



BALRANALD SHIRE COUNCIL

Position Description

Engineering Manager

POSITION DESCRIPTION

DIVISION: Infrastructure & Development

SECTION: Engineering

Position: Engineering Manager

REPORTS TO: Director of Infrastructure & Development

Position Number: 2.02

Code: EM

CLASSIFICATION:

NO. STAFF SUPERVISED: 5 to 8

Employment Status: Permanent Full Time

HOURS OF WORK: 35 Hour/week

LOCATION: Council Offices 70 Market St
Balranald

DESIGNATED MANAGEMENT POSITION: Yes

APPROVED BY: General Manager

REVIEW DATE: February 2023

OVERVIEW OF POSITION/PURPOSE

This position manages roads, aerodrome, water supply and sewer assets, and standard urban services, including waste management and landfill.

The role of the Engineering Manager is to manage and to coordinate the timely delivery and completion of design and organisation processes, within budget and time requirements and to recognised engineering standards.

LINKS (INTERNAL)

- General Manager
- Director of Infrastructure & Development
- Works Manager
- Council Staff

LINKS (EXTERNAL)

- Rate Payers
- Other Government Departments
- Peers in other Council

PERSONAL ATTRIBUTES APPLICABLE TO ALL POSITIONS

Display resilience

Be open and honest, prepared to express your views and willing to accept and commit to change.

Act with Integrity

Be ethical and professional, and adhere to the Code of Conduct, Council Values and Work Standards

Manage Self, Deliver Results

Show drive and motivation, commitment to continuous learning and achieving results through efficient use of resources.
Ability to operate within a budget.

Work Safely

Take care of own health and safety and that of others, be aware of hazards and promptly report same to WHS officer.

Communicate Effectively, and work Collaboratively

Communicate clearly, actively listen to others and respond with respect; engage and collaborate with others and value their contribution.

Customer Service Focused

Provide customer centred services in line with organisational objectives and agreed service standards.

Demonstrate accountability

Be responsible for own actions, adhere to legislation, policies and procedures and be proactive in identifying and addressing risk.

POSITION OBJECTIVES



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Manage the investigation, planning, design and preconstruction activities for all civil and building works, tenders and contracts.

Manage and provide technical advice to the Works Manager with aspects of project management, engineering, survey and design.

KEY RESPONSIBILITY AREAS

Operations Management

Manage and coordinate the successful planning, design, costing and implementation of the Capital Works and Operational program to the required functional and aesthetic standards while meeting completion dates and budget.

- Assist the Works Manager to ensure that supervisory staff undertakes construction and maintenance projects efficiently and to an acceptable standard.
- Liaise closely with the Senior Technical Officer to process all TfNSW and Public Works programs with timely delivery and within program budgets.
- Provide mentoring and leadership to Junior members of the engineering team.
- Coordinate the ordering of goods and services for projects in accordance with delegated authority and guidelines.
- Monitor project costs against progress on a weekly basis and report to the Director.
- Monitor quality control across both capital and maintenance programs.
- Administer inputs and provide advice to the National Heavy Vehicle Regulator (NHVR) with regards to Special Purpose Vehicles, Oversize Overmass and Higher Mass Limits permits.

Project management

- Produce designs and programs to deliver road, sewer, water, parks and garden maintenance and construction projects.
- Assist the Senior Technical Officer as required to administer the Road Maintenance Council Contract (RMCC) and provide professional advice where required.
- Determine resourcing requirements, cost estimates and time schedules for projects.
- Monitor job costs on a weekly basis via liaison with the relevant officers.
- Plan the annual works programme for approval by Director.
- Provide professional advice on construction sites.
- Prepare quotations and supervise private works within delegated responsibilities.
- Design, write technical specifications and Tender Documentation, select procurement method and be involved in assessments for Council's endorsement.
- In consultation with the Director, appoint and supervise specialist consultants for the supply of services outside Councils resources or capacity.

GENERAL WORK REQUIREMENTS

General

- To provide the best customer service to both internal and external customers in accordance with Council's policy and procedures in particular:
- Reply to written correspondence within 14 days.



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- Return telephone calls within 24 hours.
- Ensure that the public image of the Council as a service provider is always maintained in the highest integrity.
- Support Council objectives in the public forum.
- Display a positive attitude towards Council policy and decisions in relation to the position and the public image of the Council.
- Provide a positive personal contribution in the exchange of information between team members, across business departments and with customers.
- Maintain confidentiality in performing the duties of the position and in liaising with internal officers, outside organisations and customers.

Public Safety/Risk Management

- Lead identification and rectification of potential public safety hazards.
Follow up action items with specific timeframes as directed by staff and advise staff of action taken.
- Observe risk management principles, policies and practices through the risk management strategy and operational procedure statements.
- Employ risk management principles and practices in day-to-day duties and functions.
- Report on any matter that may have a potential risk exposure to the organisation, fellow employees, contractors or the public.

Work Health and Safety

- Comply with provisions of the Work Health and Safety Act by taking all reasonable precautions to ensure the health and safety of self and others.
- Identify and assist to rectify actual or potentially hazardous situations, where appropriate, in accordance with established policies and procedures.
- Participate in programs designed to monitor and protect the health of staff in their workplace.
- Report as soon as practicable to your Supervisor/Manager:
 - Unsafe equipment, work practices or conditions
 - Potential hazards
 - Near misses
 - All injuries sustained whilst in the performance of work duties
 - Damage to Council equipment or property

Equal Employment Opportunity

- Actively support the principles and practices of Equal Employment Opportunity.



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ACCOUNTABILITY AND EXTENT OF AUTHORITY

- Control of all civil design and implementation activities within the Infrastructure & Development Section.
- Authorised to approve expenditure in accordance with delegations and approved annual budget.

Accountable to adopt and monitor pro-active risk management practices and contribute to, or implement recommendations from, risk management assessments and in the process ensure staff understands their responsibility in performing risk management practices.

SPECIALIST SKILLS AND KNOWLEDGE

- Demonstrated experience relating to the design and efficient construction and maintenance of roads.
- Demonstrated experience and sound working knowledge of water and sewerage systems.
- Sound knowledge of management practices.
- Demonstrated experience of tender and contract preparation and management.
- Demonstrated experience of Work Health and Safety requirements.
- Demonstrated experience of project management including budget control.
- Demonstrated ability to prepare written reports on relevant subjects in a concise and informative manner.
- Good understanding of Asset Management and Asset Management principals

JUDGEMENT AND DECISION MAKING SKILLS

- Implement and work closely with the Works Manager towards prioritising of daily and weekly activities.
- Preparation of annual work program.
- Advice to General Manager and Directors on relevant aspects of annual budget preparation.

MANAGEMENT SKILLS

- Must possess a high level of commitment to excellence in service to both internal and external customers.
- Well-developed organisational skills and the ability to prioritise workload.
- Highly developed ability to delegate and ensure that a well-balanced working department exists, include high levels of multi-tasking to maximise the delivery of Councils programs.
- Must be able to lead, motivate, and coordinate with members of the Infrastructure department with a firm and persuasive leadership style.



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QUALIFICATIONS AND EXPERIENCE

Essential:

- Minimum of 5 years in road construction, design and maintenance fields or substantial experience in a multi-faceted works field.
- Tertiary qualifications in engineering from a recognised institution. Experience in Local Government would be advantageous.
- Membership of a relevant professional organisation or equivalent qualification would be highly regarded.
- Proficient use of computer programmes associated with the tasks (word excel, AutoCAD etc.)
- Current Driver's Licence Class C
- Demonstrated capability of management of staff and/or contractors
- Demonstrated capability of liaison and communication with the community, representatives of levels of government and the private sector
- Sound and concise reporting and recording keeping skills.

SELECTION CRITERIA

- Knowledge of WHS.
- Experience in whole of life cost analysis.
- Demonstrated ability to achieve position objectives and key responsibility areas of the Infrastructure department.
- Proven people management experience.
- Strong interpersonal skills
- Ability to project a positive image in communicating with both internal and external customers at all times
- Excellent written and verbal interpersonal communication skills
- Judgment and decision making skills, specialist skills and knowledge, and management skills.
- Knowledge of Asset Management and Geographic Information Systems (GIS)



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ADHERENCE TO COUNCIL'S POLICIES AND PROCEDURES

I hereby agree to abide by the Council's Policies and Procedures in relation to all employment and work matters.

This is to state that I am aware of and have agreed to the conditions and responsibilities as outlined in this Position Description and understand that:

- 1 My performance will be continuously monitored and measured in accordance with these criteria; and
- 2 I will establish an agreed set of Key Performance Indicators with the Director and General Manager within 60 days of my commencement.

I also understand that my performance will be appraised on an annual basis in accordance with performance measures as set out in the Staff Development Scheme for this position and that both this Position Description and the Staff Development Scheme will be reviewed and updated on an annual basis.

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Incumbent

...../...../.....

Date

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Supervisor

...../...../.....

Date