

POSITION DESCRIPTION

Title:	Works Contracts Officer
Group:	Services
Reports to:	Construction and Maintenance Manager
Grade:	15-16
Hours:	38hpw
Vehicle:	Yes – Work hours use only
Pre-placement Medical:	Required
National Criminal Check:	Not Required
WCCC Check:	Not Required

Position Purpose

This role is responsible for assisting the Services Group in the delivery of Council's building, outdoor structures, operational utilities, maintenance and capital works projects assigned to the Services department.

Qualifications and Experience

(Minimum required/essential for success in the job)

Essential:

- Tertiary qualifications in civil engineering, building or construction management, or deemed equivalent skills and experience.
- Demonstrated experience in the project management of civil infrastructure, buildings, utilities maintenance and/or operations, including undertaking minor capital works undertaken by both in-house labour and contractors.
- Well-developed verbal and interpersonal skills (written and oral) for effective liaison with work team, coordinator/manager, staff, public and external bodies, including negotiation, conflict resolution and decision making.
- Demonstrated experience in estimating and continual cost control of works.
- Demonstrated ability to review, interpret and implement plans and complete works as executed.
- Sound understanding and commitment to WHS and statutory requirements, quality standards and management systems.
- Ability to use computers and mobile devices, particularly in the application of asset management software and the Microsoft suite of software.
- Understanding of relevant practices and policies and legal and legislative requirements in this field.
- Experience in using a quality management system or other business improvement initiatives.

- Current Class C driver's license.
- General Induction for Construction Work Certificate (White Card).

Desirable:

- Tertiary qualification in management or supervision.
- Local Government experience.
- Bachelor Degree in civil engineering, building or construction management.
- Membership of a relevant professional association.
- Traffic Control (Work Zone Traffic Control – Develop Traffic Control Guidance Plan) Ticket.

Main Activities

Council operates on the principle of existing to provide benefits for our Community, Councillors, Customers and the Council itself – we call this the 4C's. This position is required to do everything they can to identify, develop, resource, provide, support and measure benefits to the 4C's.

Participate, as a member of the Amenity and Assets Management Team, in the planning and implementation of the Council's corporate objectives.

Maintain Council's assets under your control in the most satisfactory state of repair in accordance with budget allocation particularly in the area of buildings, outdoor structures and utilities by:

- Planning and organising staff, contractors and other resources associated with assigned works to provide the most efficient and cost effective environment.
- The management of budget allocated to area of responsibility.
- Financial management including funding submissions, project estimation, budget preparation, budget monitoring and reporting for works completed.
- The continual review of programs/schedules to ensure effective use of labour, plant and materials.
- Liaising with the community and internal customers regarding assigned works including complaints and requests courteously and promptly.
- Managing the allocation of job numbers to time sheets and dockets, completion of accident/incident reports, completion of daily running sheets, etc.
- The delivery of capital and operation projects on behalf of Council. The role includes management of projects including civil, buildings and other infrastructure works.
- Contract creation and administration for professional services, consultancies and construction of minor works contracts, including the management of contractor performance.
- Assisting in arranging unscheduled and emergency works.
- Ensuring compliance with legislation and Council policy and procedure.

Demonstrate effective leadership by:

- Continuing development of an organisational culture consistent with the Council's Purpose, Approach and Values.

- Providing leadership and supervision for employees working within areas of responsibility, including site supervision of works in construction.
- Ensure staff/contractors are involved appropriately in decision-making and are informed of relevant decisions.
- Provide specialist support and guidance to employees' and others in Council in the areas of contract creation, contract administration and project management.
- Provide technical and expert support to other areas of Council as part of fostering a customer focused culture.
- Responding to customer complaints in person or in writing as required.
- Investigating, documenting and reporting on public liability claims in coordination with Council's Risk Officer.
- Representing Amenity and Assets (Or Civil team) on internal Council committees or workgroups.
- Commitment to Council's Sustainability Charter and responsibility to apply the principles of sustainability within the work practice areas outlined in the Position Description including implementing Environmental Management Systems.
- Compliance to and implementation of Council's Code of Conduct and Risk Management policies.
- Assist in the operation and maintenance of the Works Depot.
- Perform other duties as required consistent with the objectives of the position.

Work Health & Safety

- Take reasonable care of self and others in the workplace.
- Cooperate with and adhere to all WH&S policies and procedures.
- Report any unsafe conditions that are identified.
- Not bypass or misuse systems or equipment provided for WH&S purposes.
- Must participate in WH&S training as required and contribute to the identification of hazards and assessment of risks as required.
- Actively participate in a safe and healthy working culture.
- Monitor health and safety performance within area of responsibility.
- Initiate actions to improve WH&S within area of responsibility.
- Demonstrate commitment to health and safety through participation in formal and informal discussions, workplace visits and hazard inspections, etc.
- Participate where required in resolution of safety issues.
- Ensure all employees and contractors are inducted and receive regular training as required to perform jobs safely.
- Ensure safe working conditions are maintained.
- Provide information, training and appropriate supervision to people in your area of responsibility to enable them to work safely.
- Ensure Shellharbour City Council policies and procedures are communicated, understood and followed.
- Ensure people within area of responsibility know hazards and risks associated with any operation and the method established to eliminate or control risks.

- Ensure all incidents, hazards and near misses are reported and immediately followed up.
- Ensure the provision of traffic control at work sites.

Accountability and Behaviours

- To ensure that they are accountable for their behaviours in the delivery of their duties noted in the position and other functions relating to their role.
- Follow Council policies and procedures.
- Work collaboratively within the team and across Council towards common goals.
- Develop and maintain positive and effective professional working relationships with community and customers.
- Contribute to a positive organisational culture.
- Continuous improvement – evaluate current activities and continuously look for ways to improve quality, effectiveness and efficiency.

Organisational Values

- Apply and demonstrate Council's Core Values of Collaboration, Accountability, Integrity, Respect and Sustainability.
- Apply and demonstrate the four principles that together form the focus of the organisation, namely the 4C's: Community, Councilors, Customer and Council.