plans and budgets
- Highly developed interpersonal skills with strong relationship building and negotiation ability
- Highly developed strong communication skills
- Demonstrated skills in project management
- Demonstrated understanding of the operations of State and Federal government and their role in local government operations
- A mature approach that shows a proactive attitude and pride in achieving outcomes for the community
- Tertiary qualifications in Civil Engineering or a related discipline
- An understanding of aboriginal culture, values and traditions and ability to work cooperatively with aboriginal people

APPOINTMENT CONDITIONS

- This position is a full time position. Permission will be required for arrangement of Criminal History check, in line with Council policies for employment of all staff.
- The position holder must be willing to adhere to Council's Code of Conduct, including complying with Occupational Health and Safety (OH&S) requirements, and follow all Council policy and procedures.

Director of Engineering:

Date:

Chief Executive Officer:

Date:
