

# POSITION DESCRIPTION

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| **Position Title** | Graduate Road Asset Engineer |
| **Position No.** | 323 |
| **Position Status** | Permanent Full-Time |
| **Business Unit** | Built Environment |
| **Division** | Built and Natural Environment |
| **Classification** | Band 5  Terms and conditions of employment are in accordance with the current Wellington Shire Council Enterprise Agreement |
| **Date Approved** | February 2018 |
| **Approved By** | General Manager Built and Natural Environment |

**WELLINGTON SHIRE COUNCIL VALUES**

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| **Cooperation** | Working together, teamwork, collaboration and being solution-oriented. |
| **Integrity** | Acting with respect, honesty, reliability, trust, tolerance and understanding. |
| **Balance** | Demonstrating fairness, equity and flexibility. Consider work-life balance and balancing community needs against resources. |
| **Professionalism** | Personal development and meaningful work, being competent, innovative and courageous, focus on excellence and continuous improvement. |

**POSITION OBJECTIVE**

Form solutions and prioritise outcomes relevant to Council road, path and drainage assets, for integration into maintenance and capital works renewal and improvement programs. The position holder will oversee matters related to traffic management and coordinate a pavement marking contract and works program. Working closely with customers to fully understand their enquiry, the Graduate Road Asset Engineer will also investigate and develop relevant engineering solutions. The Graduate Engineer will provide support to operational staff members, through the provision of technical advice and procurement of support services and sub-contractors.

**ORGANISATIONAL RELATIONSHIPS**

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| **Reports to** | Coordinator Road Planning and Support |
| **Supervises** | NIL |
| **Internal Liaisons** | All Council staff |
| **External Liaisons** | General community, other public authorities, businesses, industry representatives, contractors and consultants |

**DELEGATIONS/AUTHORISATION**

This position has delegations / authorisation to exercise power as conferred by section 98(1) of the Local Government Act 1989 and other legislation referred to in [S6 Instrument of Delegation](http://intranet.wellington.vic.gov.au/Page/Download.asp?name=S6_Instrument_of_Delegation_to_Members_of_Council_Staff_-_3_March_2015.pdf&size=474619&link=../Files/S6_Instrument_of_Delegation_to_Members_of_Council_Staff_-_3_March_2015.pdf) to Members of Council Staff, [S7 Instrument of Sub-delegation](http://intranet.wellington.vic.gov.au/Page/Download.asp?name=S7_INSTRUMENT_OF_SUB_DELEGATION_28_AUGUST_2015.pdf&size=1522050&link=../Files/S7_INSTRUMENT_OF_SUB_DELEGATION_28_AUGUST_2015.pdf) by the Chief Executive Officer to staff or [S11 Instrument of Appointment and Authorisation](http://intranet.wellington.vic.gov.au/Page/Page.asp?Page_Id=1200&h=0).

**QUALIFICATIONS, EXPERIENCE, SKILLS AND KNOWLEDGE**

**Accountability and Extent of Authority**

* Accountable for the quality of work outputs from programs, projects and work plans under their control.
* Responsible for the effectiveness of work outcomes.
* Accountable for the cost outcomes and financial implications of programs, projects or work plans under their control.
* Responsible for the achievement of nominated timeframes for the programs, projects or work plans under their control.

**Judgement and Decision Making**

* Select the appropriate method from a range of alternatives to meet defined work objectives.
* Utilise creativity and originality to develop solutions to problems of a technical nature.
* Guidance and advice is usually available within the time available to make a decision.

**Specialist Knowledge and Skills**

* Understanding of road and drainage infrastructure design and maintenance principles.
* Understanding of asset management principles and the relationship with programming infrastructure maintenance and renewal works.
* Understanding of the how the *Road Management Act 2004,* regulations and codes of practice apply to road infrastructure management.
* Understanding of the Local Government and organisation context relevant to infrastructure engineering, including relevant policies and precedents.
* Ability to interpret and develop engineering specification and drawings.
* Ability to use CAD software and advanced skills in Microsoft Excel.
* Understanding of general procurement and contract administration principles.

**Management Skills**

* Ability to manage time, plan and organise own work to complete allocated jobs within nominated timeframes.
* Ensure allocated and approved jobs are completed on time, within budgets and within acceptable quality standards.

**Interpersonal Skills**

* Ability to effectively negotiate with other employees, public authorities, external providers and the general public in a clear, polite manner to ensure that Council’s position is well understood by all parties.
* Ability to gain cooperation from and work cooperatively with other employees, public authorities, consultants, external providers and the general public.
* Excellent written communication skills, including the ability to formulate professional reports.
* Ability to show restraint and judgement in handling potential conflict situations.
* Excellent problem solving skills.
* Ability to work as part of a team to achieved desired goals and objectives.

**Qualifications and Experience**

* Civil Engineering qualification, or in last year of degree program.
* Knowledge of road and drainage asset construction and maintenance practices.
* Experience in the development, planning, programming and implementation of capital works renewal and maintenance programs for road infrastructure assets.
* Experience in managing projects.
* Experience with customer interaction.
* Understanding of contract management and procurement principles.
* Current drivers licence.

**The ability to obtain and maintain the following qualifications, registrations, certifications:**

* Prepare Work Zone Traffic Management Plan
* Current drivers licence.

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| **PEOPLE - RESPONSIBILITIES**  Developing people, assigning work, setting work environment, monitoring performance, developing own and team's accountabilities. |

* Encourage and maintain positive working relationships with all colleagues to ensure a professional and collaborative working environment.
* Support colleagues and coordinator/supervisor as required to achieve overall team goals, Corporate Performance Indicators (CPIs), service levels and other targets.
* Work in a manner that ensures adherence to Council policies and Occupational Health and Safety requirements incl. task analyses (if applicable).

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| **OPERATIONAL - RESPONSIBILITIES**  Developing technical knowledge, monitoring technical systems, managing stakeholder relationships. |

* Effectively see all tasks through to completion in line with individual CPIs, service levels and other targets.
* Work within agreed plans, policies and processes including safe work practices.
* Identify and report opportunities for increasing efficiency and/or effectiveness as per Wellington Excellence to ensure continuous improvement.
* Demonstrate a commitment to effective internal and external customer service.
* Maintain currency of technical skills and knowledge to ensure work is performed as per the requirements of the role.
* Maintain complete and accurate records of all work related activities including documentation and administration as per the Councils records management policy and adherence to the written style guide.

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| **SCHEDULING - RESPONSIBILITIES**  Aligning strategy to team outputs preparing plans, reporting on performance against plans, managing budget, planning and allocating resources, scheduling team’s work. |

* Regularly monitor and report on work and activity progress against individual and team corporate performance indicators and project targets.
* Understand the contribution of own work towards the achievement of team, business unit and strategic organisational goals.
* Assist with emergency related functions, by mutual agreement, in the event that the Municipal Emergency Management Plan (MEMP) is enacted, including the provision of emergency response, relief and recovery services to the community.

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| **POSITION SPECIFIC - RESPONSIBILITIES** |

* Develop appropriate traffic engineering solutions, in line with standards and guidance material.
* Oversee contract administration and procurement of operational support services and sub-contractors
* Coordinate procurement of Councils pavement marking contractor and oversee implementation of the maintenance program
* Develop and assess traffic guidance schemes
* Assist with administration of private and utility works within Council managed road reserves
* Undertake traffic counts and administer data
* Investigate and develop solutions to requests from members of the community