



Temora Shire Council
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Position Description Engineering Operational Delivery Manager

HR-PD012

Please note that Position Descriptions are under constant review and may be changed, after consultation, to reflect organisational requirements at any time.

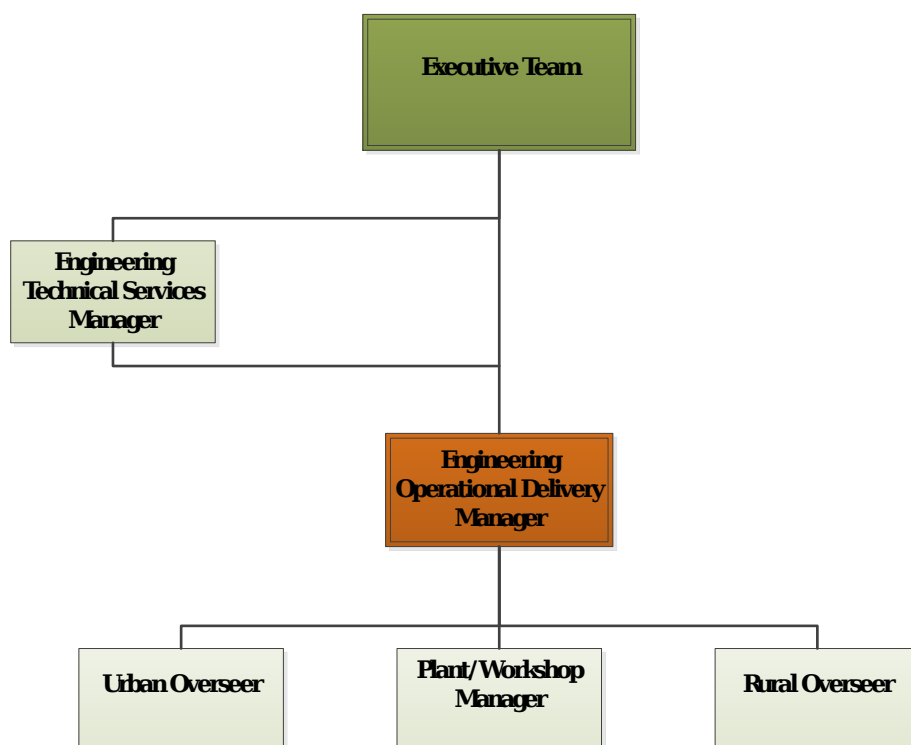
POSITION: Engineering Operational Delivery Manager

SUPERVISOR: Engineering Technical Services Manager
(Indirect)

POSITION REPORTS TO: Executive Team

ENTRY LEVEL CLASSIFICATION: Grade 12-14

HOURS OF WORK: 70 Hours per fortnight



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KEY RESPONSIBILITIES:

- Oversight of delivery of Council Works including
 - o Urban Services – Capital and Operational
 - o Rural Services – Capital and Operational
 - o Emergency Response
 - o General Works
- Oversight and Management of Operational Functions including
 - o Works Depot
 - o Procurement
- Oversight of Administration Functions Associated with Engineering Operations including
 - o Delivery Related Correspondence
 - o Customer Request Management (CRM)
 - o Timesheet Processing
 - o Council Reports

POSITION OBJECTIVES:

To manage the delivery of all capital and maintenance works undertaken by Council

To provide a vital link between Council's Executive Team and operational staff

To provide engineering oversight of the progress and delivery of works by Council including management of Team Leaders and assisting the Engineering Strategy Manager with monitoring capital and maintenance expenditure against budgeted allocations

To implement and monitor the quality of works undertaken by Council.

To support the Engineering Strategy Manager and to be an active contributor to the Engineering team, working collectively to deliver Council's endorsed Operational Plan and Delivery Program

To motivate and ensure the skill/education currency of all members of the works delivery function

To be part of the Council Executive Team and actively participate in the meetings of the team.

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QUALIFICATIONS & EXPERIENCE

Essential

- Degree in Civil Engineering (or similar)
- Excellent people management and interpersonal skills
- Demonstrated ability to communicate effectively both verbally and in writing with staff and the public;
- Good organisational skills
- Current Drivers Licence
- Demonstrated knowledge of and commitment to Work Health and Safety and Environmental Management Principles;

Desirable

- High levels of proficiency in CAD programs (Civilcad, AutoCAD) and computer spreadsheet applications.
- Other relevant qualifications e.g. OH & S for Supervisors, Traffic Management Planning, White Card
- Demonstrated conflict resolution and negotiation skills;
- Demonstrated ability to undertake community consultation and effectively manage public enquiries;
- Demonstrated knowledge and experience in the use of word processing packages, database, spreadsheet and email applications;
- Demonstrated knowledge of and commitment to Equal Employment Opportunity Principles;

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• DETAILED POSITION REQUIREMENTS

Staff Management

- Establish and maintain unambiguous and regular communication mechanisms with all staff in the Works Delivery Function
- Manage the operations of staff within the function, particularly those reporting directly to the position.

Urban Services

Coordinate all capital and maintenance works relating to Urban Services, in conjunction with the Urban Overseer, including:

- o *Parks and Gardens*
- o *Sports Field*
- o *Irrigation*
- o *Lake Centenary Maintenance Only*
- o *Main Street Maintenance*
- o *Ariah Park*
- o *Street Sweeping*
- o *Cycleways*
- o *Cemeteries*
- o *Footpaths (Inc. PAMP)*
- o *Kerb and Gutter*
- o *Storm Water Drainage*
- o *Aerodrome*

Rural Services

Coordinate all capital and maintenance works relating to Rural Services, in conjunction with the Rural Overseer, including:

- o *Regional Road Delivery (all aspects)*
- o *Road Maintenance*
- o *Bridge/Culvert Maintenance*
- o *Vegetation Management (Slashing and Spraying)*
- o *Noxious Weeds Management*
- o *RFS Works*
- o *Private Works*
- o *Natural Disaster Delivery*

Depot Management

Coordinate all functions relating to Depot Management and Operations, in conjunction with the Plant Manager, including:

- o *Oversight – Access, amenity, storage, layout, etc.*
- o *Workshop Operations*
- o *Stores – all areas*
- o *Small Plant Management*
- o *Signage/Traffic Management*

General Administration

To oversee general administration functions relating to Engineering Works, supported by the Strategic Projects Officer where required, including:

- *Timely response to correspondence regarding Works Delivery*

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- *Response to Council enquiry regarding the Works Function including reports to Council*
- *Responsibility for Customer Request Management (CRM) requests and response relating to works functions*
- *Undertake checking and processing of timesheets for applicable staff on a fortnightly basis*
- *Contributing to Council reports and policies.*

Procurement

Coordinate all activities relating to Procurement Services, in conjunction with the Procurement Officer, including:

- o *Delivery Contracts/Tenders (<\$150k)*
- o *Goods and Services Tender Management*
- o *Purchasing Contracts (<\$150k)*
- o *Invoice Processing*
- o *Project Resourcing - Materials, Labour, etc.*
- o *Hired Plant Management*

Emergency Response/On Call Management

Coordinate all activities relating to On Call arrangements, in conjunction with the Manager Engineering Assets and Strategy, including:

- o *Oversight*
- o *Preparedness*
- o *Compliance*

Traffic Management

Oversee the provision of Traffic Management Services for Council works, including:

- o *Temporary Worksite Setup and Maintenance Inspection (Capital Only)*
- o *Traffic Facilities (signage, parking, line marking, guide posting, safety barrier)*

Sewerage and Recycled Water Services

Oversee operations and maintenance of Sewerage and Recycled Water Services including:

- *Treatment Works Operation and Maintenance*
- *Sewerage Reticulation Maintenance*
- *Pump Station Operation and Maintenance*

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