

Position Description

POSITION	Operations Planning Engineer / Operations Planning Technical Officer	
REPORTS TO	Operations Coordinator	
DIRECTORATE	Infrastructure Services	
BRANCH	Works	
CLASSIFICATION	Grade 11/10	
STAFF	Supervisor Sealed Road Operations Supervisor Signs and Lines	
CONTACTS	Internal General Management and staff at all levels	External Customers Consultants Contractors Government Departments Community Organisations

Position of Trust

This position has been identified as a Position of Trust based on the duties and responsibilities of the role. It is a condition of employment that employees occupying a Position of Trust undertake a National Criminal History Check as part of the selection process.

Position Objective

To deliver a high level of engineering and/or technical services, project and contractor management for capital programs of works and maintenance of infrastructure 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

- Manage the operational staff in the Works Team that provide services for operations existing transport assets and delivery of individual projects.
- 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 bitumen, asphalt, stabilisation, sign and linemarking works and other general maintenance by Council staff and subcontractors to ensure high quality outcomes in accordance with requirements and budget.
- Project manage work 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.
- Provide contract administration for projects through compilation of Council reports and information as required, management of project files, preparation of project budgets, forecasting, tracking and reporting project costs, assessment of project claims.
- Deliver the annual reseal program for bitumen and AC surfacing works.
- Deliver the annual heavy patching program of works, including gravel, AC, and stabilised works, (insitu and plant).
- Deliver the annual general maintenance program of works for kerb, footpaths, retaining walls and the like as directed.
- Collaborate with the Assets Engineer and Road & Bridge Engineer in the preparation of annual programs of works. Investigate customer requests through the Customer Request Management (CRM) System and respond to customer enquiries where required
- Action all correspondence relevant to the position in an efficient and effective manner in order to meet the department key performance indicators KPI's;
- Undertake associated vegetation and other road & associate infrastructure asset management works associated with general maintenance and annual programs of works.

- Prepare specifications, contract documents or quotations, as required, for the supply of materials or execution of works, analyse tenders and report recommendations thereon in accordance with Council's Procurement Policy.
- Prepare estimates, monitor and evaluate project costs and provide historical costs for future estimating.
- Carry out site supervision of works as required.
- Provide engineering and/or technical support when required for day to day operational activities.
- Undertake field investigations to assist with reporting on incidents related to the activities of Road Maintenance, including reporting on insurance claims.
- Provide technical advice and undertake maintenance planning for works for Supervisor Signs & Lines, Supervisor Sealed Road Operations, Team Leader General Maintenance and contract teams to ensure high quality services are provided.
- Carry out specific technical analysis for complex situations.
- On an annual basis manage assigned panel contracts.
- Attend site and meet residents and community members to discuss concerns and issues.
- Provide engineering and/or technical support for road, bridge, and stormwater network maintenance.
- Provide engineering and/or technical support for minor civil infrastructure works.
- Coordinate with engineers, coordinators, and team leaders the management of contractors, plant, labour, and equipment.
- Conduct regular inspections and manage expectations of the community.
- Keep abreast of development in theory and practice in bitumen & AC works, signs and linemarking, road pavements and foundation treatments for 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 for roads.

- 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 Operations Coordinator to achieve key activities schedule.
- Assist with AH operations and emergency call outs as required.
- Participate in the management of the AH call out system and act as the AH Coordinator from time to time as part of the roster system.
- Assist with emergency response and restoration of assets from disaster events.
- 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 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.
- Ensure effective and equitable leadership and supervision of staff.
- Apply human resources policies and procedures.
- Promote and lead the team to create a high morale, team oriented, customer-focussed environment.
- Monitor and review performance of staff in accordance with Council's staff performance management systems and processes and develop programs for staff to improve performance effectiveness and job satisfaction.
- Identify and resolve issues of conflict within the team.
- Lead and motivate staff towards developing a cohesive and competitive team.

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.
- Ensure compliance with and provide feedback on developed Work Health and Safety systems for all activities related to roads.

Other Duties

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

Qualifications

Job Grade 11

- Degree in Civil Engineering and demonstrated experience in engineering works or demonstrated extensive experience in civil and project works.

Job Grade 10

- Relevant tertiary qualification and demonstrated technical experience in engineering works or civil and project works.

Both Job Grades

- Class C Drivers licence.
- Construction Induction Card – White Card.

Experience & Knowledge

Job Grade 11

- Experience in design and delivery of bitumen, asphalt, stabilisation, sign and line marking works, road and associated infrastructure works for road and bridge projects and activities.
- Experience in aspects of community consultation.
- Demonstrated experience, within the civil construction or maintenance industry, ideally within roads and drainage, including:
 - Expert knowledge and application of road and drainage asset and/or programmed maintenance management resulting in the development of effective forward and annual programs of works and services;
 - Expert knowledge and application of construction/maintenance principles and practices, standards and specifications;
 - Knowledge and understanding of construction materials and their procurement as used in road and drainage construction/maintenance;
 - Knowledge and application of contract and project management principles and practices as they relate to construction/or maintenance activities and projects.

Job Grade 10

- Experience in or the ability to readily acquire knowledge of design and delivery of bitumen, asphalt, stabilisation, sign and line marking works, road and associated infrastructure works for road and bridge projects and activities.
- Experience in or the ability to readily acquire knowledge of aspects of community consultation.
- Demonstrated experience in or the ability to readily acquire knowledge of the civil construction or maintenance industry, within roads and drainage, including:
 - Knowledge and application of road and drainage asset and/or programmed maintenance management resulting in the development of effective forward and annual programs of works and services;
 - Knowledge and application of construction/maintenance principles and practices, standards and specifications;
 - Knowledge and understanding of construction materials and their procurement as used in road and drainage construction/maintenance;
 - Knowledge and application of contract and project management principles and practices as they relate to construction/or maintenance activities and projects.

Both Job Grades

- Demonstrated understanding and application of Workplace Health & Safety, Environmental Protection and Quality Assurance in a construction or operational environment.
- Demonstrated experience within the road construction or maintenance industry in planning and management experience, including setting up projects or work programs, scheduling, efficient allocation of labour, resources, plant and equipment, and contractors, as well as cost monitoring, variances, and reporting.
- Demonstrated high level written communication skills to prepare and produce reports, documentation and correspondence including proficiency using MS Word, Excel, and Project software programs.

Competencies

Demonstrated ability to:

- Effectively supervise operational and supervisory staff and subcontractors.
- Provision of technical advice for bitumen, asphalt, stabilisation, sign and linemarking works and other related infrastructure works for road and bridge projects and activities.
- 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.

Selection Criteria

Essential Criteria

Job Grade 11

- Degree in Civil Engineering and demonstrated experience in engineering works or demonstrated extensive experience in civil and project works.
- Demonstrated experience in bitumen, asphalt, stabilisation, sign and linemarking works and road related infrastructure maintenance including project planning, budgeting, cost management and forecasting.
- Demonstrated experience in contractor management.

Job Grade 10

- Relevant tertiary qualification and demonstrated technical experience in engineering works or civil and project works.
- Demonstrated experience in or ability to readily acquire knowledge of bitumen, asphalt, stabilisation, sign and linemarking works and road related infrastructure maintenance including project planning, budgeting, cost management and forecasting.
- Demonstrated experience in or the ability to rapidly acquire knowledge of contractor management.

Both Job Grades

- Recent relevant experience in site supervision and contract administration.
- Sound knowledge of project management techniques for infrastructure assets.
- Sound knowledge of Work Health and Safety requirements, environmental legislation and the Local Government Act, Regulations and 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 computer systems that support the delivery of construction and maintenance activities and projects, including financial and records management systems, estimating packages and GIS.
- Current driver's licence Class C.
- Construction Induction Card – White Card.

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.
- Previous experience with AssetEdge suite of software (Recover and Reflect).
- Eligibility for graduate membership of the Institution of Engineers, Australia.
- Commitment to and understanding of process improvement and sustainability principles.

PRESENT OCCUPANT:

SIGNATURE:

SUPERVISOR:

Operations Coordinator

SIGNATURE: