

## POSITION DESCRIPTION

POSITION DETAILS			
<b>Position Title:</b>	Engineering Assistant		
<b>Position Number:</b>		<b>Standard Position Hours:</b>	35 Hours
<b>Group:</b>	Works and Infrastructure	<b>Unit:</b>	Works and Operations
<b>Salary Grade:</b>	6	<b>Award Band and Level:</b>	Band 2 Level 2
<b>Position Reports to:</b>	Construction Coordinator		
<b>Staff Management:</b>	Nil		
<b>Budget Responsibility:</b>	Nil		
<b>Date Created:</b>	23 April 2018	<b>Date Last Reviewed:</b>	<a href="#">Click here to enter a date.</a>
<b>Version:</b>	1	<b>Document Number:</b>	DOC2018/039805

### ORGANISATIONAL ENVIRONMENT

Cessnock City Council employs approximately 280 employees and is responsible for a local government area of approximately 1,950 square kilometres within the Hunter Valley of New South Wales, approximately 120 kilometres north of Sydney and 40 kilometres west of Newcastle.

Cessnock City Council provides a diverse range of services and facilities for the residents and visitors of the local government area. Cessnock City Council comprises of 3 Directorates;

- Works and Infrastructure
- Planning and Environment
- Corporate and Community Services

### ORGANISATIONAL CONTEXT OF POSITION

The Works and Infrastructure directorate manages services associated with the following functions within Cessnock City Council;

- Works and Operations
- Infrastructure Management
- Open Space and Community Facilities
- Environment and Waste Services

The Works and Operations unit is responsible for provision of the Construction and Maintenance activities relating to Council's civil infrastructure including roads, stormwater drainage, bridges and the airport operations.

### WORKPLACE HEALTH & SAFETY

The Responsibilities, Authorities and Accountabilities (RAA's) applicable to this position is Level 6.

For specific WHS Responsibilities, Authorities and Accountabilities applicable to this position, refer to the WHS RAA Handbook.

The person accepting this position is required to read and comply with the RAA's applicable to this position.

## PRIMARY OBJECTIVE

The primary objective of this position is to provide engineering and technical support to the Works and Operations Unit.

## KEY ACCOUNTABILITIES

1. Develop work site documentation (eg traffic management plans), order materials, arrange road closure and provided ongoing communication, support with affected teams and review actual unit rates.
2. Prepare correspondence, reports, proposals, works as executed drawings and project finalisation.
3. Liaise and provide technical support to operational crews on a project by project basis.
4. Manage minor contract works, including preparation and assessment of quotations and engagement, site induction, supervision and process payment claims.
5. Ensure that best practice work methods are adopted on work tasks.
6. Develop and maintain a positive team culture focused on teamwork and cooperation.
7. Undertake works in accordance with all relevant quality, environmental and WHS requirements.
8. Maintain the health and safety of the general public and Council staff during the execution of works by ensuring safe work practices are adopted and adhered to in accordance with Council's WHS policy and procedures.
9. Ensure a positive image of Council is promoted throughout the community through courteous, responsive and efficient service.
10. Any other accountabilities or duties as directed which are within the employee's skills, competence and training.

## POSITION SELECTION CRITERIA

### Essential

1. Minimum Certificate IV in Operational Works, Project Management or similar relevant field.
2. Demonstrated experience (3 years minimum) in the delivery of civil construction and maintenance works, particularly in the roads and drainage areas.
3. Demonstrated project management skills with the ability to read plans, take levels, set out minor works and record work as executed.
4. Demonstrated experience in the supervision of staff and/or contractors.
5. Demonstrated solid literacy, numeracy and oral and written communication skills.
6. Demonstrated knowledge and understanding of Workplace Health and Safety requirements.
7. Well-developed computer skills, including demonstrated competency in the use of MS Office applications and electronic document management system.

### Essential Certificates, Licences and Tickets

8. RMS accreditation to select/modify Traffic Control Plans Certificate (Red) and design and input Traffic Control Plans (Orange) or equivalent or willing to obtain.
9. Holder of Work Safety in the Construction Industry Certificate.
10. Class C drivers licence.
11. Working Under Powerlines or willingness to obtain.

### Highly Desirable

1. Diploma Certificate in a related technical discipline or project management.
2. Knowledge of quality assurance processes and systems.
3. Working knowledge of asset management practices.

## SIGNATURE

### Employee

Full Name:

Signature:

Date: