

Position Description

Quarries, Quality, Safety and Environment Officer

Name of appointed officer: Vacant

Date of appointment:

Date of last review of position description: November 2017

Salary and conditions

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

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| Assessed entry level of position within salary system: | Band 2 Level 3 |
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| Position limit within salary system: (20 Grade structure) | Grade 12 – Entry to Step 4 |
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| Status of position: | Permanent |
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| Hours of work per fortnight: | 70 |
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Organisational relationships

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| Directorate: | Works and Civil |
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| Section: | Civil Services |
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| Team: | Design and Projects |
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| Work base: | Grafton |
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| Position responsible to: | Design and Projects Engineer |
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| Level of support and supervision: | High level of independence with routine reporting function to Design and Projects Engineer |
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| Level of personal management | High |
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| Level of teamwork required: | High |
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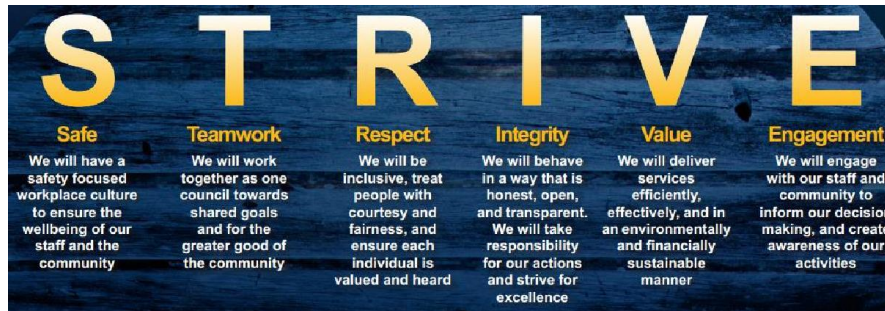
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| Supervision of staff: | No direct supervision of staff |
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| Internal contacts: | All staff within Council but primarily within the Works and Civil Directorate and with the WHS Unit |
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| External contacts: | General public, Government agencies and private organisations. |
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Vision, mission and values

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| 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 |



Physical requirements of the position

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| Frequent use of computer keyboard |
| Potential for large amount of travel within the Council area |
| Walking on uneven ground and up and down slopes and on construction sites |

Purpose of the position

To coordinate the delivery of high quality services in relation to Council's quarries including:

- compliance with relevant legislation and standards;
- management of the quarries to produce quarry material to the required standards; and
- maintenance and production of relevant procedures and associated documentation.

To undertake Quality Assurance supervision and audit of Council works in terms of quality, environment and WHS to ensure documentation, Council and Statutory requirements are being met.

To liaise, advise and negotiate with Government Agencies, members of the public and Sections of Council (including Roads and Maritime Services representatives on Road Maintenance Council Contract works) in terms of quality, environment and WHS.

To provide timely, accurate and succinct information to Civil Services technical staff in regard to quality, environment and WHS requirements on Council's maintenance and construction activities (roads, footpaths, wharves, jetties, etc.), including reviewing, monitoring and auditing proposed and current works and providing advice on appropriate standards and mentoring staff where required to meet those standards.

Major duties and responsibilities

Manage Council's quarries within the budgetary framework established by Council and consistent with the objectives of Council's Operational Plans.

Ensure that Council's quarries meet all statutory requirements, including the appointment of all declared positions, committees and emergency exercises.

Develop, implement and maintain procedures, policies and plans of management to ensure the safe, effective and efficient operation of Council's quarries.

Manage the production of material to the required standard from Council owned and operated quarries, including the coordination, administration and preparation of contracts for works and services required at Council's quarries.

Undertake strategic and business planning for all Council's quarries.

Assist in and provide advice on the strategic planning for implementation of quality, WHS and environmental measures for maintenance and construction works for the Civil Services Section.

Undertake quality assurance management of projects on-site in terms of quality, environment and WHS, including the administration of project documentation.

Audit construction and maintenance works to ensure Council's standards of quality, environmental and WHS plans, procedures, standards and documentation are maintained. Provide advice on remedial measures to be implemented where activities are not to the appropriate standards.

Liaise, advise and negotiate with Government Agencies, members of the public and Council staff (including Roads and Maritime Services representatives on Road Maintenance Council Contract works) in terms of quality, environment and WHS.

Provide timely, accurate and succinct information to Civil Service's technical staff in regard to quality, environment and WHS requirements on maintenance and construction activities, especially where required standards are not being met.

Review proposed works and plans and provide advice on identified quality, environment and WHS issues.

Assist in the development of quality systems (quality, environment and WHS) to meet current ISO standards, legislative and government requirements for maintenance and construction activities.

Provide training and guidance to Civil Services staff with regard to the implementation and maintenance of quality system requirements, with a focus on work practices and techniques and continual improvement.

Prepare or assist in the preparation of environmental assessment of Council projects.

Prepare and monitor/audit Traffic Control Plans and Traffic Management Plans, both office and field based.

Support emergency response in times of natural disaster.

Represent Council on internal and external committees as required.

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

Tertiary qualifications in an appropriate discipline; **or** equivalent relevant industry experience

Licences/tickets, clearances, membership

Current Drivers Licence

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

NSW Quarry Manager Practising Certificate (or ability to obtain within the probationary period)

Experience

Demonstrated experience in the operations and maintenance of quarries

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

Demonstrated experience in construction and maintenance activities associated with municipal infrastructure, including the development, implementation and monitoring of quality, WHS and environmental systems

Position related skills

High level computer literacy in email and internet programs and high level proficiency in Microsoft Word and Excel

Demonstrated well developed communication and negotiation (written and verbal) skills

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 a related field(s)

Licences/tickets, clearances, membership

RMS Traffic Control Certificate 'Prepare a Work Zone Traffic Management Plan'

Experience

Demonstrated experience with construction contract administration, including Road Maintenance Council Contracts (RMCC) with Roads and Maritime Services

Demonstrated experience in conducting construction worksite audits (including quality, environment and WHS documentation) and developing and implementing system improvements

Position related skills

Desirable selection criteria

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

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.

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

Signed: Date
Manager Human Resources