

	<b>Role Title: Roads and Drainage Engineer</b>	
	Accountable to: Operations Coordinator Roads Drainage	
<b>Primary purpose</b>	The primary purpose of the role is to provide a high level of service in the project management and delivery of roads and drainage infrastructure in line with Council's delivery and operational plans.	
<b>Key responsibilities</b>	<ul style="list-style-type: none"> <li>• Project manage and deliver pavement, rehabilitation works, bitumen resurfacing and asphalt works including pre-planning, programming and compilation of all project documentation.</li> <li>• Supervise contractors and Council staff and apply highly developed interpersonal skills in dealing effectively with Government departments, community groups and the general public.</li> <li>• Deliver a wide range of full service and partial service contracted projects to a consistent high standard using sound engineering, environmental, safety, quality and financial principles and provide Works as Executed information to Asset Planning.</li> <li>• Read and interpret TfNSW Quality, Material and Construction Specifications including the inspection and quality control of works and ensure that relevant hold points are observed and obtained throughout every phase of a project.</li> <li>• Evaluate and mitigate the impact of works on the public and initiate and encourage innovative work practices and procedures whilst maximising the utilisation of resources.</li> <li>• Prepare and administer TfNSW Quality, Safety and Environmental Management Plans competently.</li> <li>• Prepare traffic control plans suitable for project works and to carry out inspections/audits of signs as set out and in use on work sites.</li> <li>• Manage budget allocations and ongoing expenditure and prepare estimates for construction works.</li> <li>• Prepare written reports on work related incidents and public risk matters.</li> <li>• Manage Disaster Relief Funding Arrangements (DRFA) including claims submissions, processing, project management, acquittals, estimates and communications with state government agencies.</li> <li>• Inspect Council capital works projects to ensure quality objectives have been satisfied and put in place corrective actions where required.</li> <li>• Flexible, adaptable and responsive to change, demonstrating a willingness to do what is required to deliver quality outcomes, within your skills, competencies and training.</li> <li>• Proactively participate as a team player to contribute towards the achievement of team goals and work objectives in a positive and supportive way, maintaining a customer focused attitude and apply a flexible and adaptable approach to deliver Council's commitments outlined in the delivery and operational plans and mentor less experienced staff imparting your knowledge freely.</li> <li>• Work in a safe manner having regard for self and others and contribute to the implementation of Council's work health and safety policies, procedures and practices.</li> <li>• Ensure works comply with quality systems including standard of works and environmental requirements.</li> <li>• Actively multi-skill across other areas of Council's works as required.</li> <li>• Act professionally and ethically and facilitate people development to support corporate outcomes, values and core behaviours, fostering teamwork and high morale within section.</li> <li>• Ensure the organisation's policies and procedures are fully understood and adhered to by staff.</li> <li>• Communicate effectively to all staff within section and other stakeholders to ensure awareness of relevant priorities, procedures and processes.</li> </ul>	

Key accountabilities	<ul style="list-style-type: none"> <li>Provides a specialist service in the completion of work or projects involving elements of complexity involving problem solving and judgement requiring analysis of options.</li> <li>Supervises the delivery of projects requiring project control and monitoring based on extensive experience in addition to professional qualifications.</li> <li>Delivers key services often requiring engagement with the public.</li> <li>Leads and motivates teams in their delivery of specialised or technical services with persuasion and negotiation skill techniques.</li> <li>May manage many or complex projects requiring the application of motivation and/or coordination skills.</li> </ul>
Skills, knowledge & experience	<p><b>Essential</b></p> <ul style="list-style-type: none"> <li>Bachelor Degree qualifications in Civil Engineering or Associate Degree qualifications in Civil Engineering as well as extensive experience in a similar role</li> <li>Demonstrated sound experience in the design, preparation and delivery of bitumen sealing, asphalt and pavement stabilisation works</li> <li>Demonstrated ability to lead and motivate staff to deliver quality outcomes through highly developed interpersonal skills</li> <li>SafeWork Construction Induction Certificate (WHS White Card)</li> <li>Current Class C Driver Licence</li> <li>High level computer skills in the Microsoft Office suite of programs</li> <li>Demonstrated knowledge of and commitment to work health and safety, equal employment opportunity and cultural diversity principles</li> <li>Demonstrated conduct aligned with Council's corporate behaviours supporting our values</li> <li>Demonstrated capability to train, develop, manage and mentor other staff</li> <li>SafeWork accredited Certificate for Prepare a Work Zone Traffic Management Plan</li> </ul> <p><b>Preferred</b></p> <ul style="list-style-type: none"> <li>Extensive experience in the surveillance and quality control of works undertaken by contractors, particularly to TfNSW contract specifications</li> <li>Thorough knowledge of TfNSW quality, material, construction specifications, hold points and traffic control requirements</li> <li>More extensive computer skills including the use of cost tracking financial software</li> <li>SafeWork accredited Certificate for Traffic Controller</li> </ul> <p><b>NOTE:</b> As the activities of this position could involve exposure to Q Fever, the employee will be vaccinated against this hazard or required to provide proof of immunity against this disease.</p>
Values & behaviours	<p><b>VALUES:</b></p> <p><b>Integrity and passion</b></p> <p><b>BEHAVIOURS:</b></p> <p><b>We lead by example - We take responsibility - We do what we say - We embrace change - We are community focused - We are in this together</b></p>
Role description approved	<p>We, the undersigned, agree that the role description outlined above is accepted as appropriate for this position</p> <p>Employee Name: _____ Signature: _____ Date: _____</p> <p>Manager Name: David Timms _____ Signature: _____ Date: _____</p>