

# Eurobodalla Shire Council information package

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**Position vacant:** Works Engineer - Construction

**Ref no:** ESC951

**Closing date:** Monday 22 April 2024 at 11:00pm

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Eurobodalla Shire Council  
PO Box 99 Moruya NSW 2537  
Phone: 02 4474 7378  
Email: [positions@esc.nsw.gov.au](mailto:positions@esc.nsw.gov.au)

Thank you for enquiring about this position.  
If you would like more information after reading this package,  
please contact Tony Swallow on 0455 551 214.

## Important information

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Use our online application system to apply for this position. This can be accessed through the Vacant positions page of Council's website at [www.esc.nsw.gov.au/jobs-at-council](http://www.esc.nsw.gov.au/jobs-at-council).

Applicants found suitable through this recruitment process may be contacted for fixed term contract opportunities of less than 12 months where the position is similar in nature – meaning the position requires the same nature of duties, abilities, qualifications, experience and standard of work performance.

## Claims against the selection criteria

This is the most important part of the application:

- Only applicants who address the selection criteria will be considered for the position.
- The job description outlines the duties of the role and describes the selection criteria that your application will be checked against. It is recommended that you include examples to demonstrate your knowledge and experience.
- Selection for interview is based on the responses you make to these criteria.
- The selection criteria are mandatory fields in the online application system and you will be required to provide a response to these criteria as part of the application process.

## Prepare your resume (or CV)

- Prepare or update your resume (or CV) including your personal details, education and training, any relevant licences or certificates, employment history and contact details for at least two referees.
- Save your resume as a Microsoft word document or a PDF document, so it is ready for you to attach to your online application.
- Your resume should include a description of your skills, knowledge, personal qualities, experience and how they relate to the position.

Upload your resume, complete all sections of the online process and press submit to lodge your application.

Confidential referee checking will be carried out to verify the information provided in your application and at the interview. We will not contact any of your nominated referees without seeking your permission first.

For further information on how to make a great application please contact Council's recruitment team on 02 4474 7378.

## Position description

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### Works Engineer - Construction

Position code:	508
Division:	Works
Location:	Moruya Administration Offices
Band/Grade:	Professional/Specialist Band 3 Level 3 (Grade 19)

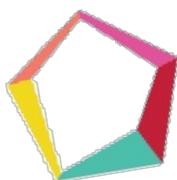
### Council values

At Eurobodalla Shire Council we embrace diversity and inclusion and value the contribution and experience of all our people. We are proud to work on Yuin Country.

Our Council Values represent “the way we do things around here.” We value collaboration, respect, teamwork, professionalism, openness and trust. Our values guide our decision-making and behaviour and underpin the interactions and professional relationships we have with others in our day-to-day work.

Values also contribute to our organisation's strategic direction and reinforce our commitment to creating a safe and mentally and physically healthy workplace. We strive to build a workforce culture that embraces work-life balance, wellbeing, and flexibility.

We encourage applications from people of all backgrounds and abilities.



#### **We are collaborative**

We ask for and share ideas, insights and knowledge.  
We find strength and reward in working together.

#### **We are respectful**

We show respect and compassion to each other and our community. When there are issues, we go to the sources.

#### **We show team spirit**

We nurture and value our relationships, bringing out the best in each other.

#### **We are professional**

We act with integrity, take pride in our work and always think first of our community. We aim for excellence in all that we do.

#### **We are open and trusting**

We are upfront and sincere and trust our colleagues to respect our honest and vulnerability. We look for the best in people and expect that in return.

## Primary purpose of the position

- Manage the delivery of Council's annual works programs for transport, stormwater, bridges, wharves, jetties, boat ramps, other marine infrastructure and Council gravel pits.
- Lead business improvement and people management for the area of responsibility.

## Main duties and key result areas (KRA):

1. Lead and manage staff, including business improvement, people management and development and monitoring of training and succession plans for the area of responsibility.

*KRA: Values based behaviours demonstrated by self and managed across the area of responsibility. Training and succession plan in place, and actively pursued in the delivery of the works and training programs.*

2. Prepare, monitor, review and coordinate annual works programs for roads, bridges, pathways, stormwater and other civil works.

*KRA: Program leads to effective and efficient delivery outcomes. Successes, challenges and reasons for any changes or variations communicated well. Annual programs 95% complete and within 5% of overall budget.*

3. Coordinate the development, monitoring and delivery of detailed projects plans for all work.

*KRA: Successful project and program outcomes including safety, stakeholder engagement, quality, environment, time & cost, and team growth. Compliance with Council's project documentation, policy and legislative requirements.*

4. Develop long term replacement and upgrade programs for bridges, footbridges and marine infrastructure based on condition, functionality and capacity to meet the community's needs.

*KRA: Inspection, testing and condition assessments undertaken as per agreed schedule. Forward plan updated annually. Asset information continuously updated with Technical Services Division. Timelines for annual budgeting and reporting met.*

5. Implement, monitor, review and report on annual maintenance, renewal and capital programs for bridges, footbridges and marine infrastructure.

*KRA: Programmed works scheduled to ensure efficient delivery of services within available budgets. Program reviewed, updated and provided to Divisional Manager quarterly on time. Compliance with Council's project documentation, policy and legislative requirements. Annual programs 95% complete and within 5% of overall budget.*

6. Develop, implement, monitor, review and report on annual and long-term plans for the management of Council's gravel pits, including being Council's Mines Manager.

*KRA: Effective programs developed and implemented to ensure efficient delivery of supply of materials to Council works. Mines Management legislative requirements met. Other legal requirements including conditions of development approvals and licenses/leases.*

7. Within area of responsibility, ensure
  - the application of EEO and Diversity principles
  - the health and safety of all persons through the implementation of, and compliance with Council's WHS Policy and procedures.

*KRA: WHS Policy and WHS system implemented together with demonstrated compliance with EEO and Diversity principles and practices.*

## Qualifications/experience (selection criteria)

### Essential

1. Degree in Civil Engineering or equivalent.
2. Demonstrated success in managing and developing professional, technical and operational staff, creating more efficient operations and increased performance in areas of responsibility.
3. Experience and knowledge of the construction of civil works including roads, stormwater and other civil infrastructure.
4. Formal training and/or relevant experience in contract management and project management.
5. Strong oral and written communications skills with a genuine focus towards providing high level customer service, both internally and externally.
6. Experience with the preparation of complex reports and ability to liaise with other government agencies.
7. Sound computing skills including use of Microsoft Office applications.
8. Successful completion of competency based WHS training, at manager level (or willingness to complete) as well as other WHS professional development for managers.
9. Demonstrated knowledge of, or an ability to quickly gain knowledge of, Council's WHS Policy and WHS System and EEO and Diversity related policy and practices.

### Desirable

1. Experience in the management and delivery of bridges, marine infrastructure and/or gravel pit operation.

## Licence and qualification requirements

### Mandatory licences and qualifications required prior to commencement

1. Current Class C Driver's Licence (or willingness and ability to obtain prior to commencement).
2. General Construction Induction Card (white card) (or willingness and ability to obtain prior to commencement).

### Mandatory licences and qualifications required to obtain with Council assistance (if not currently held)

1. First Aid Certificate
2. Traffic – Prepare a Work Zone Traffic Management Plan

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A satisfactory outcome as a result of a National Criminal History Record Check is a requirement for this position.

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The requirements outlined in Eurobodalla Shire Council's Policies and Codes of Practice apply to all employees of Council.

Supervisor:	Division Manager Works
Date:	March 2024

## Conditions of employment

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Position title:	Works Engineer - Construction
Reference number:	ESC951
Grading:	Grade 19 of Council's salary system
Salary range:	In the range of \$121,713.37 to \$133,704.43 gross per annual comprising: <ul style="list-style-type: none"><li>• \$105,943.66 to \$116,381.10 base salary</li><li>• \$36.56 Adverse Working Conditions allowance</li><li>• \$3,708.03 to \$4,073.34 Civil Liability allowance</li><li>• \$12,061.69 to \$13,249.99 superannuation (calculated at 11%)</li></ul>
Vehicle:	A fully maintained Council leaseback vehicle (including full private usage) is available with this position.
Award:	Local Government (State) Award 2023
Probation:	A probationary period of three months applies to new staff members. Ongoing employment is subject to successful completion of the probationary period.
Criminal Record Check:	A satisfactory outcome as a result of a National Criminal History Record Check is required for appointment to this position. Preferred candidates will be asked to consent to this check as part of the pre-employment process. Please note that people with criminal records are not automatically barred from applying for this position and each application will be considered on its merits.
Pre-employment medical:	An offer of employment for this position is subject to medical clearance to verify that you are safely able to undertake the duties of the position. Pre-employment medical examinations are at Council's expense.
Vaccinations:	As part of Council's duty of care, it is essential the successful applicant for this position be vaccinated against hepatitis and other diseases. Where not currently immunised they must be willing to complete a course of vaccinations provided by Council.
Hours of work:	Full time, 70 hours per fortnight. Office hours are: 8.30am to 4.30pm Monday to Friday

Eurobodalla Shire Council has a Council Agreement which provides for flexibility in working hours by individual agreement between employees and managers.

**Location:** Based from the Moruya Depot and required to work at various locations across the Shire.

**Leave entitlements:** 4 weeks annual leave per full year of service. Annual leave accrues progressively over a 12 month service period and accumulates from year to year.

3 weeks sick leave on commencement. Additional 3 weeks accumulated on each anniversary of appointment.

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# Organisation chart

