

POSITION DESCRIPTION

POSITION DETAILS			
Position Title:	Operational Surveillance Officer		
Position Number:		Standard Position Hours:	35 Hours
Directorate:	Works and Infrastructure	Unit:	Works and Operations
Salary Grade:	6	Award Band and Level:	Band 2 Level 2
Position Reports to:	Works Engineer		
Staff Management:	Nil		
Budget Responsibility:	\$10 Million		
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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 Services 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 the provision of 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 objectives of this position are to:

- Undertake the planning and monitoring of Councils operational activities in conjunction with the Works Engineer.
- Provide technical support to the Works and Operations Unit ensuring continuous improvement in the quality delivery of activities, services and projects.
- Ensure the efficient and effective delivery of operational projects on time and within budget

KEY ACCOUNTABILITIES

1. Provide operational and technical support to Council's construction and maintenance teams in the completion of road construction programs and ensuring they are completed according to design specifications and legislative requirements, within established time, quality and cost targets.
2. Provide effective leadership of all Construction and maintenance staff, including;
 - Assist the Coordinator in reviewing and managing the performance of the team;
 - Assisting the workload and output of the team;
 - Ensuring that work is undertaken in an accurate, timely and responsive manner;
 - Ensuring the effective and efficient allocation/coordination of resources to ensure the optimal service level delivery of the team;
 - Ensuring the employment of best practice; and
 - Ensuring site documentation is maintained up to date and easily accessible when required.
 - Actively encouraging team harmony and cooperation and ensuring that a positive example is set for the team.
 - Developing and maintaining a team culture which displays excellent work ethics and strives to continually improve to produce the best possible outcomes for Council.
3. Contribute to the project management of civil works projects, including;
 - Maintaining project cost control and reporting;
 - Reviewing draft plans and estimates;
 - Preparing variation reports;
 - Scheduling and track program
 - Ensuring quality assurance and controls are implemented on site;
 - Coordinating resources, including plant, labour and materials and identifying suitability of alternative products and materials.
4. Ensure that contract works are administered in accordance with statutory obligations stipulated in the Local Government Act 1993 and the State Government's Code of Tendering and Code of Practice for the Construction Industry and Council's Procurement Procedure.
5. Ensure that correspondence and customer requests are actioned in accordance with Council's policies and procedures.
6. Assist Construction Coordinator in undertake the project management of subcontracting services to Council to ensure the effective and efficient completion of civil works projects.
7. Respond to out of hours emergency calls and co-ordinate essential works as required.
8. Liaise and engage in a professional manner with internal and external stakeholders, ensuring appropriate consultation processes are undertaken.

9. Ensure staff compliance with Council policies and procedures and work health and safety, risk, quality control, environmental protection and legislative requirements.
10. 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.
11. Ensure a positive image of Council is promoted throughout the community through courteous, responsive and efficient service.
12. Any other accountabilities or duties as directed which are within the employee's skills, competence and training.
13. Provide relief of the Construction Coordinator as require during periods of leave.

POSITION SELECTION CRITERIA

Essential

1. Associate Diploma in Civil Engineering / Certificate IV in Local Government Operational Works/Frontline Management or equivalent with particular emphasis in civil works and project management.
2. Demonstrated extensive experience in civil works with a thorough knowledge of road and drainage construction and maintenance techniques, technical specifications, project scheduling techniques, project cost estimating and control and quality assurance and control.
3. Demonstrated sound experience in on site supervisory role in civil engineering with proven leadership skills and an ability to foster an environment based on teamwork and cooperation.
4. Demonstrated knowledge and experience in project management and contract administration.
5. Well-developed interpersonal, written and verbal communication skills, including the ability to build effective working relationships with people at all levels of the organisation.
6. Demonstrated ability to set out a project utilising a survey level and other measuring devices.
7. Demonstrated commitment to providing superior customer service to both internal and external customers.
8. Demonstrated experience in the use of Microsoft Office and other software/database programs relevant to the position such as Electronic Document Management systems.
9. Demonstrated strong time management skills with the ability to complete a broad range of tasks within an environment of competing demands.
10. Demonstrated working knowledge of RMS QA specifications.
11. Demonstrated thorough knowledge and understanding of Workplace Health and Safety requirements.
12. Possess current Traffic Controllers Certificate - Prepare a Work Zone Traffic Management Plan or equivalent certificate and demonstrated ability to prepare and set up traffic control at work site.
13. Class C driver's licence.

Highly Desirable

1. Demonstrated knowledge and experience using project scheduling software applications.
2. Demonstrated knowledge and understanding of Quality Assurance processes and systems.
3. Demonstrated sound knowledge of geotechnical principles and testing methods for road works.

SIGNATURE

Employee

Full Name:

Signature:

Date: