

Senior Asset Maintenance Engineer

Reports to	Coordinator Roads and Infrastructure	Direct reports	Engineering Works Officer Senior Asset Protection Officer Asset Protection Officer
Classification	Band 7		
Position number	551217		
<p>What will you do?</p> <p>Service Delivery</p> <ul style="list-style-type: none"> • Manage the Asset Maintenance Team consisting of the Engineering Works and Asset Protection functions to deliver a responsive and highly effective service. • Provide quality services in the area of protection and maintenance of Council assets to preserve and enhance the built and living environment. • Control activities that impact or may be detrimental to Council's assets by applying relevant legislation and where necessary using education, negotiation conflict management skills and enforcement to resolve problems. • Liaise with residents, contractors, developers and service authorities in relation to the reinstatement of damaged Council assets such as road pavement, footpaths, private vehicle crossings, nature strips, kerb and channel and other infrastructure as a result of works carried out by them. • Assess and process various permit applications including Asset Protection, Vehicle Crossing, and Works permits within the guidelines set by Council including on-site inspections and liaising with applicants as required. • Provision of asset inspections, condition rating and defect reporting services. • Embed the customer charter by putting the customer at the centre of service delivery. • Manage the team's requests through Council's Customer Request System (CRM), ensuring requests are actioned within the allocated time limit. <p>People</p> <ul style="list-style-type: none"> • Lead, motivate and mentor the team in a way that builds trust and promotes accountability. • Provide an engineering leadership role within the team, offering a proactive and empowering perspective with sound engineering judgement. • Actively engage key stakeholders in a collaborative way that supports project delivery success, the desired outcomes and achievement of our goals and objectives. • Drive a safety first culture to ensure compliance to safe work practices and risk management compliant with relevant regulations. 		<p>Who are you?</p> <ul style="list-style-type: none"> • Tertiary qualified in civil engineering, or associated field of expertise. Experience in the delivery of the asset maintenance services including asset protection will be advantageous. • A professional with substantial experience in the delivery of civil infrastructure maintenance and construction, staff and other resource management. • A proactive individual, with good judgement and an ability to solve problems efficiently. • Experience supervising staff and managing contractors. • An experienced people leader who is able to develop and deliver against set objectives and budgets and maintain focus through all programs and projects. • Experienced in leading programs or projects in a collaborative manner which impact both internal and external stakeholders. • Ability to manage concurrent tasks and coordinate the completion of asset maintenance and infrastructure works on budget and on time • A problem solver, able to formulate feasible options and facilitate position outcomes to meet the needs of internal and external stakeholders. • Knowledgeable in government, and local government organisations relevant to Council assets. <p>What do we expect?</p> <ul style="list-style-type: none"> • Be dedicated to delivering a consistent, connected and customer focused service and model our values and Customer Charter. • Be committed to maintaining a safe and healthy workplace. • Act consistently with our Employee Code of Conduct. • Embed robust information management practices • Be flexible and responsive and be prepared to step-up in times of need. 	

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What are your key responsibilities?

Service Delivery	<ul style="list-style-type: none"> • Be part of the Infrastructure Services team, providing quality services to its customers in line with the service standards set by the organisation and in accordance with the quality, environmental, health and safety management systems. • Enforce acts, regulations, legislation and local laws contributing towards the preservation of Council assets. • Assess and administer permit requirements. • Assess internal reviews for infringements. • Enforcement of local laws and other relevant legislation including preparation and lodgement of Summons documents at Court as directed, preparation of Summary of Evidence and appearance as witness at the Magistrates Court as required. • Promptly verify, assess, initiate works and notify rechargeable costs in order that costs may be expeditiously reclaimed from the relevant service authority/utility, builder/developer or property owner. • Ensure requests and work instructions are programmed, executed promptly and efficiently in accordance with the customer service requirements. • Ensure that Utility works undertaken in the municipality comply with the Road Management Act and Council standards. • Manage the delivery of various capital works projects to ensure the provision of high quality assets and services. • Facilitate delivery of chargeable works projects as required including the preparation of quotations, administration, resourcing and invoicing for services rendered. • Facilitate preparation of quotations for works and undertake programming, resourcing and delivery of projects as required. • Ensure notification of any potential claim against Council to Council's Claims Managers and provide information in response to requests to assist in determining and defending Council against Claims. • Undertake investigations and contribute information to the preparation of technical, administrative and financial reports on various matters relevant to the Unit activities including provision of technical advice. • Assist in preparation and participate in internal and external management system audits and oversee incident investigations affecting the section. • Assist with preparation and monitoring of Unit budgets. • Provision of reactive and proactive maintenance services utilising the MMS (Reflect) system to program or schedule maintenance activities.
Systems and Processes	<ul style="list-style-type: none"> • Work with autonomy in project management systems and frameworks that promote excellence and provide transparency of progress and delivery of drainage, traffic, transport or development projects. • Participate in audits as required. • Provide project performance reporting to internal and external stakeholders. • Undertake financial transactions within delegated authority including budget maintenance. • Demonstrate ongoing commitment for continuous improvement of processes to optimise team performance and ensure efficient and effective work systems and practice.
People	<ul style="list-style-type: none"> • Lead, motivate and mentor team members around project management and engineering. • Undertake people management practices in line with the policies of the organisation • Contribute to workforce planning models. • Build and maintain internal and external relationships, critical to success.

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What are the key requirements?

Accountability and extent of Authority	<ul style="list-style-type: none"> Accountable for investigation, research, review and development of relevant strategies and policies and related issues. Providing accurate, high quality, reliable, well researched and professional technical specialist advice for the delivery of Council Plan Action items and the achievement of organisational goals. Accountable for delivery of allocated projects on time and within budget. Responsible for decisions, recommendations, reports and advice given to all stakeholders on relevant projects, processes, strategies and policies. Authority to manage the allocated responsibilities and develop and implement relevant policies and procedures for the Unit.
Judgement and Decision Making	<ul style="list-style-type: none"> Provides specialist engineering input into specific projects, resolves complex service delivery issues using professional skills gained, analyse and identify a range of solutions and decides on the most appropriate course of action. Allocates and manages resources using professional experience with limited supervision to achieve project outcomes.
Specialist Skills and Knowledge	<ul style="list-style-type: none"> In depth understanding of contemporary and effective engineering principles and practices. Well-developed knowledge of relevant regulations and legislation to ensure compliance in practice Significant project management skills. Knowledge of budgeting techniques to develop and monitor project budgets. Understanding of the long term organisational goals and how it relates to unit performance.
Management skills	<ul style="list-style-type: none"> Lead, motivate and supervise others, as required, including prioritising workloads to meet defined and/or changing and conflicting deadlines. Sound knowledge of people management and occupational health and safety policies. Proven coaching and mentoring skills enabling the transfer of knowledge and skills. Demonstrated ability to complete tasks within tight timeframes and the flexibility to respond to changing priorities. Well-developed problem solving skills. Proven ability to prepare well researched and accurately written and verbal reports.
Interpersonal skills	<ul style="list-style-type: none"> Ability to gain cooperation of stakeholders including the community, employees and external contractors in the delivery of the project. Ability to build and maintain strong stakeholder partnerships and relationships. The ability to lead, motivate and develop other employees. Ability to engage and lead staff in a positive direction, while setting developing and promoting a proactive and positive culture.
Qualifications and Experience	<ul style="list-style-type: none"> Tertiary qualified in engineering, construction or other associated field of expertise. Substantial experience in the delivery of civil infrastructure maintenance and construction, staff and other resource management. Experienced in the use of Microsoft Office, GIS systems, Property and Rating and related software. Drivers Licence valid in Victoria