

## POSITION DETAILS

<b>Position Title:</b>	Senior Civil Engineer	<b>Position Grade:</b>	13
<b>Department/ Directorate:</b>	Assets & Infrastructure / City Works	<b>Position Status / Hours per Week:</b>	Full Time / 35 hours

## PRIMARY PURPOSE OF THE POSITION

- Assist in the delivery of infrastructure renewal and refurbishment programs to improve the functionality, safety and sustainability of Council's civil assets (especially road pavements and car parks), traffic management and foreshore infrastructure.
- Assist in research, planning, policy formulation, and implementation activities with respect to Council's civil assets and foreshore infrastructure, including the coordination of planning approvals, resolution of problems arising, and stakeholder liaison.
- Provide professional and technical advice on proposals for environmental management and protection with regards to foreshore areas and the functionality, safety and sustainability of Council's civil assets and road assets.
- Monitor the performance of consultants and contractors and providing accurate and timely reports on progress, expenditure and related project issues.
- Contribute to business planning and overall policy direction within the Section & Unit.
- Participate as a proactive team member building a positive environment that fosters productivity, efficiency, client service and continuous improvement regarding service delivery.
- Preparation of four-year delivery plan for the road resurfacing, road kerb renewal, heavy patching and car park programs
- Preparation of project briefs for roadworks, road kerb renewal, heavy patching and car park projects
- Review and comment roads and street drainage designs
- Provide cost effective and practical solutions to meet objectives, preliminary designs, estimates, and technical advice to both internal and external customers.
- Preparation of the Annual Capital Works Construction and Maintenance Programs for assets including roads & footpaths.
- Manage and conduct condition assessment of assets primarily relating to Roads and Pavements
- Review and audit of existing pavement management systems, as required, ensuring that:
  - Appropriate data is acquired and maintained.
  - Capital Works programs are developed in a transparent and fully documented process from PMS information.
  - System methodologies comply with recognised standards.
  - Provide hands on data management, data entry, data retrieval and report writing for all civil assets utilising software systems such as Microsoft Access, Council's Geographical Information System (GIS) and AutoCAD.
  - Liaise with operational crews in relation to road and car park maintenance works.
  - Provide comprehensive and high-level reports to management and Council on road works programs.
- Undertaking projects across all sections and unplanned tasks as allocated by Department

## SELECTION CRITERIA

### **Education / Qualifications**

- Degree in civil engineering or other relevant discipline
- Current Driver's Licence

### **Experience/Specific skills**

- Experience in overseeing the construction and/or maintenance of civil assets, traffic management and related infrastructure, including planning, civil asset specification and budgeting works, organising work schedules, managing and supervising contractors and overseeing asphalt paving works
- Road pavement investigation and road design
- Sound technical knowledge of road design, road construction, asset management, traffic engineering and road marking and survey procedures
- Excellent communication, negotiation, presentation and interpersonal skills, including the ability to build and maintain relationships with staff, contractors and key internal stakeholders
- Knowledge of WH&S legislation
- Contract administration/management experience
- Excellent client service focus and demonstrated consultation skills/experience
- Strong PC skills with extensive experience using MS Office applications
- Sound written communication skills including the ability to prepare correspondence, reports and submissions
- Working knowledge of environmental assessment legislation and processes, and other legislative requirements
- Well-developed time management skills with ability to multi-task and set work priorities

### **Personal Attributes**

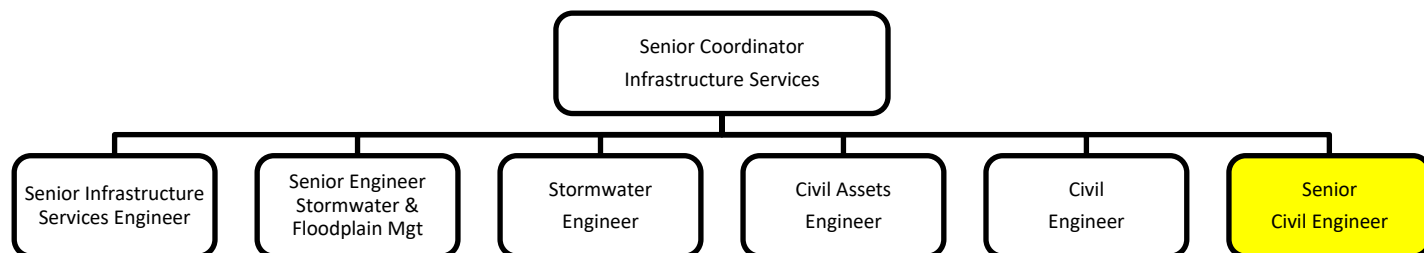
- Demonstrated ability to work effectively as part of a team
- Able to build effective working relationships with internal and external stakeholders
- Enjoys working in a fast-paced environment
- Able to use initiative to solve day to day work issues

### **Desirable Qualifications, Experience and/or Skills**

- CPEng / RPEng status
- Postgraduate qualifications in engineering
- Bi-lingual language skills desirable

**Please note:** In line with Council's COVIDSafe Workplace Policy & Procedure all staff are required to be vaccinated against COVID-19.

## ORGANISATIONAL CHART



## SERVICE ACCOUNTABILITIES – Contributes to

The statements below indicate how the duties and responsibilities of this position contribute to the wider activities carried out by the City Works Directorate of the organisation.

- Car Park development and management
- Roads, bridges and retaining walls development and management
- Wharves, jetty's, boat ramps and sea walls development and management

## CORPORATE ACCOUNTABILITIES

**The statements below indicate the relevant organisational “Accountabilities” that the position holder is required to observe.**

1	To comply with legislative requirements
3	To adhere to Council plans, policies, procedures and Code of Conduct
4	To understand, adhere and promote all WHS policies and procedures
5	To understand, adhere and promote Council's EEO policies and procedures.
7	To understand and respond to the needs of our customers in accordance with the Customer Service Charter
8	To deliver your accountabilities and meet your project milestones, performance targets and service levels as required within your job plan
12	To actively document all policies, procedures, projects and activities (as required)
13	To actively share information and knowledge on issues, training and better practice to relevant staff
14	To identify and initiate improvements of business systems to maximise service delivery
15	To identify and initiate improvements of processes to maximise service delivery
16	To deliver all project deliverables through PM_CoR methodology

CORPORATE ACCOUNTABILITIES	
17	To identify and minimise exposure to risk
20	To be involved in or provide feedback on corporate initiatives
21	To positively and proactively work with others across the organisation to deliver the outcomes
25	To model Council's values
26	To create and contribute to a positive work environment within my team, my Unit and the workplace.
28	To undertake relevant training to improve performance of the individual, organisation and meet mandatory requirements

## WORK HEALTH AND SAFETY RESPONSIBILITIES

You are required to perform your duties in accordance with this Position Description, City of Ryde Code of Conduct, policies procedures and instructions, where appropriate. You are also responsible for the following:

### Work Health and Safety

- Follow safe practices/procedures to perform your duties in a manner, so as not to put yourself or others at risk of harm;
- Participate in development of safe work methods and risk assessments with your Supervisor when required;
- Actively participate in WHS inductions and training when required;
- Wear Personal Protective Equipment (PPE) in the prescribed manner and when specified;
- Participate in workplace inspections if required;
- Take care of any plant or equipment of any kind, including computer and other telecommunication devices;
- Participate in emergency preparedness training, including any required knowledge for business continuity plans;
- Report all hazards, near misses and damage to City of Ryde property to your Supervisor.

### Certificates of Competency / Licences

- Where required for the position, either by legislation or through City of Ryde policies and procedures, maintain all certificates, licences, operative training etc, and advise Supervisors of any change to these, including vehicle licences.

### Injury Management

- Report all injuries/illnesses to your Supervisor immediately;
- If injured at work, actively cooperate and participate to comply with obligations imposed under injury management and return-to-work plans where applicable.

### Risk Management

- Report any potential public liability and professional indemnity exposures in your workplace to your Supervisor.

## OUR VALUES

All employees at City of Ryde are to observe our values which are:

### **Safety**

We are committed to preventing injury to ourselves, our team and our community.

### **Teamwork**

We work together with respect and support.

### **Ethics**

We are honest, responsible and accountable for our actions.

### **Professionalism**

We deliver effective services to the community with consistent decision-making.

## DELEGATIONS

Please note that this position holds delegations pursuant to section 191 & 192 of the Local Government Act. A copy of the current delegations from the General Manager is to be reviewed and signed by the employee on commencement.

Employee's Name	
Employee's Signature:	
Date:	