

POSITION DETAILS

Position Title:	Construction Engineer	Position Grade:	13
Department/Group:	Operations / City Infrastructure	Position Status / Hours per Week:	Permanent / 35 hours

PRIMARY PURPOSE OF THE POSITION

- Oversee 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), and foreshore infrastructure.
- Assist in planning for the construction of Council's civil assets and foreshore infrastructure.
- 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.
- Preparation of construction scheduling to ensure successful delivery of projects assigned to the Operations Department.
- Oversee the preparation of Scheduled Maintenance Programs with respect to civil assets.
- Monitor the performance of both in-house teams 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 Department.
- 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 Operations Department with specific emphasis on the constructed wetlands and playgrounds, stormwater renewal and expansion, road kerb renewal, heavy patching and car park programs
- Preparation of project estimates for construction activities associated with constructed wetlands and playgrounds, stormwater renewal and expansion, road kerb renewal, heavy patching and car park projects
- Review and comment on designs for the range of services provided
- 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.
- 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.
- Provide support in the Local Emergency Management activity and assume the role of Deputy Local Emergency Management Officer (LEMO).

SELECTION CRITERIA

Education / Qualifications

- Degree in Civil Engineering
- Current Driver's Licence

Experience/Specific skills

- Experience in overseeing the construction and/or maintenance of civil assets, and related infrastructure, including planning, civil asset specification and budgeting works, organising work schedules, managing and supervising contractors and overseeing asphalt paving works
- Sound technical knowledge of road design, road construction, asset management and maintenance, 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

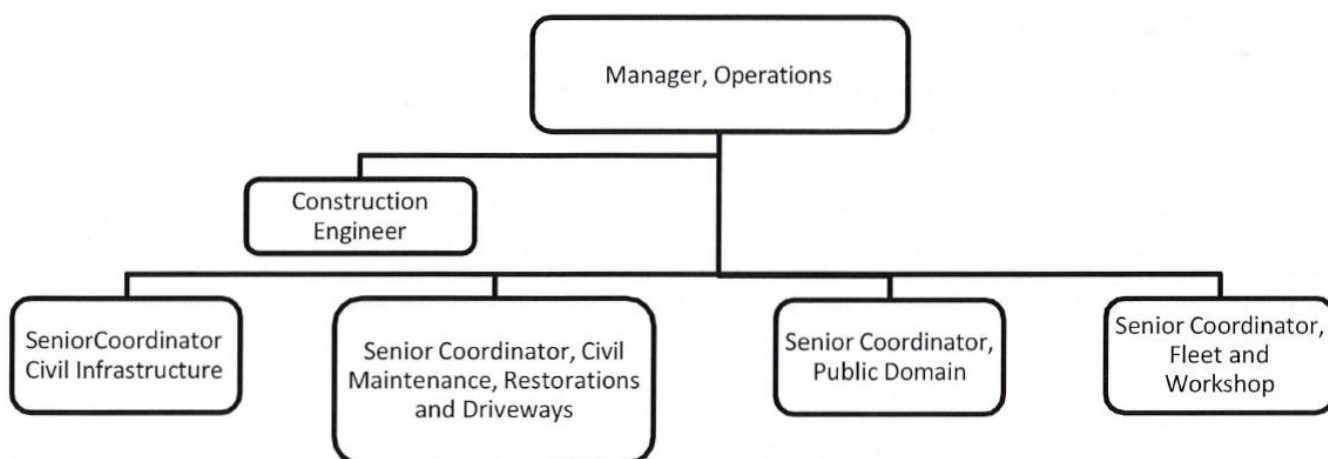
- Demonstrated ability to work effectively as part of a team
- Able to build effective working relationships with internal and external stakeholders
- Enjoys working in a fast-paced environment
- Able to use initiative to solve day to day work issues

Desirable Qualifications, Experience and/or Skills

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

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

ORGANISATIONAL CHART



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
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:

Health & Safety

We take personal responsibility for our own health, wellbeing and safety. As well as the health, wellbeing and safety of our colleagues and customers.

Excellence

We do the best we can for our customers and embrace innovation in the way we work.

Accountability

We are honest, transparent and act in the best interest of Council and the community.

Respect

We listen, seek to understand, and celebrate the diversity of the people within our organisation and the community.

Teamwork

We work within both our own teams and other teams to successfully achieve council's goals.

DELEGATIONS

Please note that this position holds delegations pursuant to section 378 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:	