

**POSITION DESCRIPTION**

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| **Position Title:** | Manager Engineering Services |
| **Position Number:** | 5032 |
| **Division:** | Technical Services |
| **Section:** | Engineering Services |
| **Grade:** | 16 |
| **Delegations:** | See attached document (as per Council’s Delegations Register). |

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| **Primary Purpose of Position** |
| * To manage strategic infrastructure planning, engineering development assessment, traffic management and design services within the Technical Services Division
* To manage the development, implementation and ongoing operation of Quality Systems, Environmental Management and Asset Management Planning with Technical Services
* To facilitate the management of section 94 and other contribution funds
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| **Sectional Structure** |
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| **Selection Criteria** |
| **Qualifications/****Licences** | * Tertiary qualifications in Civil Engineering or associated relevant discipline
* Post graduate qualifications in management and/or leadership desirable
* Eligibility for membership of a Professional Engineers Association
* Current Class C drivers licence
* Satisfactory Criminal Record Check
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| **Skills and Experience** | * Extensive experience in a similar role including demonstrated expertise in public works engineering design at both a strategic and an operational level
* Demonstrated expertise in provision of engineering advice on planning and development matters
* Demonstrated understanding of the provision of engineering inspection and regulatory services in the delivery of new public works infrastructure
* Demonstrated knowledge of section 94 contributions and section 64 water and sewerage contributions and the implementation of the various plan outcomes
* Experience in the development of contract and tender documents
* Demonstrated leadership and supervisory skills that promote high team performance, with the ability to coach, mentor and manage staff
* High level communication skills both verbal and written including the capacity to interact with all levels of staff and the public while maintaining effective customer service and relationship management
* Demonstrated experience in budgeting and financial management, including effective cost estimation and control of works programs and projects, as well as solid understanding of funding sources and the ability to seek out new funding opportunities
* Excellent organisational and planning skills, including the capacity to work to deadlines and set priorities
* Well-developed computer literacy skills in the use of a variety of computer software packages
* Demonstrated ability to model Council’s key values and desired behaviours
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| **Key Accountabilities/Duties** |
| * Manage and control the delivery of services for the section in line with the approved Delivery/Operational Plan, and in accordance with adopted standards, regulations, policies and procedures
* Develop, maintain and implement a quality systems based approach to the delivery of works across Technical Services in collaboration with operational managers, including, but not limited to:
	1. Infrastructure planning, design and construction
	2. Environmental compliance
	3. Asset Management Planning
	4. Traffic Management
* Ensure civil infrastructure constructed by developers is appropriate, functional and complies with Council’s standards and long term asset management goals
* Ensure asset management plans policies, procedures and strategies are current
* Ensure long term strategic infrastructure plans are developed and maintained for all key asset areas of Council, and that the plans are utilised and used in asset management
* Manage engineering investigation and design services to meet the needs of operational managers within Technical Services as well as across Council as required
* Ensuring legislative, statutory and Council Policy compliance and monitoring section activities to ensure that they are accomplished as planned
* Ensure effective financial management of all relevant aspects of the Engineering Services section
* Manage and develop staff through implementation of Council’s human resource management systems, policies and procedures, including but not limited to: recruitment; performance management and conducting performance reviews; and promoting learning and development
* Undertake Enterprise Risk Management (ERM) Assessments and implement ERM action plans
* Ensure Council’s Engineering Services Section is competent, responsive and proactive, providing excellent customer service
* Comply with Council’s Code of Conduct, relevant policies and procedures, values and behaviours, and work health and safety responsibilities, as amended from time to time
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| Design | * Liaise with operational managers across Council to ensure effective delivery of engineering design services
* Provide in-house engineering design services for works identified in Council’s Asset Management Plans and Delivery/Operational Plan in collaboration with operational managers, including production of engineering plans and specifications, design reports and engineering advice as requested.
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| Asset Management | * Co-ordinate the development and implementation of AMPs across Council including integration with the Community Strategic Plan and Delivery/Operational Plans and implementation, in collaboration with operational managers - Develop and maintain Asset Management Policies and Strategies
* Provide advice on the development of service levels and renewal strategies for Infrastructure Assets
* Maintain the corporate Asset Management System including integration with GIS system
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| Development Engineering | * Assess engineering aspects of development applications
* Assessment and approval of engineering plans for developments
* Assess and update controls for construction standards for developments and Council works
* Inspection of developments and Council works including audits to ensure compliance with quality systems
* Process and calculate sec 94 and sec 64 contributions
* Create, update, index and review sec 94 plans
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| Infrastructure Planning & Systems | * Undertake forward planning for engineering works associated with developments and development trends in collaboration with Development Services Division
* Undertake forward planning for engineering works associated with major projects
* Maintain and operate computer models for water, sewer and traffic, and develop and implement models for other asset areas as required
* Provide engineering advice and designs for Council’s Property Management Group
* Provide engineering advice and designs to support Council’s Traffic Committee
* Liaise with other divisions of Council on engineering requirements
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| Environmental Systems | * Develop environmental management systems for Council’s Technical Services Division in collaboration with operational managers and staff
* Review performance of the Technical Services Division in environmental management and, where appropriate, identify improvement opportunities and develop action plans in conjunction with operational staff
* Undertake audits to ensure compliance with environmental requirements
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| Engineering Quality Systems | * Develop and maintain specifications, policies and procedures for the creation of infrastructure assets to ensure quality works are provided
* Develop and maintain, in conjunction with operational managers, detailed workflow schedule and overall works program, covering key aspects of all projects and programs delivered by Technical Services
* Undertake audits to ensure compliance with Quality System requirements
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| **Corporate Values** |
| As a values-based organisation, Council demonstrates its values through workplace behaviours. These behaviours provide a framework for staff to model behaviour across the organisation. Underpinning the behaviours is the Orange City Council Code of Conduct. Council’s corporate values are listed below:* **Respect** – is honest and respectful towards others and works as part of a team
* **Ownership** - takes responsibility for actions
* **High Performance** -  pursues performance excellence and continually looks for improvement
* **Customer Focus** -  demonstrates a customer focused approach towards internal and external customers
* **Safety** -  works safely, in accordance with Council’s Work Health and Safety policy and procedures
* **Equal Employment Opportunity (EEO**) – complies with EEO principles and respects diversity
* **Leadership** –Council encouragesall its employees to lead by example and role model our values. Leaders also need to ensure they provide constructive feedback and encourage high performance by coaching, developing, recognising and managing people effectively
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| **Work Health and Safety Responsibilities** |
| All employees are responsible for Work Health and Safety (WHS) for Orange City Council and their duties include:* Complying with Council’s WHS policies and procedures
* Working with due diligence and consideration to safeguard their own health and safety and the health and safety of others
* Reporting any potential hazards, incidents or injuries to their Supervisor and Human Resources within 48 hours
* Participating in any applicable WHS consultation arrangements
* Complying with any Return to Work Plan if injured and supporting rehabilitation in the workplace
* Correctly using all personal protective equipment
* Complying with emergency and evacuation procedures and site rules if applicable
* For Managers, Supervisors, Team Leaders or Gangers, you have additional WHS responsibilities as defined in the Orange City Council Work Health and Safety Management Policy (OP 84)
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| **General** |
| * The above statements are intended to describe the general nature and level of work being performed. They are not intended to be construed as an exhaustive list of all responsibilities, duties and skills required.
* Local Government (State) Award conditions apply to all entitlements.
* The Position Description links to the overall organisational Delivery/Operational Plan which ties into an employees’ key performance indicators (KPIs) as part of their annual performance review.
* Position descriptions may be amended from time to time in accordance with business needs and in consultation with the incumbent of the position.
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*I acknowledge that I have read and understood the duties, responsibilities and delegations of the position as outlined in the above Position Description*

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| **Name of Employee** |  |
| **Signature of Employee** |  |
| **Date** |  |

*Human Resources Only: This position’s ordinary hours of work shall be based on a 35 hour week to determine the hourly rate of pay*