



Position Description – Road Infrastructure Engineer

Position:	Road Infrastructure Engineer
Band:	7
Position Number:	1139
Business Unit:	Infrastructure Assets and Recreation
Directorate:	Community Infrastructure

Name of Occupant	Vacant
Date Approved	27 August 2021
Approved By	Coordinator Civil Asset Planning

Position Objective

The primary objectives of the position are:

To manage the provision of Council's road related infrastructure services, undertake investigations and provide engineering technical advice to Council, internal service units and the community.

To manage and plan for Council's existing and future infrastructure services including roads, bridges, footpaths, and other relevant infrastructure to support the delivery of road related services.

To develop and implement policy, strategy, and plans to support the provision of Council's road services functions and road related infrastructure assets delivery.

Key Responsibility Areas

The following are the key responsibility areas for the position:

1. General

- Ensure that all services maintain a customer focus, achieve business plan objectives, and comply with statutory requirements.
- Ensure all plans and reports required to be produced for and by Council, are provided within identified timeframes and are of suitable quality and attend Council briefings or meetings as required.
- Follow through to ensure that Council decisions are executed promptly and effectively.

- Contribute to the corporate knowledge base through properly documented processes and procedures.
- Proactively provide clear & meaningful technical advice to others which can be understood and applied.
- Develop, implement and review of specifications and standards, agreements, and legislative requirements applicable to road engineering.
- Develop and implement policy, strategy and plans to support the provision of Council's road services functions and road related infrastructure assets delivery and maintenance
- Manage and plan Council's existing and future road related infrastructure assets, including roads, bridges, and other relevant infrastructure, to support the delivery of road related services
- Perform other duties within the scope of the position as directed from time to time by the Coordinator Civil Asset Planning.

2. Road Management Plan

- In accordance with section 54(5) of the Road Management Act 2004, conduct reviews of Council's Road Management Plan (RMP) in line with the process defined in the Road Management (General) Regulation s 2016.
- Update Council's RMP in line with the recommendations of the review and the requirements of the legislation.
- Monitor Council's performance and compliance against the adopted service levels in the adopted Road Management Plan.

3. Asset Management Plans

- Contribute to the development and implementation of Asset Management Plans, specifically, for road assets (including bridges, footpaths, and other road related infrastructure), and participate in the development of related plans, strategies, and policies.
- Undertake strategic planning for the life cycle management of the Council's portfolio of road related infrastructure, including the development of policy, strategy and plans for the effective management of Council's road services.
- Take direct responsibility for the development of service plans and levels for road related infrastructure assets in conjunction with other service managers to be incorporated into Asset Management Plans.
- Investigate revenue and funding opportunities for road related infrastructure projects, including the development of grant funding applications.
- Develop and maintain processes for the lifecycle management of the roads, footpaths, and bridges network.
- Ensure that operational systems and procedures are documented and approved in Asset Management Plans involving road related infrastructure.
- Support the continuous improvement of Councils Asset Management Systems.
- Participate in research and consultative processes to ensure that Council keeps up to date with respect to best practice in asset management.

4. Inspections & Programmes

- Conduct and/or coordinate in conjunction with the Asset Systems team a road, bridge, and footpaths inspection regime.
- Develop and implement long term renewal, upgrade, and expansion programs with a detailed implementation plan for Council's urban and rural road, ~~major culverts~~, and bridges infrastructure.
- Work with Service Managers and senior Council staff to develop and implement long term planning programs and processes with a detailed implementation plan for new, expanded and upgraded Council road infrastructure.
- Investigate and prepare plans to address road safety infrastructure improvements.
- Prepare project scope proposals, documentation, and cost estimates for road related projects, including investigation, analysis, and community consultation.

5. Systems & Reporting

- Assist Asset Systems team to prepare any financial data related to road infrastructure assets for reporting purposes.
- Participate in the selection, development, and implementation of a new Asset Management System.
- Assist the Asset Systems team in the handover of completed capital works (including gifted assets) related to Council road infrastructure and ensure that information is obtained so that databases can be adequately updated.
- Work with the Asset Systems team in the coordination and collection of information on the condition, financial performance and service delivery for Council's road related infrastructure and its provision to the Asset Systems Team so that databases are up to date.
- Take part in the preparation of information for certified corporate road infrastructure related performance reporting requirements.
- Assist in the collection of financial data related to road infrastructure assets for reporting requirements, for and not limited to Roads to Recovery Funding, Grants Commission, end of year audit requirements, State of the Assets, and as requested by the Finance Department.

6. Operations & Stakeholder Management

- Contribute to managing heavy vehicle access to the Shire's local road network in the context of the Heavy Vehicle National Law, including assisting with the assessment of requests, route assessments, pre-approval of strategic freight routes and attendance at meetings on behalf of Council, relating to freight access and regional road groups.
- Liaise with VicRoads, the National Heavy Vehicle Regulator, other Infrastructure teams, Community Safety, and other stakeholders on road related issues.
- Respond to requests from customers, Councillors, and internal and external stakeholders in accordance with Council's established practices and policies.
- Prepare documentation for roads and bridge condition inspection contracts and supervision of inspection programs.
- Monitor, implement, and advise on annual budgets and under delegation manage expenditure accounts as directed.

- Prepare Council Reports, and similar reports and documents as required.
- Work closely with the Asset Management Systems team to ensure Roads Infrastructure management systems are developed and maintained in support of the position objectives.

All other duties and additional tasks as directed, within the skills and abilities of a position at this level.

Organisational Relationships

Reports to:	Coordinator Civil Asset Planning
Supervises:	Nil
Internal Liaisons:	Directors, Managers and Baw Baw Shire Council staff
External Liaisons:	Community and Community Organisations, Public Authorities, Contractors, Consultants, Government Agencies and Departments.

Commitment to Culture

Baw Baw Shire Council is committed to creating a culture first environment that actively promotes and demonstrates above the line behaviours.

We will strive to be:

Optimistic – about our organisation’s future and our ability to deliver quality services and projects to benefit our community.

Pragmatic – by resolving issues and making the best possible use of our time, effort, and resources.

Respectful – of ourselves, our Council and of the diverse views and perspectives of our community.

Supportive – by valuing our team members, empowering them to be successful in their roles and investing in their growth and development.

Authentic – by undertaking our work in an open, honest, and transparent manner.

Commitment to Safety

Baw Baw Shire Council has made a committed to increasing our safety performance. A high performing safety culture is created by empowering all Councillors, Employees and Volunteers to be accountable to our ThinkSAFE approach.

Our expectation is that you will **Think, Stop, Assess, Foresee and Evaluate hazards and risks** in all you do to achieve our overall goal of creating a safe work environment.

We are committed to providing a safe working environment that embraces and values child safety, diversity, and inclusion.

Qualifications and Experience

The qualifications and experience required for the position include:

- A tertiary qualification in Civil Engineering with several years’ relevant industry experience.

- Experience in local government engineering practices is desired.
- A current Victorian Drivers Licence.

Key Selection Criteria

1. Qualifications and experience as outlined above.
2. Well developed communication and stakeholder management skills with the ability to gain cooperation and assistance from a variety of audiences.
3. Ability to liaise with counterparts in other organisations to discuss and resolve specialist problems
4. Ability to prioritise workload and conflicting priorities within a busy environment
5. Proven customer service skills and teamwork
6. Demonstrated initiative and ability to analyse complex problems
7. Good computer skills and experience with software such as AutoCAD, QGIS and Conquest or similar.

Accountability and Extent of Authority

The position's accountability and extent of authority will be as follows:

- Set timeframes and ensure that work and given duties are completed to a high quality in accordance with existing standards.
- Provide specialist technical information in accordance with Council's operating procedures, policies, and guidelines.
- Ensure the accuracy and quality of information provided to internal and external stakeholders, contractors, agencies, government departments and customers.
- Authority as delegated by the Coordinator Civil Asset Planning to perform duties as specified.
- The position is free to operate within the parameters of the defined policies, procedures and guidelines determined for the operation of Council's services and facilities and may provide input into local policy.
- Promote good public relations and a corporate team image.

Judgement and Decision Making

Judgement and decision-making skills required for the role include:

- Use of technical expertise and experience to make decisions based on sound engineering practices.
- Undertake duties to a high standard, manage time frames and associated resourcing with a regular reporting mechanism to the Infrastructure Coordinator.
- The nature of work is specialised with methods, procedures and processes that may require professional skills, technical research and consideration including the identification and analysis of new techniques. Guidance is always not always available.

Specialist Skills & Knowledge

The skills and knowledge required to perform the duties of the position include:

- Thorough understanding and knowledge, and the ability to research and interpret of the various policies, Acts, Regulations, Standards and Codes of Practice that affect Council works and private works that come under Council jurisdiction.
- Considerable knowledge of civil engineering asset planning, design and construction techniques, traffic management and road safety principles, as they apply to local government.
- Demonstrated ability to analyse engineering problems and research available options and recommend appropriate actions.
- Thorough understanding of the principles and practices of estimating and budgeting of Council works.
- Developed skills in the use of Microsoft Office and the ability to learn in house software quickly.
- Ability to maintain professional skills and knowledge through education, establishing networks, qualifications, and memberships.

Management Skills

The required management skills include:

- The incumbent must manage one's time, setting priorities, planning, and organising one's work together with contributing to the priorities determined for the team.
- Ability to set and achieve objectives within restrictive time constraints, despite conflicting pressures.
- Ability to gain an in depth understanding of long-term unit and wider organisational goals.
- Work as part of a multi-disciplined team.
- Initiate and develop strong working relationships with internal and external stakeholders, contractors, and authorities.

Interpersonal Skills

Interpersonal skills include:

- Well-developed communication skills including the ability to carry out all functions in an efficient manner, with a strong team focus and the promotion of a professional and customer focussed corporate image.
- Demonstrated ability to prepare written documents including correspondence and reports and to present this information to an audience as required.
- Foster good relationships in all dealings through both verbal and written communication and presenting ideas in an organised manner.
- Ability to demonstrate initiative and flexibility within the working environment and to contribute to team-based service delivery.
- Stakeholder management skills with the ability to gain cooperation and assistance from clients, other employees, and members of the public with whom the position interacts, including the discussion, negotiation, and resolution of problems for positive outcomes.

ACCEPTED for and on behalf of the **EMPLOYEE**

[acceptance status]

Acceptance of Employee

[candidate name]

Name of Employee

[acceptance date]

Date