

Boorowa Council

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| **Position Description** | | | |
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| **Position Title:** | Engineering Works Manager | | |
| **Reports to:** | General Manager | | |
| **Award:** | Local Government (State) Award | | |
| **Award Band & Level:** | Professional / Specialist Band 3, Level 4 | | |
| **Status:** | Full-time | **Hours per fortnight**:70 |  |

1. **Purpose**

Manage a range of road and infrastructure activities, including project delivery, budget control, contract management and time, cost and reporting objectives, in order to achieve an integrated and planned approach to the construction, repair and maintenance of Council’s road and infrastructure assets (including intersections, roundabouts, car parks, pedestrian facilities, shared paths, sporting & recreation facilities, buildings & bridges ) and those of Roads and Maritime Services (RMS) located within the Boorowa Local Government Area.

1. **Reporting Relationships**

This position reports to the General Manager

The Position will work closely and in consultation with the Infrastructure Planning Manager

This position has direct supervision of the following positions:

* Works Supervisor
* Asset Inspection Officer

The position will have some supervisory responsibility for the Engineering Project Officer

1. **Key Accountabilities**
2. Liaise and negotiate with the RMS to maximise efficiency from routine, ordered and incident response work under the RMS Road Maintenance Council Contract (RMCC).
3. Monitor, manage and review project plans, project budgets and works schedules to ensure that controls and measures are in place to effectively manage cost, time, quality and risk and the availability of required resources to ensure that all projects are completed in accordance with agreed RMS/Council performance targets.
4. Oversee and manage contracted engineers and other technicians to support the effective delivery of Council/RMS roads and infrastructure projects; liaising with the Infrastructure Planning Manager where appropriate to ensure effective alignment between design specifications and construction methods.
5. With the Works Supervisor ensure timely and effective notification and consultation with affected parties, (e.g. residents, owners, authorities etc) prior to project commencement and develop strong networks and ongoing relationships with consultants, contractors, suppliers, planning and other authorities, in order to promote two-way communication and the effective management and delivery of road and infrastructure projects.
6. Ensure Council meets its reporting and contractual obligations under the RMS’s RMCC by attending meetings; preparing monthly, quarterly and annual reports to assist in maintaining accurate road and infrastructure costing data.
7. Undertake the role of mines manager for all quarries and ensure compliance with all relevant legislative requirements.
8. When required, act as the Boorowa LGA State Emergency Service Unit Controller and maintain an appropriate level of operational capability, readiness and response during emergency situations, particularly during floods and storms.
9. Support effective road and infrastructure planning and management by providing the Infrastructure Planning Manager and General Manager with regular advice, analysis and feedback and input into Council’s Resourcing, Asset, Risk, Delivery and Annual Operational Plans.
10. Maintain a working knowledge of relevant legislation, codes, standards and guidelines applicable to Council’s activities to ensure that engineering designs and construction and maintenance works adhere to planning, engineering and environmental requirements and standards.
11. Provide ongoing guidance, support, coaching and training to direct reports to support responsive service delivery and build capacity to meet changing demands.
12. Act in accordance with, the Work Health and Safety Act 2011, Work Health and Safety regulations 2011 and monitor and implement and/or comply with Council’s Work Health and Safety (WHS) systems including, but not limited to, WHS Policies, Standard Operating Procedures, Risk Assessments, Work Instructions and equipment operation manuals.
13. Apply equal employment opportunity principles, anti-discrimination law and ethical practices in the workplace.
14. **Authority and Accountability**

* Position makes decisions on all matters that are the responsibility of the position, provided that these are within delegated authority, legislative requirements, established policy, recognised standards or following consultation with the General Manager.
* Position provides a professional advisory role to people within or outside council. Such advice may commit the council and have significant impact upon external parties dealing with council.
* Guidance and advice is usually available, but may not always be available within the organisation.
* Position is accountable for managing the delivery of a range of complex/straightforward road and infrastructure construction and maintenance projects. Works management will involve extensive liaison with internal and external stakeholders, as well as negotiation, persuasion and coordination skills.

1. **Judgement and Problem solving**

* Position provides specialised/technical engineering advice and expertise.
* Problem solving will occur from the researching and gathering of information, analysis of data and the identification and recommendation of strategies and options to provide the most appropriate and cost-effective solution/s.
* Problem solving may involve adapting previous experience to new situations.

1. **Key Performance Measures**

* 100% compliance with RMCC contractual and reporting requirements
* Completion of project works on time and within budget
* 100% compliance with all legislative and reporting requirements in mine management
* Timely provision of progress reports.
* Stakeholder satisfaction
* Community satisfaction with notification and consultation processes
* Customer satisfaction with quality and delivery performance of Private Works
* Accuracy of data collected and reported on roads and other infrastructure

1. **Selection Criteria – Knowledge, Skills, Experience and Qualifications**

***Essential***

* Tertiary qualifications in Civil Engineering or equivalent relevant experience in works management
* Demonstrated contract management and project delivery experience
* Proven ability to motivate, coach and mentor staff
* Sound oral and written communication skills and demonstrated experience in preparing complex reports
* Highly developed interpersonal, negotiation and conflict resolution skills and demonstrated ability to build networks and sustain collaborative working relationships with key stakeholders
* Ability to work individually and as part of a team
* Proven research, analytical and problem solving skills
* Strong self management skills and the capacity to prioritise and manage multiple work requirements and meet deadlines
* Proficiency in the use of Microsoft Office and engineering related software
* Current Class C drivers license

***Desirable***

* Eligibility for membership of the Institute of Engineers Australia
* Extensive experience in coordinating multi faceted projects
* Previous Local Government experience

1. **Multi-skilling, Training and Progression:**

In accordance with the Local Government (State) Award, Boorowa Council is committed to improving the skill levels of its employees and removing any impediments to multi-skilling. This position has therefore been designed to ensure the incumbent of the position (the employee) has a broad and diverse range of accountabilities and duties to perform.

The responsibilities and tasks listed in this position description are indicative only; Boorowa Council may direct the employee to carry out such duties that are within the limits of the employee’s skill, competence and training.

Employees shall have reasonable and equitable access to education and training, such education and training shall enable employees to acquire the range of skills they are required to apply in their positions.

Progression through the salary system shall be based upon the acquisition and use of skills. Where skills based progression is not reasonably available within the salary range for the position, employees shall have access to progression based on the achievement of performance objectives relating to the position. Such performance objectives shall be set in consultation with the employee. Skills based progression for most positions in Council’s structure will apply between steps 1-4.

The position description contained herein is current and accurately reflects the requirements of the position.

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| Signed: |  | Date: |  |
|  | (General Manager) |  |  |
|  | |  |  |
| **Acceptance (Employee):** | |  |  |
| Signed: |  | Date: |  |
|  | (Employee) |  |  |