

Position Description

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| Position Title | Manager - Roads | | |
| Department | Infrastructure | Position Number | R01 |
| Grade | Grade 13 | Location | Council Administration Office - Coonamble |
| Status | Permanent Full Time | Hours | 35hrs week / 70hrs per fortnight |
| Reports To | Executive Leader - Infrastructure | Industrial Instrument | Local Government (State) Award 2020 |
| Date Revised | 19/02/2021 | Version Number | 1 |
| Direct Responsibilities | Roads & Bridges – Civil Construction Works and Maintenance | | |

Council's Vision

Coonamble Shire is a connected, respectful and diverse community, working together in a healthy natural environment that supports our vibrant local economy.

Council's Mission

Through its undertakings, maintain and improve the services to ratepayers by the efficient and effective management of assets and the environment in response to community needs.

Position Summary

This position leads and manages a team focused on ensuring the effective construction and maintenance of roads, bridges and other associated engineering infrastructure within the Shire's boundaries.

The role manages the construction and maintenance of Council's state, regional and rural roads, bridges and engineering infrastructure, including kerb and gutting while providing related services to internal and external customers to ensure effective, efficient and timely delivery against the achievement of the Council's relevant strategic objectives.

Position Benefits

- Civil Liability Allowance 3.5%
- Limited leaseback vehicle with private use, subject to Council's Motor Vehicle Policy and Limited Leaseback Agreement.
- Time in Lieu / Overtime Allowance.
- Housing / Rental Assistance.
- Relocation Assistance.
- 9-day fortnight.
- Four (4) weeks annual leave per year.
- Uniform Allowance as per current policy.
- Employee Assistance Program (EAP).
- Council provided hi-vis and safety work wear and Personal Protective Equipment (PPE).
- Superannuation paid by Council in accordance with legislative and scheme requirements.
- Reasonable access to education and training, consistent with the individual's Employee Training Plan and Council's Annual Training Plan, Professional Development Policy and Budget.
- One fully paid membership of relevant professional industry association per year.

Key Responsibilities

Management and Staff Supervision

- Manage the Roads and Bridges department, on a day to day basis, including staff supervision, to ensure Council's compliance with all relevant legislation, codes of practice, guidelines, policies and procedures.
- Support and assist reporting staff to ensure all areas are managed effectively and efficiently.
- Management and effective supervision of staff, including monitoring performance, encouraging development and continuous improvement and development of suitable work plans.
- Remaining aware of the major issues and challenges confronting the Council, the community and industry and to ensure consideration of these factors in actions planned or undertaken.

Road and Bridge Operations

- Ensure that the identification, planning and scheduling of workforce, related materials and physical resources is effectively completed, and that resulting works undertaken, achieve desired financial and practical results within timeframes.
- Action all internal and external operational requests appropriately and provide technical and engineering advice to other departments as necessary.
- Accurately and effectively secure and brief engineering consultants to undertake projects as required.
- Assist in the valuation and revaluation of Council's roads and bridges assets, through the provision of relevant data and the maintenance of asset management plans and systems.
- Assess the accuracy of Request for Proposals (RFP) and Requests for Tender (RFT) documentation and adjust/minimise risk as necessary.
- Participate in Tender evaluations with probity.
- Advise on civil construction surveys, estimating/costing, quantities, design, soil and materials testing and performance management

IP&R and Strategic Planning

- Manage and be responsible for the long-term planning for roads and bridges infrastructure assets through the development of asset management plans.
- Ensure the delivery of a diverse capital works program.
- Identification, development and implementation of actions to implement the goals outlined in Council's Delivery and Operational Plan and any other appropriate planning / reporting frameworks that are applicable to the scope of the position.
- Annual review of Operational and Delivery plans to assure achievement of outcomes set as part and revises achievement deadlines if necessary.
- Report preparation and writing, including Council reports and correspondence.

Records and Finance

- Developing annual budget estimates and costs and ensure department is operated within budget constraints.
- Assist in preparation of quarterly and annual reviews of performance against budget and financial performance reporting to relevant staff.
- Ensure compliance with Council's record management systems.
- Ensure that all critical processes and procedures are documented, including standard operating manuals.
- Ensuring that financial transactions and records are in accordance with Council's Procurement Policy.

WHS and Environment

- Ensure all work is completed using safe work practices following safe work method statements, risk assessments, injury and incident reporting and other WHS requirements for own area of work.

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- Documented SWMS, risk assessments and other risk management documents developed and implemented. All accidents, incidents and near misses reported within correct timeframe.
- To review & participate in environmental incident investigation and nominated corrective measures including the observation and reporting of any new environmental aspects and impacts.
- Oversee contractor compliance with all WH&S and environmental programs and procedures on projects and maintenance within position scope.

General

- Development and implementation of Council's policies and procedures in conjunction with other departments.
- Provide excellent customer service to both internal and external customers.
- Promote the image of Council in a positive manner and actively promote good public relations.
- Behaviour complies with the Council's Code of Conduct, EEO and Anti-discrimination principles.
- Any other duties consistent with the responsibilities of the position as directed.

Key Internal Relationships

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| Governing Body of Council | Provide members of the governing body with the information and advice necessary for informed decisions and the achievement of their civic duties. |
| Roads and Bridges | Work collaboratively within the team to ensure service continuity and contribution towards efficient operations to support Councils plans, strategies and priorities. |
| Council Departments | Collaborate with all Council Departments to ensure service continuity and a high level of customer service. |
| Direct Reports | Senior Technical Officers Graduate Engineer |

Key External Relationships

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| External Stakeholders and Committees | Represent Council and inform of Council's position on matters of risk and business concern and assist with the achievement of positive outcomes within Council and government policy frameworks. Set up, support, and manage relevant external committees and working groups as required. |
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Delegations

- Financial delegation as contained in Council's Procurement Policy.
- Signatory delegation for official correspondence using Council's letterhead.
- All other delegations as outlined in the separate document - Delegations of Authority.

Position Description

Essential Requirements

Technical Requirements

- Sound computer literacy and ability to use MS Word, Excel and Outlook and relevant professional/technical software.
- Demonstrated experience in a similar role (3+ years).
- Sound knowledge of Road and Civil Construction preferably applicable to the local government context, with the demonstrated ability to effectively apply this knowledge.
- Tertiary Qualifications in Civil Engineering or equivalent (Degree Level).
- Advanced organisational and planning skills, with the ability to manage, monitor and report on resources and budgets to effectively deliver results.
- Australian resident or equivalent or holding a Visa allowing employment in Australia.
- High level of commitment to implementing and monitoring the principles and legislative requirements of Work Health and Safety (WH&S).
- Class P, P2 or C Drivers Licence.
- WH&S Construction Induction (White) Card.

Desirable Requirements

- Experience in application of various road construction and rehabilitation techniques, including low traffic volume and low-cost solutions for unsealed, natural formation works;
- RMS Contract / Project management experience.
- Completion of relevant training courses and certificates.
- Local Government experience.

Selection Criteria

- Demonstrated experience in a similar role (3+ years).
- Sound knowledge of Road and Civil Construction preferably applicable to the local government context, with the demonstrated ability to effectively apply this knowledge.
- Tertiary Qualifications in Civil Engineering or equivalent (Degree Level).
- Advanced organisational and planning skills, with the ability to manage, monitor and report on resources and budgets to effectively deliver results.
- Proven ability to research, think analytically and plan work with proven problem-solving skills and to develop potential strategies and recommendations.
- Advanced proven leadership skills, with the ability to motivate, encourage and direct the efforts of others towards the efficient completion of activities / projects, by communicating organisational goals, priorities and vision.
- Demonstrated accountability including taking responsibility for own actions, commitment to safety, and consistently acting in line with legislation and policy.
- Strong ability to manage self, showing drive and motivation, as well as consistently acting with integrity, being honest, ethical and professional.
- Advanced ability to display resilience and adaptability, express own views, persevere through challenges, and be flexible and willing to change.
- Advanced ability to communicate with all internal and external stakeholders (both verbally and in writing) clearly and respectfully, listening, and encouraging input from others.

I acknowledge and understand the requirements of the role as contained within this position description.

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| Signed: | |
| Name: | |
| Date: | |