

Position Description

Construction Engineer

Name of appointed officer: Vacant

Date of appointment:

Date of last review of position description: August 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 14 - Entry to Step 4
Status of position:	Permanent
Hours of work per fortnight:	70

Organisational relationships

Directorate:	Works and Civil
Section:	Civil Services
Team:	N/A
Work base:	Maclean/South Grafton
Position responsible to:	Senior Projects Engineer
Level of support and supervision:	High level of independence with routine reporting function
Level of personal management	High
Level of teamwork required:	High
Supervision of staff:	No direct supervision of staff, although the position contributes to the direction of operational staff in the completion of activities within the responsibilities of the position
Internal contacts:	All staff within Council
External contacts:	General public, Government agencies, private organisations, businesses and 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

Potential for large amount of travel within the Council area

Walking on uneven ground and up and down slopes

Frequent use of computer keyboard

Purpose of the position

To ensure effective and efficient delivery of Council's Civil Services capital works program from inception through to construction through management of the construction process.

To assist in the formulation of policy and strategic planning of construction works for the Civil Services Section.

To provide timely, accurate and succinct information to Civil Services staff as required on construction activities.

Major duties and responsibilities

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 strategic planning for construction works for the Civil Services Section

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.

Assist in the preparation of the annual budget for, and components of, the Management Plan for the construction aspects of the Civil Services Section

Lead and motivate staff as relevant to the scope of the position to enhance: productivity; continuous improvement; safety; and job satisfaction

Conduct contract supervision and administration

Support emergency response in times of natural disaster

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

Essential selection criteria

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

Experience

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

Demonstrated experience in financial management of Engineering activities.

Demonstrated skills to manage multiple concurrently running construction activities

Position related skills

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

Demonstrated ability to lead and motivate staff within a diverse workforce

General computer literacy including internet and email programs, basic proficiency in Microsoft Word and intermediate proficiency in Microsoft Excel

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

Demonstrated ability to implement change

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
