

POSITION DESCRIPTION

Bundaberg Regional Council has a vision 'To Build Australia's best Regional Community'. This position description outlines the values that underpin this vision and an overview of the general duties and responsibilities required in this role.

Overview

Position Title:	Civil Works Engineer	Industrial Instrument:	Bundaberg Regional Council Certified Agreement plus Queensland Local Government Industry Stream A Award
Position Number:	3036	Classification Level:	7
Employment Location:	Kalkie Depot	Position Status:	Full-time
Department:	Infrastructure	Document Last Reviewed:	19/11/2020
Branch:	Civil Works	Job Dictionary:	MD-7-900
Accountable To:	District Engineer		
Aim of Position:	The focus of this position is to provide engineering assistance to Council's District Engineers Civil Works capital construction and maintenance operations. The incumbent is to apply engineering skills to ensure operations are carried out within a business ethos, focusing on project management excellence and timely, cost-effective delivery, while paying attention to customer service.		

Council Values

Bundaberg Regional Council's culture is driven by the following values:



Key Responsibilities

- Contribute to the development and implementation of a business strategy for the Civil Works Operations section that ensures delivery of efficient and effective programs, with engineering based "fit-for-purpose" outcomes reflecting asset management principles, and focusing on meeting agreed customer and Council expectations.
- Assist in the management of systems and processes that foster highly motivated, adequately resourced work crews focused on continual improvement in the areas of customer service, construction and maintenance delivery and safety.
- Apply engineering skills to implement effective cost management systems and practices for construction and maintenance activities that generate focus on operational efficiency.
- Assist District Engineers in construction and maintenance activities including plan review and comment, project design and site inspections.
- Provide engineering advice and input to Civil Works issues as appropriate.

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- Effectively undertake stakeholder engagement and risk management processes that are integral to the Civil Works management and operations.
- Preparation of estimate of costs for works, obtain job cards and monitoring project costs.
- Maintain an audit role of operations to ensure that high standards are maintained in the following areas:
 - Work Health and Safety
 - Technical Standards
 - Quality of Work
 - Corporate Image
 - Productivity
- Management of civil construction and maintenance crews as required to deliver programs of work and implement appropriate systems to manage workflows and resources as directed.
- It is expected that the incumbent undertake other reasonable duties and tasks requested by Management within the incumbents capabilities, including additional duties as required during periods of absence of other staff.

Position Requirements - Qualifications and Experience:

Mandatory:

- Relevant Tertiary qualifications in Civil Engineering providing eligibility for Corporate Membership of Engineers Australia.
- Unrestricted Class C Drivers Licence.
- Demonstrated experience in the engineering aspect of construction and maintenance of roadwork's and stormwater networks.
- Demonstrated experience with advanced technical investigative and reporting work including design.
- Extensive working knowledge of Asset Management principles.
- Very highly skilled in the use of computer and industry standard software.
- Well-developed interpersonal, oral and written communication skills and the ability to effectively communicate with a variety of internal and external parties.
- Experience with the delivery of construction projects at a project management level using internal or external resources.
- Ability to prepare cost estimates, review design plans and implement a system of cost control.

Desired:

- Have or have the ability to obtain Registered Professional Engineer Queensland (RPEQ) in Civil Engineering.
- Significant project management experience & associated qualifications.
- Significant contract management experience & associated qualifications.

Organisational Capabilities – Team Leader/Supervisor (Leading Others):

The capabilities for all roles are obtained from the Capability Framework which describes key behaviours required at all levels and roles across Council. There are four mandatory capabilities that are required in all roles – building relationships, customer focus, safety and professionalism and job requirements.

Building relationships (mandatory)	Building relationships with teams and stakeholders: <ol style="list-style-type: none"> 1. Inspires and connects with the values, beliefs and interests of others 2. Effectively manages consultative processes in a group or forum
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	<ol style="list-style-type: none"> 3. Fosters teamwork and rewards cooperative and collaborative behaviour, while resolving conflict using appropriate and respectful strategies 4. Recognises the positive benefits of diversity and capitalizes on these for the benefit of the organisation
Customer focus (mandatory)	<p>Understands customer perspectives and works across boundaries:</p> <ol style="list-style-type: none"> 1. Actively works to understand customers and stakeholders 2. Encourages a strong customer focus and builds understanding of customer perspectives within their team 3. Shows respect for customers and stakeholders
Safety and professionalism (mandatory)	<p>Champions and models safe, professional and ethical behaviour:</p> <ol style="list-style-type: none"> 1. Manages safety issues and problems, resolves corrective actions and monitors to ensure compliance 2. Models ethical behaviour and consistently applies those ethical standards to self and others 3. Is consistent in words and actions 4. Is viewed as trustworthy, honourable and truthful, and respectful of the views of others 5. Able to understand, monitor and channel their own emotions in a positive way whilst staying true to self
Job requirements (mandatory)	<p>Applies business management skill:</p> <ol style="list-style-type: none"> 1. Applies sound business management skills in corporate governance areas, such as financial, contract and project management
Cross-organisational thinking	<p>Understands how their team's work aligns to Council's objectives:</p> <ol style="list-style-type: none"> 1. Conveys the vision for their area in a compelling way 2. Able to describe their work, and the work of their team, contributes to organisational objectives 3. Considers wider organisational objectives when making decisions and performing work
Leading people	<p>Inspires individual and team commitment to achieve results:</p> <ol style="list-style-type: none"> 1. Motivates individuals and creates a climate in which people want to do their best 2. Regularly reviews performance and holds timely and frank discussions with all team members 3. Provides regular feedback and recognises team member contributions 4. Gives people the balance of autonomy and support they need to achieve outcomes 5. Builds a cohesive and supportive team environment
Developing people with a one team focus	<p>Builds team capability:</p> <ol style="list-style-type: none"> 1. Takes responsibility for team development 2. Uses development plans to address skills/knowledge gaps or to strengthen current capability 3. Identifies a broad range of development opportunities for team members 4. Develops staff for high performance through providing appropriate guidance and supporting them to resolve their own issues
Driving people's performance	<p>Manages team performance:</p> <ol style="list-style-type: none"> 1. Breaks down projects into objectives and goals, and accurately scopes out length and difficulty of tasks 2. Organises the team to deliver the required program of work 3. Provides clear and accurate reporting of progress and performance
Managing stakeholders	<p>Manages internal and external relationships:</p> <ol style="list-style-type: none"> 1. Written and verbal communication is clear and concise

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	<ol style="list-style-type: none"> 2. Models open communication by actively and attentively listening to others 3. Seeks to understand the audience and adapt accordingly 4. Builds networks with peers and work collaboratively with others 5. Reads situations quickly and sees conflicts as opportunities 6. Can settle disputes equitably by finding common ground and gaining cooperation
Decision making	<p>Displays rigour in advice:</p> <ol style="list-style-type: none"> 1. Provides advice that is rigorously considered and supporting by a clear rationale 2. Looks beyond the obvious and persist with analysis and solutions 3. Makes timely decisions
Making improvements	<p>Drives continuous improvement:</p> <ol style="list-style-type: none"> 1. Encourages creativity and innovation 2. Identifies and implements improved ways of doing things
Progressing change	<p>Champions and implements change:</p> <ol style="list-style-type: none"> 1. Communicates the positive side of change for the team and organisation 2. Assists the team to adapt to a changing environment 3. Influences others

Organisational Accountabilities:

The organisational accountabilities are the expected standards of performance all roles and levels in Council

Accountability	Action
1. Workplace Health and Safety	<ul style="list-style-type: none"> • Actively participate and promote a health and safety culture that believes all incidents are avoidable and strives to create an environment free from injury or illness, and operate in accordance with Council's Health and Safety Duty Statement and associated safety policies/procedures.
2. Culture	<ul style="list-style-type: none"> • Drive a positive and proactive customer service culture and demonstrate an active commitment to the culture, vision and values of Council. • Comply with Council's Code of Conduct and all Council policies and procedures at all times.
3. Information Services and Technology	<ul style="list-style-type: none"> • Protect and manage Councils information assets in accordance with legislative, Policy and process requirements. • Use Council's technology appropriately and with respect.
4. Disaster Management	<ul style="list-style-type: none"> • Assist, support and participate in Council's response to a disaster event, including any exercises and/or any event where the Business Continuity Plan is activated.
5. Customer Service	<ul style="list-style-type: none"> • Demonstrate a comprehensive understanding of the customers of Council, creating a culture of customer service excellence.
6. Financial Accountability and Governance	<ul style="list-style-type: none"> • Models compliance with Council's procurement Policy. • Delegations may be applicable to this position and are detailed in the Delegations Corporate Register. • Legislative Sub-Delegations and authorisations may also be applicable.

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7. Corporate record keeping	<ul style="list-style-type: none"> Ensure that full and accurate records are made for all business transactions conducted on behalf of Council and that all records of appropriately retained in accordance with Council's recordkeeping requirements.
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Immunisation Requirements

It is a condition of employment for this role for the employee to be, and remain, vaccinated against the following vaccine preventable diseases during their employment:

Vaccination Name	Requirement
Tetanus	<ul style="list-style-type: none"> Staff in job roles which have regular contact with manured soil, work outdoors or work with wood.
Twinrix (Hepatitis A and B)	<ul style="list-style-type: none"> For staff who are at risk of a needle-stick injury, have regular contact with human tissue, blood or body fluids and / or for staff who work with rural and remote Indigenous communities, child care, carers of people with disabilities, healthcare workers, plumbers or sewage workers.
Q Fever	<ul style="list-style-type: none"> Only staff in job roles where contact with cattle, kangaroos, sheep, goats, camels is likely (alive and dead) or are regularly transiting paddocks, work yards etc. frequented by cattle, kangaroos. Lyssavirus (Rabies) only staff in job roles which contact with bats is likely, or infected animals e.g. Horses, dogs, pets.

Acknowledgment

I hereby agree to abide by Council values, policies and the Local Government Act and that this position description clearly outlines the overall responsibilities, physical requirements (through the relevant Job Dictionary) and duties that are to be carried out as part of this role of which I agree to perform at the best of my abilities. I also understand that the position requirements represent the minimum requirements to perform the duties at the current level.

Signature of Employee	
Print Name	
Date	/ /

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