

POSITION DESCRIPTION

CAPITAL WORKS ENGINEER

Position Description

Directorate:	Infrastructure Delivery
Reports to:	Manager Road Services
Position Number:	RS3
Classification:	Grade 5 of Council's salary system
Location:	Narrabri Shire
Award:	Local Government (State) Award

This document describes the key responsibilities of the position and is not designed to be prescriptive. The staff member can expect to undertake other duties in addition to those described in this document. All staff are expected to demonstrate behaviours that align with Narrabri Shire Council core values, Code of Conduct and Equal Employment Opportunity Principles.

Position Objective

To assist the Manager Road Services in the management and effective implementation of works prescribed in the management plan. In a competitive, customer focused manner, this position must ensure that high quality outputs are achieved in civil infrastructure, construction and contracted services.

Key Responsibilities

Operational

The assets of functional involvement include, but are not limited to:

- Sealed and unsealed roads, rest areas and car parks.
- Kerb and gutter, table drains, open channels, levee banks and storm water damage and facilities.
- Footpaths and cycleways.
- Bridges and culverts.
- Traffic facilities and street signs.
- Quarries and stockpile sites and storage areas including areas assigned to the Road Services section within Council's depots.

Works

- Prepare detailed works programs and implementation schedules (in conjunction with forthcoming annual estimates) for projects.
- Research the latest construction, maintenance and operating techniques and ensure that the sections undertakings reflect industry best practice.
- Be responsible for the operations and management of Council's quarries. Ensure adequate gravel material stocks are maintained; and arrange for the engagement of necessary resources to replenish stocks.
- Prepare the Road Services budget in conjunction with the Road Services Manager and participate in the delivery of the approved budget.
- Assist in the preparation of specifications, tender documentation, engagement and supervision of consultants and as required by the Director of Infrastructure.
- Identify, recommend and implement opportunities for improving the effectiveness and efficiency of the Road Services section and overall operation of the Infrastructure Delivery Directorate in conjunction with the Manager Road Services and Director Infrastructure Delivery.
- Oversee programming and completion of all RMCC Road Inspections, electronically record defects and update Inspection Calendar using Council's "Reflect" Maintenance Management System.
- Liaise with RMS Contract Manager and Surveillance Officer, Manager Road Services and Coordinators regarding the programming of State Road Maintenance.
- Oversee preparation of estimates and submission of Work Proposals (including management plans) for all Ordered Works.
- Oversee completion of quantity agreements for all ordered works.

Management

- Lead, supervise and advise Road Services employees, and oversee the progress toward achieving safety, time, cost and environmental and quality targets of the Road Services section's works programs.
- Ensure that staff are diligently completing project details in accordance with Council's policies and procedures, and those of the Road Services Section, for example:
 - Timesheets, contractor payments etc
 - Workplace Health and Safety provisions
 - Time and costs control comparisons with estimated targets
 - Quality control testing and inspections
- Manage employee performance.

General

- Comply with Council's Corporate Values, policies and procedures.
- In accordance with the Workplace Health and Safety Act employees must, while at work take reasonable care for their own health and safety; take reasonable care for the health and safety of others and comply with any reasonable instruction from Council.
- Employees may be required to participate in the on-call roster, weekend work, reasonable overtime and disaster and emergency situations when required.

- Employees may be required to undertake duties within the limits of their skill, competence and training, consistent with the applicable band and level within the Award, in any area of Council.

Reporting Relationships

Direct Reports	6
Indirect Reports	8

Compliance Training and Licence Requirements

This position needs to be able to attain and uphold the following licences/accreditations:

- Current NSW Class C Driver Licence.
- General Construction Induction Card (or recognised equivalent).
- Traffic Controller.
- Implement Traffic Control Plans.
- Prepare work zone Traffic Management Plan.

Authority and Delegations

Authority and delegations applicable to this position are laid out in Council Policies and Delegations Register, which are updated from time to time. Refer to these controlled documents for accurate and specific information.

Selection Criteria

Essential

- Certificate IV in Local Government (Operational Works), or equivalent experience/qualification.
- Experience in project planning, budget control and report submissions related to roads and ancillary services.
- Well developed leadership, organisational and time management skills in managing staff in various locations.
- Familiarity for compliance with legislation, Australian Standards, Design Guidelines and Codes of Practice relevant to standards, safety, quality and environment issues associated with road services functions and activities.
- Experience in Road Services tender/contract documentation and preparation, review and supervision.
- High level of computer literacy with all Microsoft Office software programs (Word, Excel, Outlook or similar) and Mapinfo or similar.

Desirable

- Diploma of Local Government (Operational Works).
- Management qualifications.
- Extensive Local Government experience.

Document Review Date

October 2019

I hereby agree that this role statement accurately reflects work requirements.

Authorisation

EMHR:

Director:

General Manager:

Employee:

Name

Signature

Date (dd/mm/yyyy)