

Position Description

Position title:	Works Coordinator
Directorate:	Infrastructure & Property
Service Unit:	Civil Construction & Maintenance
Reports to:	Contract Coordination Manager
Direct reports:	3-4 direct reports, up to 15 indirect reports
Salary point:	14
Work location:	Waratah Works Depot
Date revised:	May 2021

What's it like working at the City of Newcastle?

We are focused on making a real difference in our community and achieving our vision of **creating a smart, liveable and sustainable global city**. We are proud to deliver services valued by our community. People come first at the City of Newcastle, which means providing employees with meaningful work and capacity for work life balance. As a large local organisation, the City of Newcastle offers opportunity to develop in your current role, grow into future opportunities and reach your full potential.

Our organisation's values are **Cooperation, Respect, Excellence and Wellbeing** which are underpinned by our behaviours of courage, trust and pride. Together, our values and behaviours support our decision making, our day to day interactions and everything we do.

What's it like working in Civil Construction & Maintenance?

We are a large team of 180+ Civil Construction professionals who work hard to deliver our Capital Works Program for the benefit of the community. We have a range of employees working on the ground, on machinery and in the office. Employees within our team have a broad range of experience and enjoy sharing their knowledge. We are focused on developing our staff for the future, so many of our current employees have progressed through the ranks and have a wealth of corporate knowledge.

What's the focus of this position?

Coordinate the cost-effective construction and maintenance of the public road network and associated infrastructure in accordance with drawings, specifications and adopted Asset Management Plan levels whilst ensuring public and employee safety.

What you'll be doing:

- Use Project Management techniques to ensure delivery of a quality product, on time and on budget.
- Lead the activities of multi-functional teams including the allocation of resources (staff, contract labour, equipment and materials) to ensure optimum utilisation of resources.
- Engage and manage subcontractors and contractors.
- Implement effective management practices including performance development, performance management, competency training and assessment, dispute resolution and workplace conflict.
- Actively manage work activities to ensure conformance to Quality, Safety and Environmental (QSE) Procedures. Develop appropriate project management and process control documentation including Safe Work Method Statements, Risk Assessments, Toolbox Meetings, Inspection and Test Plans and Traffic and Environmental Management Plans as required by the QSE System.
- Investigate requests for service, develop appropriate action plans, program necessary works and liaise with the Community in a timely manner.
- Liaise with relevant government agencies, statutory authorities, other staff, contractors and the community as necessary. Apply both technical and practical knowledge and or skills in such a manner to facilitate works by external agents to ensure both Council's and the Community's interests are protected.
- Provide technical advice in relation to work methods, interpretation of service levels and budget controls to ensure efficient and effective services that meet customer expectations.
- You will be required to carry out other duties that are within the limits of your skills, competence, training and/or experience as directed by your Manager.

Coordinators will be required to deliver various specialist functions within Civil Works from time to time which may include the following:

Plant Allocation

- Manage, direct and coordinate use of Council's plant and motor vehicle fleet and operators in order to maximise utilisation rates and meet daily requirements for Council works.

Private Works (Road Openings/Vehicular crossings)

- Provide timely and accurate advice to Public Utility Authorities in regard to works on Council land and coordinate restoration by Council and contractors to ensure that all remedial works are completed in accordance with agreed specifications and with minimum adverse impact on the community to ensure the public road infrastructure is maintained in accordance with Council standards.
- Undertake inspections, issue approvals and provide advice and direction to contractors in the construction of vehicular crossings and related works on Council owned land. To provide quotations and arrange for the construction of vehicle crossings by Council staff including supervision and cost control.
- Maintain accurate and up to date documentation / registers relating to works on Council land by both public utilities and private entities in order to support the production of associated reports or correspondence.

Subdivisions

- Facilitate the development of residential, commercial and industrial land by providing timely, professional supervision and certification of all approved works to ensure built infrastructure complies with Council standards and specifications and is in accordance with approved plans and conditions.
- Provide technical advice and direction to find most cost effective outcomes for developers and the community.
- Safeguard the environment during construction works by ensuring appropriate controls are provided and maintained and that rehabilitation measures are completed in a timely manner.
- Ensure private development is carried out in a manner that results in the least amount of disruption or inconvenience to the amenity of adjoining neighbourhoods or businesses.
- Ensure construction complies with all standards by surveillance and reviewing test results.
- Ensure the attainment of a high level of Work Health and Safety on private development works by the application of related procedures, guidelines, processes and practices.
- Promote the image of Council in a professional and positive light in all dealings with external agents and in so doing foster positive liaisons with private developers based on fairness and trust.

The essentials you'll need:

- Diploma in Civil Engineering or related discipline or significant progress towards attaining such qualification or significant relevant experience at coordinator level as a minimum.
- Extensive practical field experience in civil engineering construction and/or maintenance works, including experience in budget preparation, cost control and financial monitoring.
- Highly developed Project and Contract Management experience in delivering civil projects to successful outcomes.
- Practical understanding and demonstrable knowledge of QSE (Quality, Safety and Environmental) Systems and relevant legislation.
- Highly developed communication skills.
- Experience in effectively managing multi skilled work teams and contractors.
- Ability to provide accurate and clear technical advice in a civil engineering environment.
- Proficient computing skills including the use of Microsoft Office.
- Class C Driver's licence.
- Construction Induction Card (White Card)

Other valuable skills you may have:

- Diploma in Civil Construction Design or equivalent.
- Knowledge and understanding of the Local Government operating environment.
- Traffic Control Accreditation ("Prepare a Workzone Traffic Management Plan").

We'll encourage you along the way

We will partner with you to support your performance and ongoing development to ensure you are fully prepared for future challenges as this position and our organisation adapts and evolves.

I acknowledge that I have read and understood the requirements and responsibilities of this position as detailed in the Position Description (PD) and have discussed the PD with my Manager.

Employee Name:	
Employee Signature:	
Date:	