

Position Description

Maintenance Engineer

Name of appointed officer: Vacant

Date of appointment:

Date of last review of position description: October 2019

Salary and conditions

All terms and conditions of employment are consistent with the Local Government (State) Award unless otherwise stated.

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| Assessed entry level of position within salary system: | Band 3 Level 3 |
| Position limit within salary system: (20 Grade structure) | Grade 14 – Entry to Step 4 (Plus Civil Liability Allowance) |
| Status of position: | Permanent |
| Hours of work per fortnight: | 70 |

Organisational relationships

| | |
|-----------------------------------|---|
| Directorate: | Works and Civil |
| Section: | Civil Services |
| Team: | N/A |
| Work base: | Grafton or Maclean as appropriate to the position |
| Position responsible to: | Senior Maintenance Engineer |
| Level of support and supervision: | High level of independence with routine reporting function to Senior Maintenance Engineer |
| Level of personal management | High |
| Level of teamwork required: | High |
| Supervision of staff: | Up to 4 staff |
| Internal contacts: | All staff within Council but primarily with in Civil Services |
| External contacts: | General public, Government agencies, private organisations. |

Vision, mission and values

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|---------------------|---|
| Our vision: | To make the Clarence Valley a community full of opportunity |
| Our mission: | To plan and deliver services valued by the community |
| Our values: | the acronym ' STRIVE ' describes the values and behaviours which are considered to be core requirements when we deal with each other and our community |



| Our Values and Behaviours | |
|---|---------------------------------|
| Safe | |
| We will have a safety focused workplace culture to ensure the wellbeing of our staff and the community. | |
| Acceptable | Unacceptable |
| I am aware of hazards | I take shortcuts |
| I promote a safe culture | I ignore safety |
| I look out for others | I do not communicate |
| Teamwork | |
| We will work together as one council towards shared goals and for the greater good of the community. | |
| Acceptable | Unacceptable |
| I share the load | I undermine others |
| I communicate with others | I act in isolation |
| I value people's strengths | "What's in it for me?" |
| Respect | |
| We will be inclusive, treat people with courtesy and fairness, and ensure each individual is valued and heard. | |
| Acceptable | Unacceptable |
| I am inclusive | I am a bully |
| I value the skills and opinions of others | I am aggressive |
| I listen actively | I am a gossip |
| Integrity | |
| We will behave in a way that is honest, open, and transparent. We will take responsibility for our actions and strive for excellence. | |
| Acceptable | Unacceptable |
| I am honest | I lie and conceal |
| I work ethically and lead by example | I act corruptly |
| I am responsible for my actions | I undermine others |
| Value | |
| We will deliver services efficiently, effectively, and in an environmentally and financially sustainable manner. | |
| Acceptable | Unacceptable |
| I always look for improvements | I misuse Council resources |
| I work efficiently | I'm a bludger |
| I learn from my mistakes | I don't respect the environment |
| Engagement | |
| We will engage with our staff and community to inform our decision making, and create awareness of our activities. | |
| Acceptable | Unacceptable |
| I communicate in a clear and timely manner | I deliberately misinform (lie) |
| I am the face of Council | I don't value consultation |
| I value all our customers' needs | I ignore communication |

Physical requirements of the position

Frequent use of computer keyboard and prolonged periods of sitting

Walking on uneven ground and up and down slopes

Prolonged periods of driving

Purpose of the position

To provide day to day management and direction to operational staff in the completion of maintenance works.

To ensure the efficient and timely provision of Council's road maintenance works and services to Council's adopted standards.

To ensure effective and efficient delivery of major and minor construction and maintenance projects, giving due consideration to the Civil Liabilities Act, and other such Legislation and regulations as may be applicable.

Major duties and responsibilities

Undertake research and assist in the formulation of policy and strategic planning in relation to road maintenance works and services for the Civil Services Section.

Apply problem solving skills to identify and classify possible sources of risk, consult with stakeholders where required and proactively implement strategies to mitigate identified risks, while ensuring non contravention of any statutes, regulations or Council policies

Undertake financial management of the maintenance budget by:

- Providing financial information on the long-term financial requirements for maintenance strategies;
 - Monitoring the expenditure of maintenance budgets;
 - Providing advice to Civil Services management when budgets deviate from programmed expenditure; and
 - Initiate corrective action when expenditure deviates from budgets, in consultation with Civil Services management.
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Major duties and responsibilities

Program, implement and monitor maintenance programs for the Section, including:

- Strategic planning, prioritising and programming of works in accordance with Council's adopted Asset Management Plans, levels of service and available budgets, including documenting and substantiating the programs adopted.
- Implement, monitor and review maintenance programs, levels of service and practices, including ensuring a high standard of work, productivity and personnel safety in terms of quality, environmental and WH&S standards and documentation is achieved.
- Ensure that maintenance programs are completed to schedule and where required initiate corrective actions to ensure programs are completed as specified.
- Provide input as requested for the preparation of the Operations and Delivery Plan for maintenance works undertaken by Civil Services.
- Continually assess current programs and practices and:
 - Determine whether the current programs meet the maintenance objectives of Council and the community;
 - If there are alternate maintenance strategies and systems that can be employed to improve Council efficiency; and
 - Where determined alter existing Council programs in consultation with Civil Services management.

Conduct contract management of maintenance related contracts, including:

- Preparation of contract documents;
- Act as Council's Principal Representative in contract management; and
- Management of contract performance and administrative duties.

Provide assistance, information and advice to:

- Members of the public, especially in response to issues of complaint;
- Officers of other sections of Council, especially relating to issues of public safety;
- Officers from State and Federal Government Agencies;

in relation to Council operational and maintenance issues.

Provide timely, accurate and succinct information to the Senior Maintenance Engineer on maintenance activities.

Oversee the quality judgements of subordinate staff and the quality of work produced, including ensuring Council meets its WH&S and documentation requirements.

Meet all applicable legislation and Statutory Authority regulations and guidelines

Prepare reports to Council on operational policy and matters that require Council or Executive deliberation and resolution.

Support emergency response in times of natural disaster

Represent Council on internal and external committees as required.

Check and certify purchase orders and invoices for activities supervised by the position.

Seek grant funding for projects under the control of the position.

Advise and report on insurance claims and represent Council where required.

Supervise, mentor and support the staff reporting to the position

Essential selection criteria

The selection criteria must be addressed as part of your application. Applicants must meet the essential criteria in order to be considered for interview.

Education and knowledge

Bachelor of Engineering Technology or equivalent; **or** equivalent relevant industry experience

Licences/tickets, clearances, membership

Current Drivers Licence

WHS Construction Induction Training Certificate (NSW) or equivalent recognised in NSW

Experience

Demonstrated experience in the management of general road maintenance activities, including development of road maintenance and inspection programs

Demonstrated experience in financial management of Engineering activities

Position related skills

General computer literacy in email and internet programs, Intermediate proficiency in Microsoft Word and in Excel

Demonstrated well developed communication (written and verbal) and negotiation skills

Work qualities

Behaviour that positively demonstrates commitment to Council's STRIVE values

Desirable selection criteria

The following criteria are considered important and demonstrated capacity to meet them will be highly regarded.

Education and knowledge

Civil Engineering Degree

Licences/tickets, clearances, membership

Eligible for membership of professional body (e.g. IPWEA, Engineers Australia)

Experience

Demonstrated broad experience at management level

Demonstrated staff supervisory experience

Demonstrated experience in policy development and strategic planning

Position related skills

Ability to assess and analyse complex maintenance issues over a large road network to develop prioritised work programs

Other features of this position may include

To be available outside normal working hours

To attend meetings as required, which may include meetings with the public, community groups or Government Agencies

Generic performance requirements

Ethics/probity – act in accordance with the Code of Conduct.

Equal employment opportunity - comply with Council's Equal Employment Opportunity (EEO) Protocol.

Health and safety (WHS) - undertake duties and act at all times in accordance with the WHS Management System.

Other duties (outside of specific position requirements) - under the provisions of the Local Government (State) Award, Council may direct any employee to carry out duties that are believed to be within the employee's skills, qualifications, competence and fitness capabilities, whether or not they are a usual function of the position. Where an employee is required to perform duties associated with a higher position, the **Use of skills** Clause in the Local Government (State) Award will apply.

Declaration

In signing this declaration I acknowledge that I,
have been advised of the requirements, terms and conditions of appointment to this position based on this Position Description.

Signed: Date

Employee