

Position Description

Title: Coordinator Engineering Design and Assets (Position 157)	Award Classification: Band 3, Level 3
Department: Strategic and Asset Planning	Salary Classification: Grade 6
Tenure: Permanent Full Time	FTE: 1

Context:

The Macleay Valley area is undergoing a period of growth. Suitable management of assets will be an important aspect in ensuring a sustainable future for Kempsey Shire Council. In particular, usage growth and renewal needs, regulatory responses, community development concerns, ageing infrastructure, infrastructure maintenance, infrastructure renewals and build infrastructure are key contributing trends to be addressed over time through the work of Council and the Strategic & Asset Planning section.

Role Purpose:

To lead the Engineering Design & Assets team to ensure robust asset planning and systems are in place, quality engineering design and investigations are completed in a timely manner and traffic engineering needs are fulfilled. This position will have a direct influence on the development of forward priority asset renewal programs and the delivery of these programs.

Key Accountabilities:

- Supervise and co-ordinate Council's survey, design and asset management staff to ensure achievement of desired outcomes
- Provide professional engineering advice in the design, maintenance and replacement of Councils infrastructure including roads, bridges, drainage, flood mitigation, paths, cycle ways, water, sewer, Council buildings, recreational facilities, aerodrome and parks and gardens
- Design and investigation of civil infrastructure and building works including the preparation of detailed construction plans
- Manage various civil design projects through the use of Councils resources or consultancies with due consideration of current standards and guidelines
- Prepare design briefs and specifications, tender and contract documentation and carry out tender assessment, for outsourced activities
- Investigating, monitoring and reporting on infrastructure related issues to meet legislative, strategic and operational needs

- Assist in the investigation, planning, organising and prioritising of work activities for the Unit in line with Council’s forward works programmes
- Coordinate and supervise design office systems
- Coordination of the development and implementation of asset management systems and strategies for the operation and management of infrastructure assets, including asset management plans and asset registers
- Develop and implement asset management strategies policies and procedures for the operation and management of infrastructure assets.
- Coordinate development of forward priority renewal programs/strategies and long term financial sustainability strategies for Council’s infrastructure assets based on asset data and funding available.
- Coordination of the maintenance and monitoring of asset and related data, including condition data and valuation
- Ensure clear communication and liaison with the Finance section in the management of the assets/asset management systems and long term financial plans.
- Assess, determine and implement strategies and engineering solutions to improve and maintain traffic efficiency, equitable parking supply and, safety of road users consistent with industry practice, and legislative requirements
- Chair Council’s Traffic Committee meetings and coordinate development of agenda and distribution of actions arising
- Provide an active mentoring role in the development of staff within the Unit
- Assist in the development, review and implementation of relevant strategic plans, business plans, marketing plans, budgets and grant applications to meet Council’s objectives
- Assisting in provision of technical input and advice for community engagement purposes
- Actively participating in team and toolbox meetings;
- To contribute to the promotion of teamwork and assist in building team spirit within the team to optimize work output across services provided;
- Recommending changes, where appropriate, to ensure all team members have clearly defined responsibilities, objectives and performance criteria covering their positions.
- Actively participating in a regular performance review consistent with Council’s Performance Development System and relevant Staff Policies;
- Assist in achieving outputs, performance measures and objectives of the Unit, Department and Council;
- The provision of sound, timely and accurate advice and reporting, where appropriate, to the Manager Strategic & Asset Planning or their delegate;
- Ensure all allocated correspondence and work orders are processed in accordance with Council performance targets;
- Ensure compliance with relevant Council Policies;
- Promoting high levels of Customer Service;
- Perform other reasonable duties as directed by the Manager Strategic & Asset Planning.



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our community to build an
inspired, connected
Macleay Valley”**

Core Competencies:

- Qualifications and experience in engineering, asset management, civil design or a related discipline
- Demonstrated ability and experience in engineering design and asset management
- Exceptional project management, organisation and time management skills
- Demonstrated ability to effectively lead, manage, supervise and influence staff
- Superior communication skills, both verbal and written, with a customer service focus
- Sound facilitation, conflict management, negotiation and problem-solving skills
- Hold a current driver licence

Supervision Received:

This role reports to the Manager Strategic and Asset Planning.

Supervision Exercised:

The following roles report to the Coordinator Engineering Design and Assets:

- Engineer Technical Services
- Infrastructure Design Officer (x2)
- Infrastructure Assets Engineer
- Maintenance Officer

Role Authorisation:

.....(Director Signature) Date

Role Acceptance and Accountabilities:

The work of the role has been discussed and explained to me and I expect to be held to account for work performed in accordance with this role.

.....(Role Incumbent's Signature) Date