# POSITION: Works Engineer, Operations.

CLASSIFICATION: Band 8

**THE ORGANISATION**

South Gippsland is a place like no other. We have a diverse community and economy set in a magnificent natural environment.  We serve our people with genuine well-meaning and strive always to deliver the best outcomes we can.

We are passionate about building and sustaining a great workplace, principled leadership, and providing great opportunities.  Our values are present in what we do and how we do it.  With a renewed focus on innovation and collaboration, valuing difference and a belief that teams can achieve amazing things, there is a lot to look forward to.

We want to genuinely make a difference to the lives of all those who touch our community, and be part of creating ‘a great place for us’.

**Click** [**HERE**](http://www.southgippsland.vic.gov.au/downloads/file/443/organisational_structure_-_as_at_1_july_2015pdf) **to view Councils entire organisation chart**

**THE POSITION**

To provide engineering support and expertise to the operations department in relation to capital works, and periodic maintenance programs of roads, bridges, drains, recreation reserves, in the municipality.

The operations department is responsible for:

* Routine and periodic road maintenance
* Re-sheets and re-seals preparation
* In – house capital works delivery
* Drainage both underground and open systems.
* Parks and gardens maintenance
* Plant maintenance and replacement program
* Management of the Leongatha and Foster maintenance depots
* After hours response service
* Occupational Health & Safety

The department’s annual operating budget is approximately $25 M.

The key responsibilities of this role include –

* Coordinate, implement and monitor the Operations Department’s annual capital works program to ensure works are completed to a high standard, on time and within budget.
* Prepare project plans for capital works delivered by the operations department. These plans will be fully costed and include OHS, works program presented as a gantt chart and resource plans.
* Develop implement and review policies and procedures to ensure Council meets corporate objectives in relation to engineering functions of the operation department.
* Provide ongoing, scheduled, progress reports and other reports on works to the Manager Operations.
* Assist in the provision of a safe working environment for all staff and employees of the Department, in accordance with the regulations of the Victorian Occupational Health and Safety Act
* Contribute to the maintenance and auditing processes of Council’s integrated management system.
* Procure goods and services, in accordance with Councils Procurement Policy and Manual.
* Prepare estimates to inform budgets for capital works projects and natural disaster recovery projects.
* Work closely with Councils Infrastructure planning and project delivery departments with regard to program planning and delivery.
* Work closely with Council’s Grants Officer with regard to grant funded projects such as Natural Disaster Financial Assistance funded projects.

Please follow the links provided for further information on:

* South Gippsland Shire Council [www.southgippsland.vic.gov.au](http://www.southgippsland.vic.gov.au)
* South Gippsland region [www.visitpromcountry.com.au](http://www.visitpromcountry.com.au)
* Gippsland region [www.visitvictoria.com/Regions/Gippsland](http://www.visitvictoria.com/Regions/Gippsland)

To seek further information on this position, or to discuss this employment opportunity further, please contact Fred Huitema on 03-5662 9102.

**ROLE REQUIREMENTS AND RELATED COMPETENCIES**

**Judgement & Decision Making Judgement & Decision Making**

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| Accountabilty & Extent of Authority | |
| Band 8 + (Generic) | Role Specific |
| * Resource management – freedom to act set by broad goals, policies & budgets. * Manage specialist or regulatory units – freedom to act subject to goals, policies & legislation. * Develop policy options & strategic plans – wide freedom to act. | * Responsible for ensuring project delivery, planning and policy objectives are met efficiently and effectively within the confines of established budgets, timeframes and plans. * Authorised to instruct contractors and staff to achieve outcomes in accordance with approved delegations. * Accountable for providing community liaison for community projects. * Authorised to instruct contractors and staff to perform alterations, additions or extras within approved delegations. * Accountable to ensure annual performance targets set for the Department are met. * Accountable to ensure staff are continuously improving their skills to keep pace with best practice for their respective positions. * Accountable for the development and review of policies, processes and procedures with guidance from the manager * Freedom to act is governed by legislation, delegation, polices, objectives and budgets with regular reporting to ensure achievement of goals |
| Judgement & Decision Making | |
| Band 8 + (Generic) | Role Specific |
| * Combined problem solving & policy development. * Identification & analysis of unspecified range of options. | * Ability to exercise independent professional judgment in respect to engineering function including feasibility studies, project management, design, tender preparation and contract management, permit applications and community consultation. * Demonstrated ability to resolve issues, complex problems of a technical nature and provide successful outcomes within the department. * Authority to make decisions independently having regard to Council Policies and Budget. * Guidance and advice is usually available, specialist advice may need to be sourced outside the organisation. |
| Specialist Knowledge & Skills | |
| Band 8 + (Generic) | Role Specific |
| * May be outside original field of specialisation. * Understanding of legal,  socio-economic & political context. * Sound knowledge of budgeting & accounting/financial procedures. | * High level of problem solving skills, policy development, decision-making, research and analytical skills. * Advanced knowledge of computer based information systems, including MS Project, 12D, AutoCAD or similar design programs data bases and Geospatial Information Systems. * Strong ability to rigorously and methodically apply strong technical and administrative skills to achieve objectives on time and within allocated budgets. * Knowledge and understanding of the concepts and major issues emerging within Local Government including an understanding of relevant legislation and industry best practice. * Understanding is required of long term goals and policies of the team, department and wider organisation * Advanced knowledge of budgeting and financial procedures |

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| Management Skills | |
| Band 8 + (Generic) | Role Specific |
| * Typically management of large numbers of employees or tertiary qualified employees. * Management skills to achieve goals and objectives. | * Demonstrated ability to effectively coordinate the operations team and provide technical guidance and mentoring. * Demonstrated ability to effectively coordinate consultants and contractors to provide desired outcomes * Demonstrated ability to delegate responsibility, which allows and encourages freedom of action within agreed parameters. * Demonstrated ability to set priorities and achieve objectives within set time frames despite conflicting pressures. * Ensure that all staff consistently meet their performance targets specified within individual Work Plans. |
| Interpersonal Skills | |
| Band 8 + (Generic) | Role Specific |
| * Ability to persuade, convince or negotiate with clients, members of the public, employees, tribunals etc. * Ability to lead, motivate & develop other employees | * Highly developed communication skills * Demonstrated ability to prepare correspondence and reports to Manager Operations * Commitment to a team environment. * Demonstrated ability to develop and motivate staff. * Demonstrated ability to gain co-operation and assistance from clients and other employees. * Demonstrated ability to discuss and resolve problems – internally and externally. |
| Qualifications & Experience | |
| * Degree in Engineering (Civil) with relevant experience in civil engineering projects or extensive experience in the delivery of civil engineering projects (including design). * Demonstrated experience in project management. * Demonstrated experience in the use of software systems including 12D, AutoCad or similar, databases, MS Project Management and Geospatial Information Systems. * Experience in the coordination of staff. * Current Manual Driver’s Licence. | |

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| Role Specific Selection Criteria |
| * Degree in Engineering (Civil) with relevant experience in civil engineering projects or extensive experience in the delivery of civil engineering projects (including design) * Demonstrated experience in project management * Demonstrated knowledge of computer based information systems, including 12D, Auto Cad or similar, databases, MS Project Management and Geospatial Information Systems. * Highly developed communication skills and ability to liaise with a diverse range of individuals * High level of problem solving skills, policy development, decision-making and, research and analytical skills. * Commitment to a team environment. * Current Manual Driver’s Licence. |