

Position Description

Senior Projects Engineer

Name of appointed officer: Vacant

Date of appointment:

Date of last review of position description: July 2018

Salary and conditions

All terms and conditions of employment are consistent with the Local Government (State) Award unless otherwise stated.

Assessed entry level of position within salary system:	Band 3 Level 3
Position limit within salary system: (20 Grade structure)	Grade 16 - Entry to Step 4
Status of position:	Permanent
Hours of work per fortnight:	70

Organisational relationships

Directorate:	Works & Civil
Section/Unit:	Civil Services
Team:	N/A
Work base:	South Grafton (Rushforth Roads Works Depot) However, this may change should business need identify other work locations to be more appropriate to deliver our services in the future
Position responsible to:	Manager Civil Services
Level of support and supervision:	High level of independence with routine reporting function to Manager Civil Services
Level of personal management	High
Level of teamwork required:	High
Supervision of staff:	Direct supervision of staff within team.
Internal contacts:	All staff within Council
External contacts:	General public, Government agencies, private organisations, developers and utility authorities.

Vision, mission and values

Our vision:	To make the Clarence Valley a community full of opportunity
Our mission:	To plan and deliver services valued by the community
Our values:	the acronym ' STRIVE ' describes the values and behaviours which are considered to be core requirements when we deal with each other and our community



Our Values and Behaviours

Safe	
We will have a safety focused workplace culture to ensure the wellbeing of our staff and the community.	
Acceptable	Unacceptable
I am aware of hazards	I take shortcuts
I promote a safe culture	I ignore safety
I look out for others	I do not communicate
Teamwork	
We will work together as one council towards shared goals and for the greater good of the community.	
Acceptable	Unacceptable
I share the load	I undermine others
I communicate with others	I act in isolation
I value people's strengths	"What's in it for me?"
Respect	
We will be inclusive, treat people with courtesy and fairness, and ensure each individual is valued and heard.	
Acceptable	Unacceptable
I am inclusive	I am a bully
I value the skills and opinions of others	I am aggressive
I listen actively	I am a gossip
Integrity	
We will behave in a way that is honest, open, and transparent. We will take responsibility for our actions and strive for excellence.	
Acceptable	Unacceptable
I am honest	I lie and conceal
I work ethically and lead by example	I act corruptly
I am responsible for my actions	I undermine others
Value	
We will deliver services efficiently, effectively, and in an environmentally and financially sustainable manner.	
Acceptable	Unacceptable
I always look for improvements	I misuse Council resources
I work efficiently	I'm a bludger
I learn from my mistakes	I don't respect the environment
Engagement	
We will engage with our staff and community to inform our decision making, and create awareness of our activities.	
Acceptable	Unacceptable
I communicate in a clear and timely manner	I deliberately misinform (lie)
I am the face of Council	I don't value consultation
I value all our customers' needs	I ignore communication

Physical requirements of the position

Frequent use of computer keyboard

Potential for large amount of travel within the Council area

Walking on uneven ground and up and down slopes

Purpose of the position

To ensure the effective and efficient delivery of Council's Civil Services capital works program from inception through to construction through management and leadership of the projects team and liaison and negotiation with Government Agencies, members of the public and other sections of Council.

To manage the effective and efficient delivery of services to meet the requirements of the Road Maintenance Council Contract with Roads and Maritime Services.

To provide timely, accurate and succinct information to Civil Services technical staff in regard to quality, environment and WHS requirements on construction activities.

To continuously review Council's methods of service delivery to ensure that Council services are delivered to the required standard in the most economic means.

Provide competent leadership, and coordination of human, physical and financial resources.

Drive cultural change and be a key member of the Civil Services leadership team.

Major duties and responsibilities

Manage the efficient delivery of Civil Services capital works programs through:

- Developing short and long term capital works programs;
- Submitting grant applications for capital works;
- Liaising with the Design section ensuring survey and designs are completed in advance of construction programs and meet project requirements;
- Managing, in association with other Council staff, the completion of capital works programs to the required timeframe, budget and standard.
- Preparation of project documentation including the calling and letting of tenders, contract supervision and administration.
- Provision of regular reporting on project delivery, budget and standard and other matters related to the area of responsibility.

Ensure effective and efficient delivery of major and minor construction and maintenance projects, giving due consideration to the Civil Liabilities Act, and other such Legislation and regulations as may be applicable.

Assist in the preparation of the annual budget for, and components of, the Civil Services Section's Management Plan as required.

Manage the section liaison and response to community requests and correspondence to meet Council objectives, ensuring that customer liaison and response is a high priority within the section.

Major duties and responsibilities

Assist in the development and implementation of work practices and techniques to be implemented uniformly across the Council area to ensure a high standard of work and personnel safety in terms of quality, environmental and WH&S standards and documentation.

Manage the section liaison and works program with Roads and Maritime Services in association with the Road Maintenance Council Contract (RMCC).

Ensure a consistent level of service, behaviours and work practices are delivered in all areas.

Audit and review Council road and transport construction services to identify and implement service improvements.

Oversee the management of Council's quarries including any required rehabilitation, acquisition and disposal.

Foster a culture of continuous improvement through the audit and review of capital works and best practice maintenance and management techniques to identify and implement service improvements.

Lead and motivate staff to enhance: productivity; continuous improvement; safety; and job satisfaction.

Assist in the formulation, development and implementation of procedures and policies to ensure the effective and efficient delivery of roads and transport services.

Support emergency response in times of natural disaster.

Represent Council on internal and external committees and liaise, advise and negotiate with Government Agencies, members of the public and sections of Council regarding Council's maintenance operations.

Check and certify timesheets, plant sheets, purchase orders and invoices for activities supervised by the position.

Essential selection criteria

The selection criteria must be addressed as part of your application. Applicants must meet the essential criteria in order to be considered for interview.

Education and knowledge

Civil Engineering Degree or equivalent Tertiary Qualifications; **or** equivalent relevant industry experience

Licences/tickets, clearances, membership

Current Drivers Licence

WHS Construction Induction Training Certificate (NSW); or equivalent recognised in NSW

Experience

Demonstrated broad management experience or senior management experience

Demonstrated experience in construction and maintenance activities associated with municipal infrastructure.

Demonstrated experience in financial management of Engineering activities.

Essential selection criteria

Demonstrated experience in strategic project planning, ability to identify goals and to make sound and timely decisions.

Position related skills

Demonstrated highly developed communication (written and verbal) and negotiation skills.

Demonstrated ability to lead and motivate staff within a diverse workforce

Demonstrated ability to implement change.

Ability to assess and analyse complex issues over a large geographic area and develop prioritised responses for advice/implementation.

Work qualities

Behaviour that positively demonstrates commitment to Council's STRIVE values

Desirable selection criteria

The following criteria are considered important and demonstrated capacity to meet them will be highly regarded.

Education and knowledge

Tertiary qualifications in management, project management, asset management or another related field.

Experience

Demonstrated contract administration experience.

Position related skills

Advanced computer literacy including Microsoft Word and Excel

Other features of this position may include

Not applicable

Generic performance requirements

Ethics/probity – act in accordance with the Code of Conduct.

Equal employment opportunity - comply with Council's Equal Employment Opportunity (EEO) Protocol.

Health and safety (WHS) - undertake duties and act at all times in accordance with the WHS Management System.

Generic performance requirements

Other duties (outside of specific position requirements) - under the provisions of the Local Government (State) Award, Council may direct any employee to carry out duties that are believed to be within the employee's skills, qualifications, competence and fitness capabilities, whether or not they are a usual function of the position. Where an employee is required to perform duties associated with a higher position, the **Use of skills** Clause in the Local Government (State) Award will apply.

Declaration

In signing this declaration I acknowledge that I,
have been advised of the requirements, terms and conditions of appointment to this position based on this Position Description.

Signed: Date
Employee