

# Position Description

## CORPORATE INFORMATION

<b>Position title</b>	Principal Maintenance Engineer		
<b>Directorate</b>	Infrastructure	<b>Branch/Section/Unit</b>	Assets / Maintenance
<b>Position number</b>	1094	<b>Level</b>	6
<b>Award</b>	Queensland Local Government Industry (Stream A) Award – State 2017 Division 2, Section 1		
<b>Line Manager</b>	Road Asset Maintenance Manager		
<b>Direct reports</b>	3 x Inspectors 2 x Technical Officers		
<b>Indirect Reports</b>			

## SCOPE OF POSITION

### Position Summary

Lead the technical and planning arm of the Road Maintenance team. Provide technical support to the infrastructure maintenance delivery and road asset management teams with a focus on continuous improvement and customer service. Program and coordinate the delivery of contract works for Department of Transport and Main Roads;

### Key Responsibilities of the Role

- Deliver the endorsed objectives and targets for the Unit as outlined in the Corporate Plan, Operational Plan, Business Plan, contract documentation and Staff Development reviews.
- Manage planning of Unit activities in line with Legislation, Council's Policies, and Procedures to mitigate non-compliances.
- Coordinate the technical planning arm of road maintenance team to deliver maintenance investigations, and treatment selection along with responding to customer enquiries.
- Provide project and contract management services to ensure the effective and efficient delivery of contracts for the Department of Transport and Main Roads and other minor contracts as required.
- Provide technical support to the maintenance delivery team and asset management team
- Develop, implement and maintain systems for the monitoring and reporting of metrics for the Unit's activities.

## Mandatory Licence/Competency (Ticket) Requirements

- Queensland 'C' Class driver's licence that is current and maintained.
- Construction Industry White/Blue card.

## Essential Knowledge/Skills/Qualifications Criteria

- Tertiary qualifications in Civil Engineering
- Demonstrated experience in industry best practise road maintenance activities
- Demonstrated experience in supervision and management of civil works contracts
- Demonstrated ability in leadership and supervision of staff.
- Demonstrated ability to implement and foster a customer service culture.
- Experience in administering contract works for the Department of Transport and Main Roads.
- Robust project management and time management skills
- Strong written and verbal communication skills
- Demonstrated experience establishing and strengthening relationships with key stakeholders internal and external.

## Desirable Knowledge/Skills/Qualifications Criteria

- Engineers Australia recognised Bachelor Degree in Civil Engineering
- Experience using maintenance, project and financial management software.

## Physical Requirements of the Position

*Note: Applicants with disabilities will be considered on a case by case basis.*

- an ability to perform tasks for extended periods whilst in a sitting position and occasionally pushing, pulling or handling objects exerting a force up to 5kg
- an ability to walk up and down stairs whilst occasionally carrying weights up to 15kg
- an ability to clearly hear directions and instructions being provided at normal speech levels.

## Special Requirements

- Occasional out of hours work (including weekends).
- Regular local travel.
- Respond to Emergency/Disaster events in accordance with Council's Emergency Management plans and systems.

## ORGANISATIONAL INFORMATION

### Safety

#### Behaviours

Maintain a positive attitude towards acquiring an understanding of work health and safety (WHS) legislation, including Council WHS policies and procedures.

Fostering and maintaining a positive attitude towards WHS within the individual work teams.

#### Responsibility

Applying Council policies and procedures in every day work activities to assist Council in ensuring a safe work environment.

To meet the standards imposed by any relevant safety legislation as required by Queensland's *Work Health and Safety Act 2011*.

#### Related documents

- WHS Policy statement WHSPOL004.
- Work Health and Safety Responsibility and Accountability Statement WHSPOL008.
- The WHS KPIs are located in the Work Health and Safety Management Plan WHSPOL010 and should be referenced as applicable with this position.

### Code of Conduct

As per the Staff Code of Conduct (OCPOL001), employees must conduct all business with integrity, honesty and fairness and comply with all relevant laws, regulations, codes, policies and procedures.

### Records Management

Council employees are required to ensure adequate records of actions taken and decisions made whilst undertaking their duties are created and maintained, in accordance with Council's Recordkeeping Policy.

### Council's Vision

To be the *natural* choice to live, work and play.

### Council's Values

**Accountable** – we take responsibility for our actions. We will be accessible and fair.

**Consistent** – our actions will reflect Council's guidelines and practices at all times.

**Appreciative** – we value the opportunities we have and that we look for the best in our people, our organisation and our community.

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**Communicative** – we will keep people informed, consult with the community and will actively listen to and respond to their input.

**Respectful** – we treat people with dignity and courtesy. We recognise and support the contribution of individuals and respect each other, our customers and the diverse community we serve.

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## POSITION APPROVAL AND ACCEPTANCE

### Approved by

Name		Position	
Signature		Date	

### Accepted by

Name			
Signature		Date	

*The scope and requirements of this position as well as the organisational structure is subject to change by Council as required by business needs.*