

Position Description

POSITION	Road and Bridge Engineer	
REPORTS TO	Infrastructure Planning Coordinator	
DIRECTORATE	Infrastructure Services	
BRANCH	Works	
CLASSIFICATION	Grade 10/11	
STAFF	Nil	
CONTACTS	Internal) General Management and staff at all levels	External Customers Consultants Contractors Government Departments Community Organisations

Position Objective

To deliver a high level of engineering technical services in the design, construction and maintenance of infrastructure and other civil works for the Works Team and the Infrastructure Services Directorate for Council road, drainage and associated assets.

Organisation Values

You will demonstrate the Byron Shire Council's Organisational Values as an integral component of your position within the organisation.

It is expected that every action you take, as a representative of Byron Shire Council will be underpinned by a commitment and belief in our Organisational Values, which are:



WE LEAD WITH ENTHUSIASM
AND PURPOSE



WE ARE OPEN, HONEST AND
RESPECTFUL



WE FOSTER WELLBEING
AND CREATIVITY



WE ACHIEVE OUR GOALS AND
SUCCEED TOGETHER

Key Responsibilities

Organisational Relationships

- Contribute to corporate goals and harmony by accepting responsibility for own work, participating in a positive manner and contributing to workplace change.
- Contribute to a culture of continuous improvement and effective and enjoyable work practices and relationships.

Operations Management

- Investigate, design, and supervise road and bridge construction and maintenance projects to ensure high quality outcomes in accordance with requirements and budget.
- Project manage preconstruction activities incorporating work orders & project files; electronic collection of GIS data; survey; location & relocation of services; geotechnical testing; geometric, road pavement and structural design; ecological assessments, environmental planning and assessment; construction methodology; cost estimates; project approval; preparation of job packages for internal project construction; and preparation of tender documents for contract project construction.
- Prepare specifications, contract documents or quotations, as required, for the supply of materials or execution of works, analyse tenders and report recommendations thereon.
- Prepare estimates, evaluate project costs, and provide historical costs for future estimating.
- Provide technical advice and directions for construction of capital projects to Team Leader Bridges, Concrete & Signs and Team Leader Construction & Road Pavements to ensure high quality services are provided.
- Undertake maintenance planning and provide advice and directions to Team Leader Bridges, Concrete & Signs and Team Leader Construction & Road Pavements for maintenance activities to ensure high quality services are provided.
- Carry out specific technical analysis for complex situations.
- Keep abreast of development in theory and practice in engineering investigation and design of road and bridge assets.
- Ensure all relevant legislation is complied with, public risk is minimised, and due diligence is exercised using a risk management approach to deliver road maintenance activities and to develop programs of work for capital projects.
- Respond to customer correspondence in a timely manner and in accordance with Council's corporate guidelines.

- Investigate problems as they occur, propose solutions with respect to customer complaints and emergencies.
- Establish productive working relationships with professional groups, government departments and authorities, individuals, etc., external to the organisation whose activities have significance for Council's operations in construction and maintenance services for roads and bridges.
- Contribute to the development, implementation and review of policy and procedures, which protect and safeguard the health and safety of Council staff and community members, as well as protecting and safeguarding the environment.
- Assist the Infrastructure Planning Coordinator with the acquisition of land for delivery of projects in the Work Team.
- Assist the Infrastructure Planning Coordinator to achieve key activities schedule.
- Other duties as directed within the Works Team.

Financial Management

- Ensure compliance with delegations of the position is maintained
- Ensure that activities operate within budgetary constraints.
- Develop individual project budgets and assist with development of annual program budgets.
- Complete construction and maintenance works for roads and bridge infrastructure within defined costs and budget constraints.

Human Resource Management

- Comply with Council's Code of Conduct, Equal Employment Opportunity, Work Health Safety, corporate and human resources policies and procedures.
- Apply human resources policies and procedures.
- Participate in and assist to develop a teamwork approach within Infrastructure Planning and the broader Works Team to ensure quality service outputs and team harmony.
- Provide professional leadership and direction for staff in accordance with the principles of Equal Employment Opportunity, and corporate policies.

Work Health & Safety Management

- Work in a safe manner having regard for the environment, self and others and contribute to the development and implementation of Council's and the Directorate's Work Health Safety and environmental management policies, protocols, procedures and practices.

- Report all risks, hazards, incidents and injuries immediately to supervisor.
- Be responsible and accountable for the safety of workers and company property under your supervision.
- Be responsible for ensuring all Work Health Safety legislative requirements and Council and Directorate Work Health Safety policies, procedures, guidelines, tools and requirements are followed at all times.
- Report all risks, hazards, incidents and injuries immediately to Manager.

Other Duties

- Other such duties as required that are within the limits of the employee's skill, competence and training.

Qualifications

- Degree in Civil Engineering.
- Eligible for membership to the Institution of Engineers, Australia.
- Class C Drivers licence.
- Workcover Construction Induction Certificate

Civil Liabilities

The position attracts coverage of the Civil Liability Allowance as an operational engineering professional within the Award at Band 3 Professional/Specialist or above and involves:

- Recommending and/or determining intervention levels based on the exercise of engineering principles; and/or
- Supervision, management and/or oversight of the asset inspection regime; and/or
- Devising/creating and/or implementing asset management operational plans; and/or
- Planning, designing and/or creating assets using asset management principles, based on engineering principles.

Payment of the allowance requires that the incumbent holds professional / tertiary engineering qualifications and is also subject to:

- The incumbent not in receipt of a market premium in excess of 3.5% of the positions salary grade within Council's salary system or
- The position is not double graded or graded above the determined grade in excess of 3.5% within Council's salary system to attract suitable applicants, considered a market component.

In the event of any of the above occurring Council shall absorb payment of the allowance due to a market premium.

Experience

- Experience in design, construction and maintenance of roads and bridge projects and activities.
- Experience in project planning, budgeting, cost management and forecasting.
- Experience in managing people and in achieving successful outcomes.

Knowledge

- Knowledge of project, contract and consultancy management principles and practices.
- Experience in aspects of community consultation.
- Knowledge of Roads Act, Local Government Act, Regulations & procedures.
- Knowledge of WHS & Environmental legislation

Competencies

Demonstrated ability to:

- Provision of technical advice for road and bridge infrastructure, construction and maintenance.
- Preparing estimates for a wide range of projects and maintenance activities
- Producing high quality written documentation.
- Negotiating and resolving conflict.
- Producing quality work within agreed timeframes in an environment of community consultation and collective decision making.
- Undertaking detailed analysis of multi-faceted problems and make recommendations on planning and management options and technical solutions.
- Applying competent budget, financial and time management skills.
- Computer literate within a Windows environment including Microsoft Project.
- Provide excellent customer service and deliver quality service outcomes.
- Coordinate, manage and prioritise own workload in a busy complex environment.
- Applying high level interpersonal skills including the ability to communicate both in writing and verbally.
- Working independently and contribute positively to a team environment.
- Be flexible in your approach to work and adapt well to workplace change.
- Work to timelines within budget.
- Effectively use information technology.
- Risk management of assets to minimise impacts to the community.

- Analyse issues and provide well-researched engineering technical advice and recommendations. Participate as an effective team member within the immediate work team and to participate in the corporate environment.

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Essential Criteria

...Degree in Civil Engineering.

- Demonstrated experience in road and bridge construction and maintenance, including project planning, budgeting, cost management and forecasting.
- Recent relevant experience in site supervision and/or contract administration.
- Sound knowledge of Project Management techniques for infrastructure assets including roads and bridges.
- Sound knowledge of Work Health and Safety requirements, environmental legislation and the Local Government Act, Regulations & procedures
- Excellent organisation skills and ability to plan and prioritise multiple projects while consistently meeting agreed timeframes.
- Excellent interpersonal skills and ability to provide excellent customer service and deliver quality service outcomes as part of a multi-disciplinary team.
- Well-developed written and verbal communication and conflict resolution skills.
- Demonstrated commitment to Work Health Safety, Equal Employment Opportunity and Cultural Diversity principles.
- Demonstrated computer literacy, with experience in the MS Office suite of software (Word, Excel, Outlook, Publisher and PowerPoint)
- Current driver's licence Class C.
- Workcover General Induction for Construction Work in NSW.

Preferred Criteria

- Sound problem solving and analytical skills with the ability to prepare well-researched technical advice and recommendations.
- Demonstrated ability in the use and application of computer software for engineering design and project management.
- Knowledge of risk management principles and the REFLECT software system.
- Eligibility for graduate membership of the Institution of Engineers, Australia.
- Commitment to and understanding of process improvement and sustainability principles.

PRESENT OCCUPANT:

SIGNATURE:

SUPERVISOR:

Infrastructure Planning Coordinator

SIGNATURE:

People and Culture use:

National Criminal History Check ☐

Working with Children Clearance ☐

Functional Health Assessment ☐

Immunisations ☐