



Position Description

A. POSITION PROFILE

Position:

**Manager Engineering -
Cootamundra**

Position Occupant:

Vacant

Position Evaluation:

Award: Band 4 Level 2

Salary System Grade: 20

Conditions of Employment:

Australian Citizen or Right to Work in Australia
Local Government (State) Award
Permanent Full-time

Additional Benefits:

Nine Day Fortnight
Civil Liability Allowance (if applicable)
Motor Vehicle Leaseback

Department:

Operations

Section:

Engineering

Location:

Cootamundra

Direct Supervisor:

Deputy General Manager - Operations

Number of Staff Supervised by this position:

Direct Reports: 4-6

Total Team of: 50-55

B. STATEMENT OF FUNCTION

Manage the operation and co-ordinate the activities of Council's - Civil works, maintenance & construction, Road Safety, Plant & Fleet, the Depots & workshops, Water & Sewerage, Assets and Work Health & Safety.

Reporting to the Deputy General Manager Operations, this position is required to lead and direct the policy, planning, program delivery and operations of the Section and lead a team responsible for the following functions.

C. KEY ACCOUNTABILITIES

1. Attend Council meetings, briefings, forums and other meetings where required and represent Council on relevant committees, groups and forums.
2. Effectively and efficiently manage budgets, resource allocation, procurement and expenditure across the Section.
3. Motivate, inspire and support team members to develop the confidence and capability to realise their full potential.
4. Undertake other duties as directed by the General Manager or Deputy General Manager.
5. Identify opportunities for employee development and performance improvement.
6. Work in collaboration with and assist team members, co-ordinators and other key stakeholders to

- achieve business unit goals, work requests, demands and Council priorities.
7. Monitor budget income and expenditure and complete quarterly budget reviews for the department. Identify opportunities for cost savings and external funding sources including grants.
 8. Manage staff and resources effectively, ensuring the responsibilities and expected outcomes of the Section are achieved, its policies and procedures are adhered to, and ensure the promotion of a cohesive work environment.
 9. Ensure, so far as reasonably practicable, that the work environment in the Section is safe and complies with the requirements of Council's Workplace Health and Safety Policy and Procedures.
 10. Identify and manage risks associated with implementing business strategies and plans.
 11. Understand financial implications and decisions.
 12. Build trusting relationships with all internal and external stakeholders to support the achievement of the business outcomes.
 13. Effectively lead and manage organisational change.
 14. Foster a high-performance culture by setting clear goals, holding people accountable and managing performance.
 15. Influence the way in which the Section collaborate and share information across the group to ensure cross functional efficiencies and support for corporate systems
 16. This role works to proactively deliver a consistent experience for both internal and external customers, including but not limited to:
 - a) Internal Stakeholders including Councillors, General Manager, Deputy General Manager/s, Management Team
 - b) External Stakeholders, including Local Member and representatives, State Government Departments – OLG, NSW Planning and Environment, OEH, DPI Water, Health, WorkCover, Traffic NSW etc.

D. ACCOUNTABLE FUNCTIONS

Civil Maintenance & Construction:

Manage the operations of the Engineering Section, providing strategic and effective leadership to ensure the planning and completion to a high standard of civil works and maintenance to assist Council in achieving the outcomes of Council's Operational and Delivery Plans. Ensuring that Council's roads, streets, lanes, footpaths, drainage systems and cycle ways are constructed and maintained in accordance with legislative requirement and engineering best practice.

To achieve performance targets and service levels stated in Council's management plan. The position requires a strong commitment to customer response and satisfaction as well as strong technical knowledge of road construction and maintenance techniques. The position requires to establish and implement a program to complete a diverse range of major road construction and renewal projects such as pavement rehabilitation, road construction, concrete structures such as bridges, culverts and kerbing and guttering. The position also requires the manager to develop, implement and monitor a road maintenance program for a combination of sealed and unsealed regional and local roads, and implementation of Council's bitumen road resurfacing program.

This position is responsible for Council's contract with the Roads & Maritime Services for provision of road maintenance and rehabilitation works under the contract. The position is also responsible for preparation of documentation, invitation, and assessment of tenders in accordance with provisions of the Local Government Act 1993.

Depot & Workshops:

Workshops & Depot Operations you will lead and manage the assets and workshop operations and provide high quality specialist advice to internal customers in line with financial sustainability metrics, relevant industry benchmarks and industry best practices. To coordinate and deliver mechanical maintenance and services to Council, managing fleet assets and depot operations.

Safety and Risk:

This position will be involved in the identification, management and monitoring of all aspects of risk, ensuring compliance and best practice in order to mitigate risk and minimise Council's liability exposure. The role oversees the Work Health & Safety function of Council including Policies, Procedures & management of Council's insurances.

Aerodrome:

To ensure operations of the Cootamundra Aerodrome and Aerodrome Landing Areas are conducted in accordance with Council Policy and Procedures and other Government Regulatory Acts and Regulations. Organise, implement and monitor the airport safety and security compliance function, systems, documentation, procedures, contractors and staff.

Water and Sewerage:

Managing and completing all conceptual and detailed design preconstruction activities for Council's Water and Sewer infrastructure, assets, and related capital works. Performing Quality Control reviews of designs and providing advice to others as the subject matter expert for design standards, including Council Standards, WSAA and Australian Standards and other stakeholders and regulators. Delivering formal public consultation, where required, including the preparation and coordination of advertising, public display plans, financial planning and notifications to customers, emergency services and all branched of Council. **Manage** the Water and Sewer operations within Council and coordinate the activities of the Water and Sewer teams.

Asset Management:

Manages Council's assets to maximise the benefit to our community through 'whole of life cycle' management. Develop and maintain systems to record all Council assets including details such as cost and condition, and ensure such systems are maintained and accessible. Develop strategic planning and asset maintenance systems that forecast and analyse Council's asset base. Prepare asset management plans, strategies, policies and works programs.

Road Safety:

Oversee road safety across the organisation and facilitate the local traffic committee meetings whilst collaboratively working with Traffic NSW to set road safety priorities.

E. KEY RESPONSIBILITIES	KPIs
<p>Lead and Develop People Effectively lead and develop the team ensuring optimum employee satisfaction and performance by:</p> <ul style="list-style-type: none"> • Adhering to all Council policies and guidelines in the recruitment, management, and development of employees • Establish and support an open and honest working environment for employees which fosters collaboration and teamwork • Promote safety and wellbeing for all employees • Be a role model exhibiting strongly formed leadership capabilities • Create a work environment that recognises and rewards 	<ul style="list-style-type: none"> • All employees have a learning and development plan, regular performance discussions and feedback
<p>Strategy and Planning Engage employees in the strategic direction of Council and the future of the organisation Identify and manage risks associated with implementing business strategies and plans Understand financial implications of decisions Work with the General Manager and management team to develop realistic and achievable initiatives within the responsibilities of the role</p>	<ul style="list-style-type: none"> • Implementation of Unit based business plan objectives in line with agreed plans, actions, and targets
<p>Relationship Management Build trusting relationships with all internal and external stakeholders to support the achievement of the Business Unit business outcomes</p>	<ul style="list-style-type: none"> • Positive relationships with other direct reports • Positive feedback from other Managers
<p>Performance Drive the achievement of results Effectively lead and manage organisational change. Foster a high-performance culture by setting clear goals, holding people accountable and managing performance Display strong negotiation and financial management skills Actively contribute to the management and performance of the Business Group</p>	<ul style="list-style-type: none"> • Group and team targets, plans and budgets are achieved • Project and change management processes are applied
<p>Engagement Influence the way in which the Corporate & Community team collaborate and share information across the group to ensure cross functional efficiencies and support for corporate systems</p>	<ul style="list-style-type: none"> • Improved engagement of Business team with other parts of the organisation • Increased support for Business function by other staff • Evidence of silos being broken down across the organisation
F. KEY RELATIONSHIPS	
<p>This role works to proactively deliver a consistent experience for both internal and external customers, including but not limited to:</p>	
<p>Internal Stakeholders</p> <ul style="list-style-type: none"> • Councillors • General Manager • Deputy General Manager • Management Team 	

External Stakeholders

- Local Member and representatives
- Riverina Regional Library
- State Government Departments – OLG, NSW Planning and Environment, OEH, DPI Water, Health, WorkCover

G. ESSENTIAL CRITERIA

1. Tertiary qualification in Civil Engineering allowing membership to the Engineering Institute of Australia and minimum 4 years post qualification experience.
2. Demonstrated experience in managing contracts, budgets, and projects to achieve successful outcomes.
3. Proven experience in managing contracts, budgets and projects to achieve successful outcomes, including water and sewer operations.
4. Demonstrated experience in quality assurance in the construction industry and ability to contribute to the improvement of policies, work practices and procedures.
5. Proven leadership and management skills with an ability to manage and develop staff in a positive manner and promote a cohesive and effective work environment.
6. Demonstrated professional interpersonal skills and the ability to effectively interact, liaise and negotiate with members of the public, other external parties and agencies and staff at all levels of the organisation.
7. Demonstrating a sound knowledge that understands, interprets and applies relevant asset management frameworks and legislation as it applies to strategic asset management planning requirements.
8. A high level knowledge and understanding of strategic asset management principles, asset/data collection, analysis and capital works forward planning.
9. Demonstrated written communication skills and the ability to produce clear and concise reports and correspondence to convey complex and technical information.
10. Demonstrated experience in Civil engineering investigation, survey, design and construction with a strong emphasis in the delivery of Civil Infrastructure.
11. Demonstrated organisational and time management skills to achieve specific and set objectives within required timeframes.
12. Demonstrated computer skills and experience in the use of Microsoft Office applications, CAD, Excel Spreadsheet, Civil Design software e.g. 12-D, Electronic Document Management Systems and GIS mapping applications.
13. Successful record of preparation and implementation of asset management plans.
14. Current Australian Driver's Licence
15. WHS Construction Induction (NSW White Card)
16. Working knowledge of roles and responsibilities under the WHS Act 2011.

H. DESIRABLE CRITERIA

1. Sound knowledge of the Local Government Act 1993 and an understanding of the functions of Local Government
2. RMS Prepare a Work Zone Traffic Management Plan (or equivalent) certification.
3. Well-developed knowledge and experience in the operation and/or management of asset/data/GIS systems.