

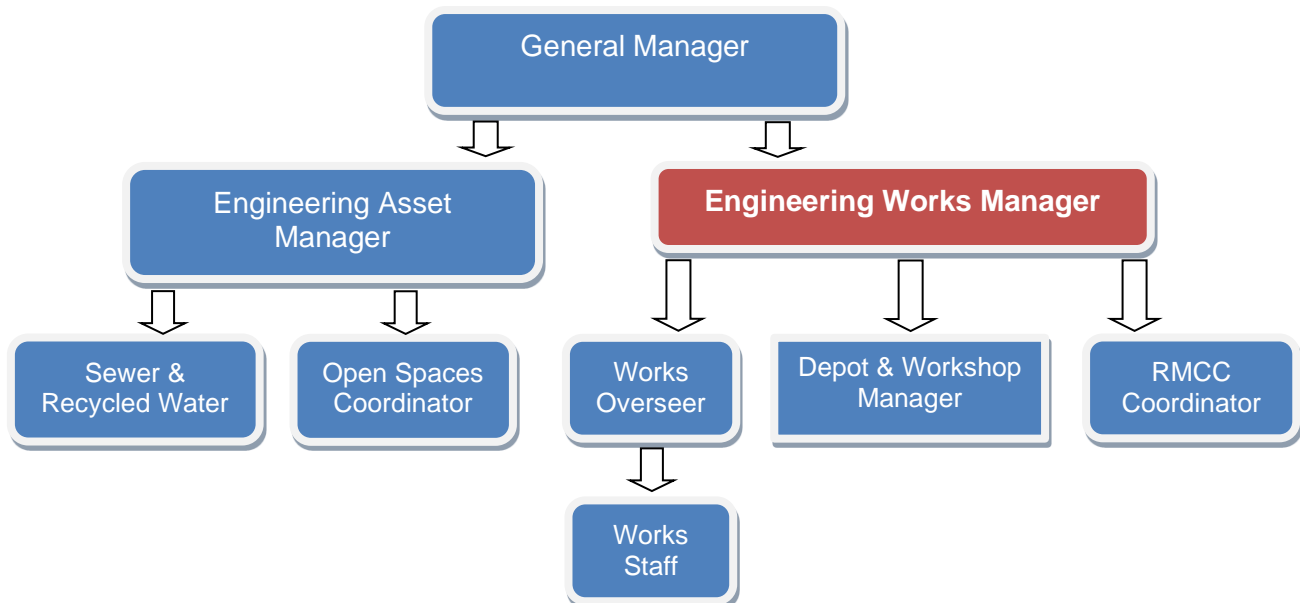


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Position Description
Engineering Works Manager
 DOC-BUS-HRPD-101

Please note that Position Descriptions are under constant review and may be changed, after consultation, to reflect organisational requirements at any time.

POSITION: Engineering Works Manager
 POSITION REPORTS TO: General Manager
 SALARY CLASSIFICATION: Grade 15
 HOURS OF WORK: 70 Hours per fortnight



KEY RESPONSIBILITIES:

- Management of Councils Engineering Works Delivery Function, including;
 - Staff and Contractor Management
 - Delivery of Transport Services – Capital and Maintenance
 - Transport for NSW (TfNSW) Roads Maintenance Council Contract (RMCC) Management
 - Emergency Management / Response
 - Works Depot Operations
 - Traffic Management
 - Assist with Development and Maintenance of Safety, Quality and Environmental Systems and Framework

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- Oversight and Management of Administrative Functions Associated with Engineering Works delivery, including
 - Correspondence
 - Customer Request Management (CRM)
 - Timesheet Processing
 - Works Reporting to Council

POSITION OVERVIEW:

The Engineering Works Manager is a technical focused, high level management role within Council’s Organisational structure. As such, the Engineering Works Managers is expected to demonstrate a high level of organisational leadership, along with commitment and determination to drive operational excellence.

The Engineering Works Managers primary role is to manage and lead all aspects of Council’s Engineering Works function.

The Engineering Works Manager is expected to work closely with Council’s Engineering Asset Manager and together, these positions are responsible for management and operation of Councils Engineering Department.

POSITION OBJECTIVES:

- Manage delivery of all engineering capital and maintenance works in accordance with Council Policies, Procedures and Technical Specifications.
- Provide a vital link between the Council Engineering Technical Staff and Engineering Works Staff
- Provide oversight for the delivery of Engineering Works by Council, including management of Works Overseers, Coordinators and Team Leaders
- Implement and monitor safety, quality and environmental compliance across the Engineering Works area, consistent with Council management framework.
- Participate as part of the Engineering Management Team, actively working on development and continuous improvement of the Engineering Department.
- Motivate Engineering Works staff and facilitate skill/education currency of all members of the Engineering Works function.
- Participate as part of Council Executive Team.

DETAILED POSITION REQUIREMENTS

Staff Management

- Establish and maintain unambiguous and regular communication mechanisms with all staff in the Engineering Works area.
- Manage the operations of staff within the Engineering Works area, particularly those reporting directly to the Engineering Works Manager position.
- Facilitate staff training and development, ensuring adequate skill and experience is developed and maintained within the Engineering Works Area and organisational and individual statutory obligations are satisfied.
- Maintain and improve staff and contractor compliance with organisational Policies and Procedures.

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- Maintain and improve operational efficiency and productivity throughout the Engineering Works area.
- Ensure ethical and transparent dealings with Engineering Works staff and contractors.

Transport Services

- Coordinate all Engineering capital and maintenance works delivery relating to Transport Services, including:
 - Roads, Carparks & Footpaths
 - Stormwater Drainage & Bridges / Culverts
 - Vegetation Management (Slashing and Spraying)
 - Quarry Operations
 - Rural Fire Service (RFS) Hazard Reduction Works
 - Private Works
 - Natural Disaster Works

Transport for NSW (TfNSW) Roads Maintenance Council Contract (RMCC) Management

- Undertake all activities to management the requirements of TfNSW, in conjunction with the RMCC Coordinator, including:
 - Capital and maintenance works delivery
 - Contract Implementation / Oversight
 - Maintenance of Contract Registers
 - Contract Systems Management Plans (Development, Maintenance & Review)
 - Project Specific Plan (Construction)
 - Project Specific Plan (Maintenance)
 - Annual JPA/Project Recommendations
 - RMAP Development/Quarterly Review/Delivery
 - Peer Exchange Group Representation
 - ROL & SZA Approval and Maintenance
 - Network Inspection / Defect Mapping
 - Reactive Work Scheduling / Delivery (contract response time)
 - Accomplishment Recording (facilitation, measurement, audit, reporting)
 - Reporting
 - Incident Response Management
 - Works Proposal Development (fixed contract pricing)
 - Sub-contractor Management
 - Work Surveillance / Quality Control
 - Non-conformance / CAR Reporting and Rectification
 - Project Close Out and Warranty Inspections
 - RMCC Specific Training Facilitation (inspector, specification, induction, enviro, etc.)
 - Complaints Handling
 - Environmental Assessment
 - Stockpile Management
 - Rest Area Management
 - Develop and Maintain - Maintenance Activity Technical Procedures (MAP's)
 - General RMCC Issues

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Emergency Response/On Call Management

- Participate in the Local Emergency Management Committee holding the position of Local Emergency Management Officer (LEMO).
- Coordinate all activities relating to On Call arrangements, in conjunction with the Engineering Asset Manager, including:
 - Oversight
 - Preparedness
 - Compliance

Works Depot Operations

- Coordinate all Works Depot Operations, in conjunction with the Depot and Workshop Manager, including:
 - Depot – access, amenity, storage, layout, etc.
 - Workshop
 - Stores
 - Small Plant and Equipment
 - Large Plant and Light Vehicle Fleet
 - Signage/Traffic Management

Procurement

- Coordinate all Procurement Operations (excluding tenders > \$250,000), in conjunction with the Depot and Workshop Manager and the Procurement Officer, including:
 - Quotations/Tenders (<\$250k)
 - Petroleum Products Purchasing
 - Register of Approved Contractors and Suppliers
 - Purchase Order Management
 - Project Resourcing - Materials, Storage, Labour, etc.
 - Hired Plant

Traffic Management

- Oversee Traffic Management Operations, including:
 - Traffic Management Planning Development and Implementation
 - Temporary Worksite, Setup, Maintenance and Inspection
 - Traffic Facilities Maintenance (signage, parking, line marking, guide posting, safety barrier)

Management Framework

- Assist with development and maintenance of Engineering, Safety, Quality, Environmental framework, in conjunction with Councils Engineering Management Team, including but not limited to:
 - Organisational Policy and Procedure
 - Organisational Systems and System Forms
 - Safety and Environmental Work Method Statements
 - Activity Technical Procedures (incorporating ITP's)
 - Standard Construction Drawings
 - Project Management Plan Template (>\$250k)

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- Routine Maintenance Management Plan Template
- Activity Specific Traffic Control Plans (Incorporating Vehicle Movement)
- Site Specific Risk Assessment and Control Plan

General Administration

- Undertake general administration functions relating to Engineering Works, including:
 - Timely response to correspondence regarding Engineering Works delivery
 - Response to Council enquiries regarding the Engineering Works Function including reports to Council
 - Responsibility for Customer Request Management (CRM), requests and response relating to the Engineering Works function
 - Undertake checking and processing of staff timesheets on a fortnightly basis.

QUALIFICATIONS & EXPERIENCE

Essential

- Associate Degree in Civil Engineering
- WorkCover WHS White Card
- Excellent people management and interpersonal skills
- Demonstrated ability to communicate effectively both verbally and in writing with staff and the public
- Strong Project Management skills
- Good organisational skills
- Current Class C Driver’s License
- Demonstrated knowledge of and commitment to Work Health and Safety, Quality and Environmental Management Principles

Desirable

- High levels of proficiency in the Microsoft suite of software applications (Outlook, Word, Excel, Project and Power Point)
- Other relevant qualifications e.g. WHS, Environmental, Quality, Work Zone Traffic Management
- Demonstrated conflict resolution and negotiation skills
- Demonstrated ability to undertake community consultation and effectively manage public enquiries
- Demonstrated knowledge of and commitment to Equal Employment Opportunity Principles
- Experience working in Local Government
- Knowledge of working in rural and regional areas

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